

APPENDIX C. CHECKLIST FOR THE PHD

Corresponds to 2024-2025 Handbook v1.0

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

I. COURSEWORK

- a. **CORE COURSES** (Select three total, covering at least two different areas. Must be completed with an A or B grade within three semesters.)

Analytical: CHE 626 or CHE 623 _____
Biological: CHE 550 or CHE 552 _____
Inorganic: CHE 510 or CHE 514 or CHE 516 _____
Organic: CHE 538 or CHE 535 _____
Physical: CHE 547 or CHE 548 _____

- b. **Advanced or Specialty Courses** (Minimum 5 credits in regular, graduate-level courses. Additional courses may be required by the student's advisory committee.)

Course	Credits		Course	Credits

- c. **Seminar** (Complete CHE 776 for 3 credits, attend five seminars each semester for the first five semesters.)

Semester CHE 776 Completed: _____

Seminar attendance:

Semester	Number of seminars attended		Semester	Number of seminars attended

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

Semester _____

III. SELECTION OF RESEARCH ADVISOR (Complete Research Advisor Interviews form.)

Date of final sign-off by DGS _____

IV. FORMATION OF ADVISORY COMMITTEE (Chair or co-chair must be full member of the Graduate School Faculty; one member must be outside the area of specialization; minimum of 4 members. Must be done before obtaining any summer RA support.)

Date _____ Members _____

___ **V. 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 to obtain 36 credits in reasonable time.)

- a. Year 1: 18 graded graduate hours at UK (or Master's or transfer of one year of residency credit from an awarded MS at another accredited school (by petition).
- b. Year 2: Two consecutive semesters enroll full-time (9 or more graduate credits per semester), may include the summer session.
 - a. OR three consecutive semesters enrolled part-time (at least 6 graduate credits per semester)
 - b. OR 24 graduate credits at UK, exclusive of short courses, taken within three consecutive academic (or calendar) years. (No more than 9 credits may be earned in summer sessions.)
- c. Minimum of 36 graded graduate credits.

___ **VI. ONE PAGE RESEARCH PRE-PROPOSAL** (The student must submit a one-page pre-proposal to their advisory committee for approval before April 15th (Fall start date) or November 1st (Spring start date) of the student's 4th semester.)

- a. Date submitted _____

___ **VII. WRITTEN RESEARCH PROPOSAL** (The WRP will be due on August 15th (Fall start date) or January 3rd (Spring start date) of the student's 3rd year.)

Date passed _____

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

Date requested _____

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

___ **X. APPLICATION FOR DEGREE** (Submit via myUK. May degree – April 1st, August Degree – April 1st, December degree – November 1st.)

___ **XI. 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 _____

___ **XII. FINAL DOCTORAL 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 School at least two weeks ahead of time. Can have no outstanding I, SI or UI grades.)

- 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 _____

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

Date _____

- c. Dissertation Approval Form brought to Director of Graduate Studies for signature (minimum 14 days in advance).

Date _____

- d. Request for Final Doctoral Examination submitted to Graduate School for approval (minimum 14 days before scheduled final defense).

Date _____

- e. Approved Dissertation sent to Outside Examiner

Date _____

___ **XIII. SUBMISSION OF PHD DISSERTATION** (Final, corrected, checked, accepted, and signed copy must be submitted to the Graduate School within 60 days of date of final examination.)

Date Dissertation Submitted and Accepted _____

___ **XIV. DEPARTMENTAL CHECK-OUT** (Complete Separation form.)