

# M.S. Program check list

- Satisfactory completion of 12 credits of 2000- or 3000-level chemistry courses, with a grade of B or higher, is required; at least two (6 credits) must be chemistry core courses.
- For M.S. 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 Comprehensive Exam committee members.
- M.S. 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>).
- At least once per year you must meet with your Comprehensive Committee to review your research objective and your plan of procedure.
- Apply for graduation at 5141 Sennott Square in the term you plan to complete your degree. (At the beginning of each term, all Chemistry grad 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 Mary Beth, [chembldg@pitt.edu](mailto:chembldg@pitt.edu) or 412-624-5521, to reserve a room for the defense.
- Announce your presentation within the department. Contact the GPA in the main office to give the information for posting and to notify the University Times and the dean's office.
- Prepare M.S. thesis.
- Submit electronic thesis to PITT ETD website: <http://www.pitt.edu/~graduate/etd/>
- Upon satisfactory completion of your M.S. defense and revisions to your dissertation and ETD, obtain signatures on the card and submit the signed card to GPA.
- Defend M.S. Comprehensive exam; upon satisfactory completion of defense, obtain committee signatures on Comprehensive Exam card.
- Submit signed M.S. milestone card to GPA.