

**APPENDIX C.
CHECKLIST FOR THE PHD
Version 6.1, July 2014**

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. 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. 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, 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	Credits		Course	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, research, seminar courses do not count, plan requires approval of advisory committee.)

Course	Credits		Course	Credits

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		Date	Area	Points
Semester Passed:						

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

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 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 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. 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. "Proposal" necessary.

Date Proposal Sent to Committee _____

Date Requested _____

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

Date _____

___ **IX. APPLICATION FOR DEGREE** (Submit via [myUK](#) by about Feb. 10, June 20, Sept. 20, for May, August, December degree.)

Date filed _____

___ **X. FINAL CHECK OF GRADES**

___ Check all grades, using [myUK](#) or transcript, to 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 Dissertation Approval form brought to Director of Graduate Studies (together) 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 _____

Date of examination _____

___ E. Approved copy of Dissertation taken to Outside Examiner

___ **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 [Final Separation](#) form.)

Date _____