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)

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(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.)

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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.)

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Semester Passed:

44
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 ________