

APPENDIX C.

**CHECKLIST FOR THE PH.D.
Version 6.0, July 2003**

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

I. COURSES (Course work completed within 5 semesters. All course work approved by Advisory Committee.)

a. Chemistry 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, B or better in at least 3 courses.)

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 _____

b. Advanced or Specialty Courses (Minimum 8 credits in regular, graduate-level Chemistry courses)

Course _____	Semester _____	Credits _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

c. Out-of-Area Courses (Minimum of 3 hours, must be out of Department, or CHE but out of student's area of concentration, CHE 532, CHE 533, CHE 522, research, seminar courses do not count, plan requires approval of advisory committee.)

Course _____	Semester _____
_____	_____

II. TEACHING REQUIREMENT (Minimum of one semester, one-quarter time.)

Semester _____

III. CUMULATIVE EXAMINATIONS (Minimum 8 points required in 16 exams in first 4 semesters; maximum of four 1's. Total points and distribution among areas must be approved by advisory committee.)

Date _____	Area _____	Points _____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

___ **IV. 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 _____

___ **V. ADVISORY COMMITTEE** (Minimum of 4 "core" members, who must be on the Graduate Faculty; 3 must be "full" members. Formed by end of 2nd semester and before obtaining any summer RA support.)

_____	_____
_____	_____
_____	_____

Date formed _____

___ **VI. PRE-QUALIFYING-EXAM RESIDENCY** (Two "years" of residence *as defined by credits*. "Year" does not necessarily mean temporal year of student career. Graduate audits "count" toward making semesters "full-time" for Year 2, but not toward the 36 credit minimum total. S grades do not count anywhere. After a student joins a group they register for CHE 790 to make 9 hours/semester in order to obtain 36 credits in reasonable time.)

___ A. Year 1: 18 Graded graduate hours at UK (or Masters or transfer of one year of residency credit from an awarded M.S. at another accredited school (by petition).

___ B. Year 2: Two consecutive semesters enrolled full-time (9 or more graduate credits per semester), may include the summer session;

OR, Three consecutive semesters enrolled part-time (at least 6 graduate credits per semester);

OR, 24 graduate credits at UK, exclusive of short courses, taken within three consecutive academic (or calendar) years. (No more than 9 may be earned in summer sessions.)

Full-time Semester _____	Credits _____
_____	_____
_____	_____

___ C. Minimum total of 36 graded, graduate credits.

___ **VII. ORAL QUALIFYING EXAM** (Normally scheduled in fifth semester. Intent to schedule should be filed within first six weeks of semester. GGPA must be 3.0 or higher; no outstanding I or "missing" grades. Recommendation for qualifying exam minimum 14 days in advance.) Content of the exam may be related to research. "Proposal" necessary.

Date Proposal Sent to Committee _____

Date Requested _____

___ **VIII. DEPARTMENTAL SEMINAR** (Usually presented in last semester of residence.)

Date _____

___ **IX. APPLICATION FOR DEGREE CARDS** (File in Dean's Office by about Feb. 10, June 20, Sept. 20, for May, August, December degree; see Schedule of Classes for each term. Cards good for 1 semester.)

Date filed _____

___ **X. FINAL CHECK OF GRADES**

___ Check all grades, using Campus Management or other transcript, ensure that no I or S grades are present.

Date _____

___ **XI. FINAL DOCTORAL EXAMINATION** (Dissertation Defense.)

___ A. Notification of Intent to Schedule Final Doctoral Examination (8 weeks minimum in advance). Outside Examiner appointed. After this, may begin trying to schedule final oral exam.

Date Notification Filed _____

___ B. Dissertation sent to committee for initial approval (should be at least 1 month prior to examination date).

Date Sent to Committee _____

___ C. Dissertation, Request for Final Doctoral Examination, and signed Approval Sheet (attachments) brought to Director of Graduate Studies (together) for signature (minimum 14 days in advance).

Date _____

___ D. Dissertation, signed Request for Final Doctoral Examination, and signed Approval Sheet then taken together by student to Graduate School for approval (minimum 2 weeks before scheduled final defense, may require an appointment with the Graduate School).

Date forms taken to Graduate School _____

Date of examination _____

___ E. Approved copy of Dissertation taken to Outside Examiner

___ **XIII. SUBMISSION OF PH.D. DISSERTATION** (Final, corrected, checked, accepted, and signed copy on 100% rag paper must be submitted to the Graduate School within 60 days of date of final examination.)

Date Dissertation Submitted and Accepted _____

___ **XIV. 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 _____