



# DEPARTMENT OF CHEMICAL AND BIOMOLECULAR ENGINEERING Ph.D. Program Checklist

## ALL SEMESTERS

- Enroll in courses and/or research (6-9 graded credits per semester plus research credits)
- Register for CHEG program seminar (CHEG 5394)

## YEAR 1

### Semester 1: Advisor & Research

- Enroll in 3 required CHEG courses (5301, 5315, 5321)
- Maintain a minimum GPA of 3.0
- Discuss research interests with faculty
- Submit advisor preference form (end of September)
- Work as teaching assistant
- Be paired with research advisor
- Prepare for qualifying exam

### Semester 2: Start Research

- Pass oral qualifying exam (early January if starting in August)
- Enroll in research and/or additional courses
- Work as teaching assistant

**Retake Qualifying Exam If Necessary**  
(mid May if starting in August)

## YEARS 2 & 3

**Continue to Take Graded Courses Toward Your Degree**

### General Exam Part 1 (Preproposal)

- Should be completed within 12 months of the formation of advisory committee

### Form an Advisory Committee

- At least 5 members, including the primary advisor
- At least 1 member must come from another department or program or industry

### Submit *Plan of Study* to the Graduate School (After 18 Credits Completed)

- <https://grad.uconn.edu/forms/>
- Confirm approval by Graduate School prior to scheduling Preproposal

## YEARS > 3

**Complete 30 graded course credits and 15 graded research credits**

**Prepare Dissertation Proposal**

### Annual Review

- Should be scheduled within 12 months of the Dissertation Proposal or previous annual review meeting until final defense

### General Exam Part II (Preliminary Results)

- Should be completed within 12 months of the completion of Part I
- Submit proposal hard copy, dissertation proposal approval, and general exam forms to Graduate School

### Dissertation Proposal

- Should be completed within 12 months of the completion of General Exam

### Final Committee Meeting

- Should be scheduled at least 6 months before Final Defense.

## FINAL DEFENSE

For a complete checklist of required steps visit:  
<https://registrar.uconn.edu/graduation/doctoral-degrees/#dissertation-information>

**Apply for Graduation in Peoplesoft During Last Semester**

**Provide Dissertation to Advisory Committee 4 Weeks in Advance of Defense**

**Defend Dissertation and Obtain Signatures of Advisory Committee**

**Complete CBE Clearance Form**  
includes: submitting pdf of thesis, and returning keys

**Announce Final Defense 2 Weeks in Advance on UConn and CBE Event Calendars**

- Contact CBE department staff for calendar scheduling and announcement.

**Review Dissertation Submission Checklist in Link Above**

### Submissions

- Submit 1 electronic copy of dissertation to Digital Commons
- Submit completed dissertation checklist, 1 approval page, final exam form, and receipt of earned doctorate survey to Graduate School

