MS Program Checklist

_____Satisfactory completion of 12 credits of 2000- or 3000-level chemistry courses, with a grade of B or higher, is required; at least 6 credits must be from sanctioned chemistry courses; see Table 1 in Section 2.2.

_____ For MS candidates who elect to complete a non-research literature thesis, one additional laboratory course (CHEM 1250, 1430, 1440 or 1600) is required.

_____ Conduct research or comprehensive literature survey, select Thesis committee members. MS thesis committee must include the Thesis Advisor and two other members of the University of Pittsburgh Graduate Faculty (http://www.ir.pitt.edu/gradfac/homepg.htm). Note that you must meet with your Thesis Committee at least once per year to review your research objective and your plan of study.

MS Defense
_____ Apply for graduation at the Graduate Dean's office (5141 Sennott Square) in the term you plan to complete your degree. (At the beginning of each term, all Chemistry graduate students will receive notification when graduation application documents are available for pickup at the Dean's office.) If you do not complete the requirements in that term, you will be required to apply again in the term in which you graduate.

_____ You must register for at least 1 credit in the term in which you will graduate. Contact the Chemistry Department Facilities Coordinator (Ms. Mary Beth Conroy, chembldg@pitt.edu or 412-624-5521) to reserve a room for the defense.

_____Announce your presentation within the department. Contact Chemistry Department Graduate Administrator (Ms. Christie Hay) in the main office to give the information for posting and to notify the University Times and the dean's office.

_____Prepare MS thesis and submit an electronic version of the thesis to the PITT ETD website: https://d-scholarship.pitt.edu/.

_____Upon satisfactory completion of your MS defense and revisions to your thesis and ETD, obtain signatures on the Thesis Defense card and ETD paperwork. Submit the signed card to the graduate administrator, Ms. Christie Hay, and the ETD paperwork to Sennott Square.