

MASTER OF SCIENCE DEGREE (M.Sc.) GRADUATION CHECK LIST

- _____ 1. **Inform Chemistry Student Service Office** of intended date of graduation and oral defense. (This should be done at the beginning of the semester in which you plan to graduate.)
(See Susan in CHEM 207)

- _____ 2. **Degree Plan Check.** (This should be done at the beginning of the semester in which you plan to graduate.)
(See Susan in CHEM 207)

- _____ 3. **File for graduation** with the Toulouse School of Graduate Studies
(This should be done at the beginning of the semester you intend to graduate. See Academic Calendar for exact deadlines.)
(Use use the on-line graduation application: <http://tsgs.unt.edu/academics/graduation>)

- _____ 4. **Schedule oral defense**
(Schedule time with committee members. Reserve room to be used. Fill out Oral Defense Information form. Obtain form from Chemistry Student Services Office.)
(See Susan in CHEM 207.)

- _____ 5. **Submit thesis to members of the committee**
(The Graduate Policy Bulletin states that the thesis or dissertation must be submitted to the student's committee at least two weeks prior to the oral examination.)

- _____ 6. **Submit abstract of thesis**
(Must be done 2 weeks before defense
E-mail abstract to Susan: susanb@unt.edu.)

- _____ 7. **Schedule Exit Interview** with the Department Chair
(See Betty in CHEM 101D, (940) 565-3515 or e-mail: norwood@unt.edu)

- _____ 8. **Turn in all items for department portfolio** to the Chemistry Student Services Office
(See Susan in CHEM 207)

- _____ 9. **Turn in Departmental keys** to Access Control
(Sycamore Hall Room 006))

- _____ 10. **Turn in forwarding address** to the Chemistry Student Services Office
(See Susan in CHEM 207)

- _____ 11. **Make final paycheck arrangements**
(See Heather in CHEM 101C, (940) 369-8835 or e-mail: Heather.Vidaurri@unt.edu)

Oral Defense Information

Name: _____

Defending: _____ M.Sc. thesis _____ Ph.D. dissertation

Title of Thesis/Dissertation

Date: _____

Time: _____

Place: _____

Major Professor:

Committee Members:

M.Sc. Student Portfolio Requirements (Research Masters)

Beginning Fall 2004, a portfolio will be kept on all graduate students. Items for inclusion in the portfolio should be turned in to the Student Services Office continually throughout the student's academic career at UNT. All final documents should be turned in shortly before the final oral defense. The following items will be included in the portfolio:

1. Proficiency requirements met either via passing exam or successfully completing the class.
2. Core requirements met.
3. Powerpoint/Handouts from the M.Sc. oral defense.
4. Disk copy of M.Sc. Thesis.
5. Disk copy of all poster sessions or talks given at local, regional or national meetings.
6. Abstracts of papers and/or posters presented at conferences (including name, date, and location of conference).
7. Copies of all reprints.
8. UNT Transcript
9. Resume or C.V.

Material should be turned in on a labeled CD and should include the following:

Students name
Students UNT ID #
Students advisor's name
Students month/year of graduation

Folders labeled as follows:

Degree Requirements
Conference Presentations
Dissertation
Reprints
Teaching Experience
Resume/CV
Other (to allow the students to add anything else they may feel pertinent, but may not fit anywhere else)

Items #1-3 will be shown on the Progress Sheet kept in the student's permanent file.

It is the responsibility of the student to make sure that all of the following items are turned in to the Student Services Office. These items will become part of the student's permanent file.

Post Graduation Information

Name: _____

Forwarding Address: _____

Effective Date: _____

Phone Number: _____

Effective Date: _____

Plans after Graduation:

Academic:

Teaching _____

Post-doc _____

Industry _____

Other (please list what): _____

Name of Company/University: _____

Department: _____

Address of Company: _____

Supervisor's Name: _____

Date starting position: _____