

PhD DEGREE Required Components and Milestones

A PhD Degree in the IUPUI Dept. of Chemistry and Chemical Biology requires 90 credit hours made up of 20 credit hours of course work and 70 credit hours of research.

1. **Select Research Advisor and Graduate Advisory Committee**

The advisory committee is made up of four members including your Thesis Advisor. Two members must be in your major area of study (analytical, biochem, organic, etc.), one member outside must be outside the major area, and the final member can be either in or outside of the major area. Two of the four committee members must be Purdue Chemistry Dept. faculty members. Your thesis advisor will be able to suggest to you Purdue faculty to contact for committee membership.

2. **Cumulative Exams**

Ten cumulative examinations are offered each year. The student must pass five cumulative examinations by the end of the fourth semester, or five exams in twenty chances. *If you miss an exam, that still counts as one chance.* Specific dates will be announced at the beginning of each academic year. Generally, cumulative examinations are given once each month on Saturday mornings from 10:00 am to 12:00 noon in LD 326T. (No exams are given in the summer session.)

Cumulative exams are designed to address students' critical thinking skills, depth of knowledge, and active learning via reading and comprehension of selected literature and related concepts. Performance on the exams provides points of reference for assessing satisfactory progress in the program.

Each exam booklet contains exam questions from each of the five traditional areas of chemistry. Students may select any of the five area exams, and may take more than one exam in a sitting.

You can find previous copies of cumulative examinations, as well as the schedule of exams, on the Purdue Chemistry webpage <http://www.chem.purdue.edu/Exams/default.htm>.

3. **Plan of Study**

An approved Plan of Study form **GS Form 4** should be submitted prior to the end of the third semester. The plan must absolutely be submitted before the Preliminary Examination takes place. The plan should include course work and your two credits of chem seminar. Research credits will not be recorded on this form.

a. 20 credit hours of approved graduate courses including:

- i. 9 credit hours in the primary major area
- ii. 9 credit hours outside the major area, in at least two other (separate) areas
- iii. Among items 3a(i) and 3a(ii), 12 credit hours must be approved 600-level courses
- iv. 2 credits of CHEM 69500 Seminar

4. **Poster Sessions**

3rd semester PhD thesis students are expected to participate in the Departmental Poster Session held every Fall semester; this important event serves as a Progress Review for thesis students and also assists in developing presentation skills and preparation for the final thesis defense.

5. **Written Research Report**

Each student will provide a written research report to the advisory committee in the fourth semester (or by the end of the fifth semester at the time of the Oral Candidacy Prelim exam) describing research progress and future plans. The dissertation research summary should consist of a statement of research already accomplished as well as a discussion of directions that further research might take.

6. **Oral Candidacy Examination (Original Proposal/Preliminary Exam)**

The oral candidacy examination, which consists of an original proposal (OP) and an up-to-date summary of the student's dissertation research, must be taken after the cumulative examinations have been successfully completed but no later than the end of the fifth semester. The OP must originate with the student and not be related to their doctoral research. **Submit GS Form 8** (Request for Appointment of Examining Committee – Preliminary Exam) **at least four weeks prior to your exam.** **Note:** *there MUST be two full semesters, (summer counts as one semester) between your Preliminary (Oral Candidacy) and Final Exam/Defense. For example, a preliminary exam in Spring semester means the earliest graduation can be is in the following Spring semester.*

7. **Formal Literature Seminar Requirement**

Before the end of the 6th semester students must present a formal (Lit) seminar. The timing and content of the seminar must be approved by the candidate's committee and the faculty member in charge of the seminar program.

8. Register for **CAND** (Candidacy) in the semester you intend to graduate.

9. **Submit GS Form 8** (Request for Appointment of Examining Committee – Final Exam) **at least** four weeks prior to your defense

10. **Defend and deposit** dissertation.

A more detailed timeline and other information can be found in the Graduate Student Handbook located in the graduate section of the Dept. of Chemistry and Chemical Biology website (www.chem.iupui.edu) NOTE: This handbook will be updated for the 2014-15 academic year.

All graduate program forms can be found on the Purdue Graduate School website (<http://www.gradschool.purdue.edu/faculty/forms.cfm>) or linked from our chem website.

The graduation deadlines for each semester are posted on the School of Science website under the "Preparing for Graduation" tab (<http://science.iupui.edu/graduate/graduation>)

Any questions regarding the administration of the graduate program can be directed to the Graduate Programs Administrator, Kitty O'Doherty, at czinski@iupui.edu or (317) 274-8969, or feel free to drop by the office anytime, LD 326K.

PhD Degree Approximate Timeline

			Accumulated Credits
1 st Semester	3 classes 69500 Seminar <i>Total for semester 10 credits</i> To do: Begin Taking Cumulative Exams Select Thesis Advisor, Form C-2 Establish Thesis Advisory Committee, Form C-3	9 credits 1 credit	10
2 nd Semester	1 or 2 classes 69500 Seminar 69900 PhD Thesis Research <i>Total for Semester 9 credits</i>	3/6 credits 1 credit 5/2 credits	19
Summer I	Registration May Be Required for TA or RA support		
3 rd Semester	0 or 1 class 69500 Seminar 69900 PhD Thesis Research <i>Total for Semester 8 credits</i> To Do: File Plan of Study, GS Form 4 (can be done sooner but <u>must</u> be done <u>prior</u> to last semester) Participate in the Fall Departmental Poster Session	0/3 credits 0 credit (Continue to register for 0 credits in all remaining spring and fall semesters) 8/5 credits	27
4 th Semester	0 or 1 class 69500 Seminar 69900 PhD Thesis Research <i>Total for Semester 9 credits</i> To Do: Fulfill Cumulative Examination Requirement Submit <u>Written</u> Research Report to Advisory Committee, copy to Graduate Administrator	0/3 credits 0 credit 9/6 credits	36
Summer II	Registration May Be Required		
5 th Semester	69500 Seminar 69900 Thesis <i>Total for Semester 9 credits</i> To Do: Complete Oral Candidacy Examination (aka Original Proposal or Preliminary exam) Submit GS Form 8 (there must be two semesters, including summer, between Preliminary (Oral Candidacy) and Final Exam/Defense)	0 credit 9 credits	45
6 th Semester	69500 Seminar 69900 PhD Thesis Research <i>Total for Semester 9 credits</i> To Do: Formal Literature Seminar Presentation	0 credit 9 credits	54
Continuing Semesters	<ul style="list-style-type: none"> • Continue to register for 69900 spring and fall semesters • Register for 6 - 9 credits each semester (1-2 in summer) • Keep track of your total credits so as to be taking your 90th credit hour the semester you complete your thesis 		
Final Semester	Final Exam - Defense 69900 PhD Thesis Research CAND <i>Total for Semester 1-9 credits</i> To Do: Write Thesis Check the Purdue Thesis/Dissertation Office website for Long Distance Deposit deadlines and instructions. http://www.gradschool.purdue.edu/thesis.cfm Contact Mark Jaeger at the Thesis/Dissertation Office (765-496-3157, markj@purdue.edu) to schedule dissertation review appointments and for information on the final deposit of the dissertation. Attend Thesis Format Pre-Check Workshop (Scheduled by IUPUI Grad Office; see Graduate Deadlines for date) GS Form 8 –Request for Appointment of Examining Committee (Complete and give to Grad Administrator at least 4 weeks prior to defense date) GS 11 (sent by Purdue, generated by GS Form 8. Will be given to you by Graduate Administrator for you to take to your defense for committee signatures) Prepare GS Forms 9 and 32 (plus GS Forms 15 & 36, if applicable) File Form 380 - PhD Awarded at Another Campus Defend Thesis Electronic Submission Upload Thesis Documents via Scholarworks to IUPUI Library (See https://scholarworks.iupui.edu for information) GS Form 16 – Thesis Receipt, make sure Graduate Administrator gets a copy Give Forwarding address/e-mail to Graduate Administrator Deliver bound copy of Thesis to Chemistry Department Deliver bound copy of Thesis to Advisor	1-9 credits 0 credits	90