

**Graduate Student Checklist
Chemical & Petroleum Engineering**

- ❑ *Be sure to **register** for courses as soon as possible each semester, especially if you are on an assistantship.*
 - Failure to register can result in nonpayment of your stipend if you are on an assistantship.
 - Be sure to “accept” the student health insurance, as this is part of your assistantship.
 - Be sure to register CHE/PETE 5890 – Chemical & Petroleum Engineering Seminar, as you are required to attend this course every semester during your graduate studies.

- ❑ *Enroll in a Lab Safety Course before you work in any lab. Please contact Kyle Winkelman (kwinkel3@uwyo.edu)-for information.*

- ❑ *Submit a **Program of Study Worksheet** to Heather Warren by the end of your second semester of study. Deadlines are October 1 for fall and February 1 for spring. Go to this site to download the form:*

<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>

- ❑ *Choose and appoint your **Graduate Committee** at the time that you submit your program of study. Consult with your advisor before you invite anyone to serve on your committee. E-mail the **Committee Assignment Form** (see link below) to Heather (hwarren@uwyo.edu) as she can help you finalize this form. You'll need the following members:*
 - MS – 2 departmental members (one of which will be your advisor) and 1 external (outside-of-department) member
 - PhD – 5 members with at least 1 external (outside-of-department) member

<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>

- ❑ ***For PhD Students Only** – Prior to the end of your fourth semester of study, you must have completed all required core courses. Curriculum, including core courses, for each program are outlined here:*

http://www.uwyo.edu/chemical/grad_students/grad%20study%20guidelines.html

- ❑ ***For PhD Students Only** – Prior to the end of your fifth semester you must complete your Preliminary Exam. You should work with your advisor and committee to schedule and prepare for your Preliminary Exam. For the **Report on Preliminary Examination for Admission to Candidacy** form go to:*

<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>

- ❑ *During your last semester of study, submit a draft of your thesis, dissertation, or Plan B paper to your advisor for review. After it is approved by your advisor, provide a copy to each member of your graduate committee no less than 2 weeks prior to your defense.*

- ❑ *Submit your **Anticipated Graduation Date Form** to the Office of the Registrar during your last semester of study. The deadline to submit this form is the last day of classes for that semester. For the form go to:*

<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>

- ❑ *Plan for your thesis oral **defense** by doing the following:*
 - Determine a date and time that fits into the schedules of your committee members.
 - See Heather to reserve a room in which your defense will be held.
 - E-mail Heather (hwarren@uwyo.edu) with your thesis title and an abstract.
 - Heather will distribute an announcement to the faculty. The presentation of your thesis will be open to the public, followed by a closed question and answer period with your committee members.
 - Take a completed **Report of Final Exam** with you to your defense. This form may be found at:

<http://www.uwyo.edu/uwgrad/enrolled-students/forms/index.html>

- ❑ *Following your defense make any required corrections to your thesis and submit a draft to your advisor and committee for final approval.*
 - For PhD Students, the thesis must be approved by the student's graduate committee as part of the final exam.

- ❑ *After final edits have been incorporated and your Report of Final Exam has been signed go to:*

http://www.uwyo.edu/registrar/students/graduate_student_graduation.html

This is where the requirements for thesis upload and degree completion are explained. Please be sure that you have completed all of your graduation requirements as listed here.

- ❑ *Congratulations, you are all finished! Great job!!!*

