

## APPENDIX C. CHECKLIST FOR THE PHD

### Corresponds to *Graduate Student Handbook 2024-2025*

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. COURSEWORK

- 1.1.1 **CORE COURSES** (four core courses, one from each of four of the five areas of chemistry: analytical, biological, inorganic, organic and physical. A student must pass, or successfully bypass, the four required core courses by the end of the second year of residence.)

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 \_\_\_\_\_

- 1.1.1.1 **Advanced or Specialty Courses** (minimum of 8 credits of graduate-level (500-level or above) Chemistry courses in addition to the required core courses. They shall be "regular" courses (that is, seminar, colloquium, practicum, independent study, and research course are excluded); they should generally be in the student's area of study. The second core course of a pair, if taken, can be considered an advanced or specialty course.)

Course	Credits		Course	Credits

- a. **Out-of-Area Courses** (minimum of 3 credits of course work outside of the Department of Chemistry. These credits need not be in graduate level courses but must be approved by the advisory committee. Alternatively, these credits can be in graduate-level courses in the Department of Chemistry, selected in an area outside the student's area of concentration. CHE 532, 533, research or seminar courses do not count; plan requires the approval of the advisory committee.)

Course	Credits		Course	Credits

- b. **Seminar** (Complete CHE 776 for 3 credits.)

Division, Course, and Section Number	Semester

#### II. Teaching Requirement (Minimum of one semester, one-quarter time.)

**\_\_\_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 15<sup>th</sup> (Fall start date) or November 1<sup>st</sup> (Spring start date) of the student's 4<sup>th</sup> semester.)

- c. Date submitted \_\_\_\_\_

**\_\_\_VII. WRITTEN RESEARCH PROPOSAL** (The WRP will be due on August 15<sup>th</sup> (Fall start date) or January 3<sup>rd</sup> (Spring start date) of the student's 3<sup>rd</sup> 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. "Proposal" necessary.)

Date proposal sent to committee \_\_\_\_\_

Date requested \_\_\_\_\_

Semester \_\_\_\_\_

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

\_\_\_ **X. APPLICATION FOR DEGREE** (Submit via myUK by about Feb. 10, June 20, Sept. 20, for May, August, December degree.)

\_\_\_ **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 or S 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.)