



## **Masters Program Rules and Guidelines**

**Revised Fall 2006**

### **Semester One**

- Enroll in graduate classes, including CHM 698 and CHM 595.
- Join research group by October.
- Choose/arrange for a Thesis Committee of 3 faculty (Advisor + 2) by November. Complete Committee Selection Form with signatures from all faculty. Original form to Chemistry office; copies to Student, Thesis Committee and Graduate Coordinator.
- Submit a 1-3 page research plan to Thesis Committee by end of 1<sup>st</sup> semester. Committee signs off on research plan by beginning of 2<sup>nd</sup> semester. Original plan to Chemistry office; copies to Student, Thesis Committee and Graduate Coordinator.
- Submit 2-year course plan to Committee by end of 1<sup>st</sup> semester. Include written justification for all non-chemistry courses, as well as for any courses less than 500-level. Committee signs off on course plan by beginning of 2<sup>nd</sup> semester. Original form to Chemistry office; copies to Student, Thesis Committee and Graduate Coordinator.

### **Semester Two**

- Schedule departmental literature seminar (CHM 698 under Advisor's name) to be given before end of semester. Submit title and abstract to Committee at least one month prior to seminar. Committee signs off on title and abstract. Give title to Chemistry Office one week prior for flyers. Thesis Advisor signs Literature Seminar Form after presentation verifying completion of assignment. Original form to Chemistry office; copies to Student, Thesis Committee and Graduate Coordinator.
- First-Year Report on research due to Committee by August 1 (no less than 10 pages). Committee grades 1<sup>st</sup>-year report. Average committee grade becomes the CHM 685 grade for Fall and Spring semesters. Committee signs Cover Page verifying completion of assignment and sends comments back to Student. Graded 1<sup>st</sup>-year report to be filed with Chemistry Office. Copies of Cover Page to student, Thesis Committee, and Graduate Coordinator.

### **Semester Three**

- Submit CHM 698 Seminar Option Form to Committee before start of semester for approval. Options include; class lecture, poster presentation (presenting author), group meeting, or oral presentation. Committee signs off on title and abstract before presentation. Thesis Advisor signs Seminar Option Form after presentation verifying completion of assignment. Original form to Chemistry office; copies to Student, Thesis Committee and Graduate Coordinator.
- Submit the Application for Graduation Form and the \$10 processing fee to Graduate College by the published deadline.

## **Semester Four**

- Register for CHM 699 Thesis (1 – 6 hours).
- Schedule departmental research seminar (CHM 698 under Advisor's name) to be given before the end of semester. Submit Research Seminar Form to Committee at least one month prior to seminar. Committee signs off on title and abstract. Give title to Chemistry Office one week prior for flyers. Thesis Advisor signs Research Seminar Form after presentation verifying completion of assignment.
- Submit rough draft of Thesis to Graduate College for format check.
- Submit Thesis to Committee only after at least one revision through Advisor.
- Schedule Oral Defense with Committee.
- Submit revised Thesis to Chemistry Office no less than one week prior to Oral Defense.
- Submit Oral Defense Form to Graduate College within 48 hours of defense.
- Submit at least 5 copies of Final Thesis to Graduate Office (one for each; Graduate College, Library, Chemistry Office, Advisor, and Student).

## **Forms:**

Committee Selection Form

Proposed Research Form

Course Plan Form

CHM 698 Literature Seminar Form

First-Year Report Cover Page

CHM 698 Seminar Option Form

CHM 698 Research Seminar Form

Application for Graduation Form

Oral Defense Form