

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

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

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

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  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.  
[Graduation Information | University of North Texas \(unt.edu\)](#)
  

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  4. **Schedule oral defense**  
Schedule time with committee members. Reserve room to be used with Main Office.
    - This should be done as early as possible in the beginning of the semester you intend to defend.
  

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  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.
  

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  6. **Submit abstract of thesis**  
Must be done 2 weeks before defense  
E-mail abstract to Autumn: [Autumn.Miller-Arvidson@unt.edu](mailto:Autumn.Miller-Arvidson@unt.edu)
  

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  7. **Schedule Exit Interview** with the Department Chair  
See Bonnie in CHEM 101D, (940) 565-3515 or e-mail: [bonnie.davidson@unt.edu](mailto:bonnie.davidson@unt.edu)
  

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  8. **Turn in all items for department portfolio** to the Chemistry Student Services Office See Autumn in CHEM 207 or email ZIP file with documents to [Autumn.Miller-Arvidson@unt.edu](mailto:Autumn.Miller-Arvidson@unt.edu)
  

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  9. **Turn in Departmental keys** to Access Control  
Return your keys directly to the key shop in Sycamore Hall (open Monday-Friday, 8am-5pm) and give Betsi Good a copy of the return either in person or email.
  

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  10. **Turn in forwarding address** to the Chemistry Student Services Office  
Email Miriam at [Autumn.Miller-Arvidson@unt.edu](mailto:Autumn.Miller-Arvidson@unt.edu)
  

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  11. **Return any UNT System-issued property to your supervisor**
    - This includes laptops, tablets, thumb drives, monitors, docks, phones, lab coats, etc.
  

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  12. **Ensure all samples are well labeled or disposed of properly, if applicable.**