

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 Miriam in CHEM 207)
- _____ 2. **Degree Plan Check.** (This should be done at the beginning of the semester in which you plan to graduate.)
(See Miriam 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 via your My.UNT.edu page)
- _____ 4. **Schedule oral defense**
Schedule time with committee members. Reserve room to be used with Main Office.
- _____ 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 Miriam: miriam.freeman@unt.edu)
- _____ 7. **Schedule Exit Interview** with the Department Chair
(See Bonnie in CHEM 101D, (940) 565-3515 or e-mail: bonnie.davidson@unt.edu)
- _____ 8. **Turn in all items for department portfolio** to the Chemistry Student Services Office
(See Miriam 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
Email Miriam at miriam.freeman@unt.edu
- _____ 11. **Make final paycheck arrangements**
(See Sarada in CHEM 101C, e-mail: sarada.vadapalli@unt.edu)