

APPENDIX A.

CHECKLIST FOR THE MASTER OF SCIENCE DEGREE -- PLAN A (THESIS MASTER'S)

Version 5.2, July 2014

Please note that this checklist is a shortened version of the requirements for the Master's degree. See the relevant sections of the *Handbook for Graduate Students* and the [Graduate School Bulletin](#) for a complete discussion of the requirements.

___ **I. CORE COURSES** (Select one each from 4 of the 5 pairs below. Students who entered the program *prior to the Fall 2014 semester* must select one course from each of the two areas where the lowest proficiency examination 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, GPA of 3.0 or higher, maximum of three credits of seminar, colloquium, or practicum courses. CHE 790, 748, and 768 may not be used, 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	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	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	Course	Credits

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

Semester _____ Already submitted _____

___ **VI. SELECTION OF RESEARCH ADVISOR** (Complete [Research Advisor Interviews](#) form.)

Date of final sign-off by DGS _____

___ **VII. FORMATION OF ADVISORY COMMITTEE** (Chair or co-chair must be full member of the [Graduate Faculty](#); one member must be outside the area of specialization; minimum of 3 members. Must be done before obtaining any summer RA support.)

Date _____ Members _____

___ **VIII. APPLICATION FOR DEGREE** (Submit via [myUK](#) 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 _____

___ **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 School at least two weeks ahead of time. Can have no outstanding I or S grades.)

Date of Master's/Specialist Final Examination form _____

Date of Final MS Examination _____

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

Date Thesis Submitted and Accepted _____

___ **XII. DEPARTMENTAL CHECK-OUT** (Complete [Final Separation](#) form.)

Date _____