

APPENDIX A.

**CHECKLIST FOR THE MASTER OF SCIENCE DEGREE -- PLAN A (THESIS MASTERS)
Version 5.1, July 2003**

Please note that this checklist is a shortened version of the requirements for the Masters degree. See the relevant sections of the *Handbook for Graduate Students* and the *UK Bulletin* for a complete discussion of the requirements.

___ **I. CORE COURSES** (select one each from 4 of the 5 pairs below, including the areas in which the 2 lowest proficiency exams scores were obtained. Must be completed or bypassed within 2 years.

Analytical: CHE 626 or CHE 623 _____ Biological: CHE 550 or CHE 552 _____
Inorganic: CHE 510 or CHE 514 _____ Organic: CHE 538 or CHE 535 _____
Physical: CHE 547 or CHE 548 _____

___ **II. TOTAL CREDITS** (Minimum of 24 credits of graduate course work, G.P.A. of 3.0 or higher, maximum of three credits of seminar, colloquium, or practicum courses. CHE 790, 748, and 768 may not be used for these 24 credits, but up to a maximum of 8 credits of CHE 780 may be used. However, research in CHE 780 may not duplicate thesis work. Courses designated 400G or above in a department other than chemistry are graduate courses. Note the letter G must appear after the number for graduate credit.)

Course	Credits	Grade
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total Credits _____ Total Quality Points _____ GPA _____

___ **III. CHEMISTRY COURSES** (Minimum of 16 hours in 500-, 600-, or 700-level chemistry courses, not including CHE 790, 748, 768.)

Course	Credits
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

___ **IV. UPPER-LEVEL COURSES** (Minimum of 12 hours in 600- or 700-level courses; CHE 790 may be used here, but not in II. above.)

Course	Credits
_____	_____

___ **V. GRADUATE RECORD EXAM** (Submission of GRE general exam scores must be done in first semester of residence if not done prior to admission to Graduate School.)

Semester _____ Already submitted _____

___ **VI. SELECTION OF RESEARCH ADVISOR** (Pick up "Interview" form from DGS, have 5 faculty sign form after interviewing, return with form to DGS.)

Date of final sign-off by DGS _____

___ **VII. ADVISORY COMMITTEE** (Chairman or cochairman must be full member of the Graduate Faculty; one member must be outside the area of specialization; minimum of 3 members. Use "Intradepartmental Memorandum". Must be done before obtaining any summer RA support.)

Date _____ Members _____

___ **VIII. APPLICATION FOR DEGREE** (File in Dean's Office by about Feb. 10, June 20, Sept. 20, for May, August, December degree.)

___ **IX. FINAL CHECK OF GRADES** (Secure official transcript to check all grades and courses. Have all S and I grades (except for any *residence* courses) converted to regular, letter grades. Minimum 45-60 days in advance.)

Date Grade Assignment Form sent _____

___ **X. FINAL EXAMINATION** (To be given not later than 8 days before the last day of classes of the semester in which the degree is to be awarded. Must be scheduled with the Graduate Dean at least two weeks ahead of time. Can have no outstanding I or S grades.)

Date Request for Final M.S. Examination and Thesis Approval Sheet signed by Director of Graduate Studies _____ (See Attachments; bring examination copy of thesis.)

Date of Final M.S. Examination _____

___ **XI. SUBMISSION OF M.S. THESIS** (Final, corrected, checked, and accepted copy on 100% rag paper must be submitted to the Graduate School within 60 days of date of final examination.)

Date Thesis Submitted and Accepted _____

___ **XII. DEPARTMENTAL CHECK-OUT** (Keys, library books, lab cleanup, etc.) Obtain Final Separation Information form from DGS Staff Assistant, obtain signatures.

Date Final Separation Form completed and returned to Chemistry Chair's Administrative Assistant _____