

GUIDELINES FOR GRADUATE STUDY IN CHEMISTRY
University of Iowa
College of Liberal Arts & Sciences
Department of Chemistry

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Abbreviations:

GAC: Graduate Academic Committee (assigned per student as described in item III.D.)

DGRC: Departmental Graduate Review Committee (appointed by the DEO)

DGS: Director of Graduate Studies (appointed by the Dean of the Graduate College)

DEO: Departmental Executive Officer (appointed by the Dean of the CLAS (College of Liberal Arts and Sciences))

GUIDELINES FOR GRADUATE STUDY IN CHEMISTRY

**University of Iowa
College of Liberal Arts & Sciences
May 3, 2011**

I. Admission to Graduate Study

Admission will be recommended by the department Graduate Recruiting and Admissions Committee after a review of the student's application and supporting evidence. In addition, the committee will recommend to the Department Chair the level of financial support that should be made to the student. A temporary advisor will advise the entering graduate student until a research advisor is chosen.

II. General Requirements for both Ph.D. and M.S. Degrees

A. Undergraduate Proficiency Requirement

All graduate students are required to demonstrate a minimal level of knowledge in the four areas of analytical, inorganic, organic, and physical chemistry by satisfying the "undergraduate proficiency" requirement by the end of the fourth semester in residence. This requirement may be met by a score at the 50th percentile (national norms) or higher on proficiency examinations in the four areas of chemistry. In the event that a 50th percentile score is not achieved on a particular exam, the "core" course requirement must be completed in that area of chemistry with a grade of "C" or better.

The faculty considers a grade of "C-" to be below a "C". This renders a "C-" grade insufficient to satisfy the requirement of "a grade of "C" or better". Most notably, a grade of "C-" does not satisfy either a proficiency or core course requirement.

The proficiency exam score in physical chemistry will be divided into two parts. Part 1 consists of thermodynamics and part 2 pertains to kinetics and quantum chemistry. The undergraduate proficiency requirement in physical chemistry can be fulfilled by scoring above the 50th percentile for the total score (parts 1 and 2 combined). Students whose overall score is below the 50th percentile can fulfill the proficiency requirement as follows:

- (i) If the scores on both parts 1 and 2 are below the 50th percentile, the student must complete both Physical Chemistry I (Chem:4431) and Physical Chemistry II (Chem:4432), with a grade of "C" or better.
- (ii) If only the score on part 1 is below the 50th percentile, Chem:4431 must be completed with a grade of "C" or better.

- (iii) If only the score on part 2 is below the 50th percentile, Chem:4432 must be completed with a grade of "C" or better.

Proficiency exams will be given immediately before the fall and spring semesters, and can be taken only once, just prior to the first semester of graduate registration. If the student elects not to take an exam in a particular area of chemistry, the core course requirement (Section IIB) must be completed in that area.

B. Core Course Requirement

All graduate students must demonstrate a more advanced level of knowledge in three of the four areas by satisfying the "core course requirement". This requirement can be fulfilled by (i) scoring above the 75th percentile on the proficiency examination, or (ii) completing the designated core course with a grade of "C" or higher. The core course requirement must be completed by the end of the fourth semester in residence.

Courses currently designated as "core" courses include:

Chem:4171 (formerly 4:171); Advanced Analytical Chemistry
Chem:4270 (formerly 4:170); Advanced Inorganic Chemistry
Chem:4372 (formerly 4:172); Advanced Organic Chemistry
Chem:4431 (formerly 4:131); Physical Chemistry I
Chem:4432 (formerly 4:132); Physical Chemistry II.

The core course requirement in physical chemistry can be met by receiving an overall score (parts 1 and 2) above the 75th percentile on the proficiency exam. In the event the overall score is below the 75th percentile, this requirement can be fulfilled as follows:

- (i) If the part 1 score is lower than the part 2 score, Chem:4431 must be completed with a grade of "C" or better.
- (ii) If the part 2 score is lower than the part 1 score, Chem:4432 must be completed with a grade of "C" or better.
- (iii) If the scores of both parts are equal then the core requirements can be met by receiving a "C" or better in either Chem:4431 or Chem:4432.

C. Other Information

A student who completes a core course as an undergraduate at the University of Iowa will not receive graduate credit unless he/she was dually enrolled in both graduate and undergraduate programs at the time the course was taken, and the core course was not a requirement for completion of the undergraduate degree. However, the core course requirement in that area will have been satisfied if a

grade of "C" or higher was obtained in the core course. Bachelors degree graduates of the University of Iowa are otherwise expected to fulfill the graduate proficiency and core requirements as would any other incoming graduate student.

Summer sessions are not counted as semesters in establishing the dates for meeting various requirements.

Each student must choose a research advisor during the first semester in residence. The selected area does not need to reflect the area of interest stated on the student's application for admission. Prior to selecting an advisor, the student is encouraged to interview with as many faculty members as possible. Additional procedures for advisor selection will be announced during the first semester of graduate study.

Students who are appointed to either a teaching or research assistantship may not enroll in more than 12 semester hours of credit each semester. It is usually advantageous for students in their first semester to take a full schedule of courses, as enrollment in research (Chem:7999, formerly 4:290) is not allowed until a research advisor has been selected.

All new students are required to register for Graduate Chemistry Orientation (Chem:5091, formerly 4:191) and Ethics in Chemical Sciences (Chem:5092, formerly 4:192) during the first fall semester.

III. Additional Requirements for the Ph.D. Degree

A. Advanced Course Requirement

Beyond the core courses, a minimum of four additional courses that total at least 11 semester hours of graduate credit must be completed by the end of the fourth semester in residence. Grades of "B" or higher must be attained in all of these advanced courses. A grade of "B-" does not meet this requirement. Research, seminar, and pedagogy credits, courses that are doubly listed with sub-100 level numbers, courses taken with the S/U grade option, and courses with grades of "B-" or lower cannot be used to fulfill this requirement. The student is strongly encouraged to develop a detailed course plan that is reviewed and approved by the research advisor.

Graduate credit from other institutions will be given consideration for fulfillment of up to six of the eleven required semester hours of advanced level coursework. Graduate courses completed at other institutions do not need to duplicate courses offered at the University of Iowa in order to receive credit. The student must initiate the request by sending a letter of request, along with supporting documentation, to the Departmental Graduate Review Committee (DGRC). Supporting documentation should include a brief description of the course, a

course syllabus or outline, examinations taken by the student, and an indication of the textbook used. The DGRC will consider the basic content of the course, the student's performance in the course, and the student's performance on examinations and coursework at the University of Iowa. The Graduate College must have accepted the course(s) as graduate transfer credit(s). If approved by the DGRC, the course can be considered by the advisor and student for inclusion in the course plan.

B. Grade Point Average

The Graduate College requires that a 3.00 average be maintained in all graduate work attempted at the University of Iowa. Grades from Chem:7999 (formerly 4:290) Research in Chemistry and in Chem:6990 (formerly 4:291) Research Seminar will not be included when calculating the GPA. A grade of "C" or higher must be obtained in order to receive graduate credit in a given course, but all grades will be included in calculating the overall grade point average.

C. Reasonable Progress

Graduate students are expected to complete at least half of their total proficiency and core course requirements during the first academic year in residence. The GAC will monitor the coursework and research progress of individual students and make periodic recommendations regarding renewal of teaching assistantships, degree completion deadlines, realistic degree objectives, and other matters.

D. The Graduate Academic Committee (GAC)

1. **GAC Formation:** Before the beginning of the second semester after a permanent advisor has been appointed, a Graduate Academic Committee (GAC) of five Faculty, at least four from Chemistry, will be formed for each student with a Ph.D. degree objective.
2. **GAC Composition:**

The committee will consist of the research advisor and four additional members invited by the student subject to the advisor's approval.

 - The GAC will include one or two additional members of the same division as the student, and at least one member of each of two other divisions. Alternatively, the GAC will include one or two additional members of the same Interdisciplinary Focus Area as the student, and two other members from different Focus Areas.
 - The student will notify the department front office by the beginning of the second semester after the assignment of the research advisor of the composition of the GAC. After approval by the DGS, the list will be submitted by the department front office to the Graduate College.

For students that entered the program on or before February 2012, item D (The Graduate Academic Committee (GAC)), reads:

At the end of the first semester of graduate work, an Academic Committee of five faculty will be formed for each student with a Ph.D. degree objective. The committee will consist of the research advisor, one or two additional members of the same division, and at least one member of each of two other divisions. The student and research advisor jointly determine suitable faculty members based on their areas of expertise, and invite them to serve on the committee. Declined invitations can be appealed to the DGRC. The student is expected to meet informally with the GAC members either on an individual or group basis by the end of the third semester in residence, and well in advance of the comprehensive examination. This preliminary meeting is designed to acquaint the student with the faculty members. Discussions are expected to center on the student's research progress and course plan.

All other items are the same as the rest of this document

E. Comprehensive Examination

1. The Comprehensive Examination Committee

The five member committee for the comprehensive examination is the same as the student's Graduate Academic Committee (GAC) as described in Section III.D. Additional faculty members may be invited to attend the oral comprehensive examination and may be consulted in judging the presentation when it bears upon their areas of expertise. These visitors are non-voting members of the committee. The vote shall be taken in private.

2. Eligibility to Take the Comprehensive Examination

To be eligible to take the Comprehensive Examination, the student must have a cumulative average of 3.00 or greater on appropriate graduate coursework at the University of Iowa. Appropriate graduate coursework includes chemistry core courses (Section II.B.), graded seminar presentations (Section III.F.), courses that satisfy the advanced course requirement (Section III.A.), and additional courses in chemistry or related disciplines that are judged appropriate by the student's Academic Committee (GAC). Graduate Chemistry Orientation (Chem:5091, formerly 4:191), Ethics in Chemical Sciences (Chem:5092, formerly 4:192), Research in Chemistry (Chem:7999, formerly 4:290) and Research Seminar (Chem:6990, formerly 4:291) shall be graded on an S/U basis and therefore are not included in the computation of the cumulative average.

3. Procedures and Schedules for the Comprehensive Examination

The general comprehensive examination requirements set by the Graduate College must be completed by the end of the fourth semester in residence, unless written consent is received from the GAC and is approved by the DGRC. A student who fails to meet this requirement may be dropped from the Ph.D. program. See Section III.I.2 for re-admittance to the Ph.D. program. A student on academic probation (see Section III.I.2) is not eligible to take the comprehensive exam. Students entering with a Master's degree and those exempted from core courses are strongly encouraged to take the comprehensive examination during the second or third semester in residence.

The comprehensive examination is a two-part oral examination. The first part consists of an oral defense of the student's research problem and progress, and will be based upon a written Research Report submitted by the student. The second part consists of an oral defense of an original Research Proposal submitted by the student.

The Research Report and the Research Proposal must be submitted (together) prior to five weeks before the last day of classes in the semester during which the examination is to be taken (or, for a spring semester examination, by the last Friday prior to Spring Break, whichever is earlier). It is strongly recommended that the examination be held at the earliest possible date in the semester to facilitate scheduling.

If the GAC approves both the Research Report and the Research Proposal, the oral examination may be scheduled. The committee will notify the student of action on the documents within two weeks of receiving them.

After the GAC has agreed to schedule the Comprehensive Examination, the student should complete (i) a Formal Plan of Study and (ii) a Request to the Graduate College for the Ph.D. Comprehensive Examination (see Section VIII for example forms). These forms are available in the Department of Chemistry Office.

The plan of study will provide a listing of all graduate courses taken that apply toward the degree, courses in progress, and courses to be completed after the comprehensive examination. Approval of the Plan of Study by the advisor and the DGS is required by the Graduate College. The plan may be amended by the Committee pending the outcome of the comprehensive examination.

4. Description of the Research Report.

The Research Report is intended to inform the GAC of the student's research problem and research progress. The report should describe the goals of the research project that the student is working on, their progress

to date, and their future plans. The body of the research report (Sections I-IV) should not exceed ten double-spaced pages including figures. Appropriate references should be cited by number in text. The expected format is as follows:

- I. *Introduction and Background* (≤ 2 pages). Concise discussion of research problem and critical summary of the relevant literature adequate to identify the state of knowledge in the field and to justify the working hypothesis about the research question.
- II. *Goals and/or specific Aims* (1 paragraph). Explicit statement of the overarching goals of the student's research project. Objectives and/or working hypothesis(es) for the research question(s) should be clearly articulated and expressed. It must be clear that the research is motivated by the current state of knowledge in the field based on the background information presented in the introduction and that the hypothesis is testable.
- III. *Research Plan, Results, and Discussion*, (6-8 pages) This section should include a description of the research methodology, the anticipated results if the working hypothesis is correct and alternative outcomes that can be anticipated if the working hypothesis is invalid. This section should also present the progress to date on the research plan that is outlined including a presentation of the data that have been collected thus far, the analysis and interpretation of those data, and the initial conclusions that may be drawn from that work.
- IV. *Conclusions and Future Work* (1 paragraph). Concise summary of the current state of the project and foreseeable future plans for progress toward completion of the research goals.
- V. *References*. A list of references should be provided, including the titles of all references. This section is not included in the page limit.
- VI. *Addenda*. Addenda should be limited to a one-page curriculum vitae, and reprints and preprints of publications resulting from the student's work to date.

5. **Description of the Research Proposal**

The written Research Proposal should involve a topic, which is distinct from the student's research problem. The idea must be unique and original with the student. During preparation of the proposal, only general guidance on procedural matters by the student's advisor is permitted.

Although the uniqueness of the proposal is important, emphasis should also be placed on such items as:

- i. Why is the problem worthy of investigation?
- ii. What is the central question to be addressed in the proposed research?
- iii. What is the working hypothesis?
- iv. How will the proposed research activities test this hypothesis?
- v. What outcomes can be expected if the hypothesis is (in)correct?
- vi. What alternate research activities might be considered to further test the hypothesis or test alternative hypotheses if the current one is invalid?

The scope of the problem should be such that a single investigator in a research university, with access to the usual research equipment, could make significant progress toward meeting the key objectives in a year of work.

The research proposal should adhere to the following format with a maximum length of 10 double-spaced pages including figures with no appendices. Appropriate references should be cited by number in text.

- I. *Introduction* (≤ 2 pages) Concise presentation of the problem and its significance with a summary of the relevant literature adequate to identify the current state of knowledge and justify the research question.
- II. *Research Question* (1 paragraph) Explicit statement of the research question and the working hypothesis about the answer to that question. It must be clear that the working hypothesis is motivated by the current state of knowledge in the field based on the background information presented in the introduction and that the hypothesis is testable.
- III. *Significance of the Proposed Research* (≤ 1 page) Concise statement of the importance of the problem and the impact of the proposed studies. Specifically, what will become possible as a result of the proposed research that is not currently possible?
- IV. *Proposed Studies* (6-7 pages) Description of the proposed research activities with a clear statement of how research activities and/or key experiments will test the working hypothesis. Discussion of the expected outcomes if the working hypothesis is correct and what alternative outcomes might be expected if the working hypothesis is proved invalid. Detailed procedures and techniques for the proposed research activities should only be included to address non-routine methods or issues that are particularly significant to the success of the proposed work (e.g., determination of the stereochemistry of a key synthetic intermediate where the outcome has no definite precedence in

the literature or details of an optical setup for detecting a signal that has not been implemented previously). The discussion should also identify the aspects of the proposed research that are likely to be most challenging and where the likelihood for success is most uncertain with a critical assessment of what factors influence the potential outcomes.

V. *References*. A list of references should be provided, including the titles of all references. This section is not included in the page limit.

6. **Scope of the Oral Examination**

The Research Report and the Research Proposal provide the basis for a wide ranging oral examination designed to assess the student's overall progress, knowledge of fundamental chemical principles and chosen area of specialization, and general competency for Ph.D. research.

The student will be asked to present a short (20 minute) summary of his/her research project. During or following this presentation, the committee will ask questions designed to probe the student's understanding of the research topic and important background material, the experimental methods and techniques which are important in the particular area, and the goals and significance of the research.

The committee next will examine the candidate's understanding of areas related to the Research Proposal. The student will be asked to give a short (30 minute) presentation of the Research Proposal. During or following this presentation, the committee will ask questions designed to probe the quality and the student's understanding of the proposal. Typically, however, this discussion will evolve into a wide-ranging examination of the student's general competency in the chemical sciences.

7. **Failure of the Comprehensive Examination**

The comprehensive examination must be passed before the end of the fifth semester in residence. A student who has not met this deadline will not be admitted to Ph.D. candidacy. The Graduate College allows two attempts at the examination. If the first ends in failure, the student must wait four months to repeat the examination.

F. **Seminar Requirements**

Each student is expected to give a minimum of two acceptable seminars. One seminar must cover the student's research. The other may also deal with the student's research, or can be an extensive literature report. The student may register for the appropriate divisional seminar course and receive letter grade credit during those semesters in which the seminars are presented. The final Ph.D. defense cannot be used to meet this requirement.

G. The Research Conference

At least three months before the anticipated final defense, the student must meet with his/her GAC for a research conference.

The GAC is the same as that for the Comprehensive Examination with the following possible exceptions: 1) if the committee considers it desirable or necessary, one original member can be replaced by a faculty member with relevant expertise; 2) the extra-departmental member required by the Graduate College for the final examination must be added at this time and may replace one member of the committee.

During the research conference, the student will summarize his/her research work, and will outline the work to be completed for the dissertation. The intent of the conference is to aid the student in organizing the material that will constitute the dissertation. The conference also enables the GAC members to become better acquainted with the objectives of the student's research, and to make suggestions concerning work that needs to be completed before the dissertation is written.

If scheduling permits, the research work can be reported as a research seminar during the regularly scheduled divisional seminar program, with a subsequent committee meeting for questions and advice.

H. Final Defense of the Ph.D. Dissertation

The examining committee is the same GAC as described for the research conference.

An "Application for Graduate College Degree" and a "Request for Final Examination for the Ph.D. Degree" must be submitted to the Graduate College in accordance with the deadlines for the session in which the degree is to be granted. The exact time and place of the examination and the title of the thesis must be stated on the request for the examination.

The Dean of the Graduate College will make a public announcement of the final examination three weeks prior to the date of the exam. The final oral examination will be open to the public.

Dissertation copies must be made available to all members of the examining committee not later than two weeks before the date of the examination.

At least one reprint of a published or accepted paper based on original research with the candidate as the major or an equal contributor, in a peer-reviewed scientific journal, shall be made available to all committee members at the time the defense is being scheduled.

I. Other Graduate College Rules and Procedures

1. Residence Requirements

- (i) A total of 72 semester hours credit (including transfer credit) is required.
- (ii) After the first 24 semester hours of graduate work at the University of Iowa or elsewhere, the student must enroll for two semesters each with 9 or more semester hours credit, or if the student holds an assistantship of at least $\frac{1}{4}$ time, for three semesters each with 6 or more semester hours of credit.
- (iii) A student is required to register each semester after passing the comprehensive exam until the degree is awarded.

2. Academic Probation

A student shall be placed on probation if, after completing eight semester hours of graduate work, his/her cumulative grade-point average falls below 3.0. If, after completion of eight more semester hours of graduate work at this University, the student's cumulative grade point average remains below 3.0, the student will be dropped from the Ph.D. program. A student on probation who has not already received an M.S. degree from this Department can apply for M.S. candidacy if the grade point average is above 2.75, and can be readmitted to the Ph.D. program after the cumulative grade point average is above 3.0 and the student has received a M.S. degree with thesis. Material from the M.S. thesis may not be included in the subsequent Ph.D. thesis.

IV. Additional Requirements for The Master's Degree

- (i) The proficiency and core course requirements (Sections II A, B) apply to the Master's program.
- (ii) A grade point average of at least 2.75 must be maintained in all graduate work to avoid probation and dismissal by Graduate College rules.
- (iii) The student's academic committee (GAC) shall consist of the advisor, one additional faculty member in the area of the student's research, and a third member with different expertise. The student's committee will approve courses required for the Master's degree, and will administer the final thesis oral examination or non-thesis examination.

- (iv) At least 30 semester hours of graduate work are required for the Master's degree. Of these 30 semester hours, not more than four semester hours of Research (Chem:7999, formerly 4:290) may be included for the Master's without thesis, and not more than nine hours of Research credit may be included for the Master's with thesis. Coursework required to complete the Master's degree includes the "core" courses, pedagogy, seminar, and any other courses deemed appropriate by the student's GAC.
- (v) A candidate for the Master's degree with thesis must present at least one research seminar.
- (vi) A candidate for the Master's degree without thesis must complete at least three semester hours of research in chemistry (Chem:7999, formerly 4:290).
- (vii) A candidate for the Master's degree must file a Plan of Study with the Graduate College. An Application for Graduate College Degree and a Request for Final Examination must be filed in accordance with Graduate College deadlines for the session in which the degree is to be granted.

V. Procedure for Dismissal from Degree Programs

If a student is not progressing toward fulfillment of the degree requirements, the GAC will warn the student of this fact in writing. The Committee will inform the student that he/she has been dismissed from a degree program for failure to meet the criteria outlined in Sections II, III, or IV. The letter of dismissal will include a statement outlining the right to appeal.

Any student wishing to appeal dismissal from a degree program may do so by writing to the advisor (as the Chair of the GAC). The GAC will meet within two weeks of receiving the appeal, and the student may request a personal appearance before the committee. A recommendation from the GAC will then be presented to the DGS, who, following consultation with the DGS, will inform the student of the decision.

VI. Graduate Teaching Assistant Reappointments and Dismissal

A. Requirements for Reappointment

All reappointments to teaching assistantship are dependent upon:

- (i) satisfactory academic standing;
- (ii) progress toward meeting thesis degree objectives;
- (iii) performance as a teaching assistant;
- (iv) availability of teaching assistantship positions.

Students who have not met the qualifications for Ph.D. candidacy by the end of the second year in residence will not be reappointed to a teaching assistantship. Departmental assistantships are usually not renewed for students beyond the fifth year.

B. Grounds for Dismissal

In accordance with the "Graduate Assistant Dismissal Policy" approved by the Iowa Board of Regents, teaching assistants may be dismissed during the term of appointment following dismissal from a degree program or loss of student status.

Other grounds for dismissal of a teaching assistant as defined by the "Graduate Assistant Dismissal Policy" include reasons sufficient to dismiss a faculty member, or failure to follow or implement instructions of the supervisor. More detailed reasons for dismissal include, but are not limited to the following:

- (i) Repeated failure to perform the assigned duties adequately. For example, failure to be present at scheduled class meetings, failure to return graded work to students on time, or failure to adequately prepare for teaching duties. Evidence concerning the lack of preparation must include statements from students in the assistant's class.
- (ii) Evidence that the assistant has assigned grades to students on the basis of personal preference or prejudice.
- (iii) Evidence of sexual harassment as defined by University of Iowa policy.

C. Dismissal Procedures

The Department Executive Officer (DEO) will consider formal faculty or student complaints brought against the teaching assistant. The DEO may recommend dismissal of the teaching assistant to the Dean of the College of Liberal Arts and Sciences (CLAS).

VII. Other Sources of Information

These guidelines and requirements are intended to supplement and clarify the regulations of the Graduate College for the various degrees. Additional rules that may apply to a student's degree progress are given in the Manual of Rules and Regulations of the Graduate College (<http://www.grad.uiowa.edu/graduate-college-manual>) and the General Catalog of the University of Iowa (<http://registrar.uiowa.edu/registrar/catalog/>). Regulations regarding preparation of the Master's thesis and Ph.D. dissertation may be obtained from the Graduate College (<http://www.grad.uiowa.edu/>).

VIII. Standard Forms

Graduate students should consult with their research advisors regarding preparation of these forms, but the student is responsible for submission of forms by the deadlines that are published each semester.

A. Ph.D. Candidates

1. **Doctoral Plan of Study**. The research advisor must sign this form. It should be submitted to the Chairman's office along with a Request for Ph.D. Comprehensive Exam. Staff in the Chairman's office will forward the form along with copies of the student's transcript and current registration to the Graduate College. The plan of study is evaluated, and an approved copy will be returned for inclusion in the student's file.
2. **Request for Doctoral Comprehensive Exam**. The complete form must be prepared after the student's GAC accepts the research proposal and has agreed to schedule an oral comprehensive examination. This form should be submitted to the Chairman's office with the Doctoral Plan of Study at least two weeks prior to the comprehensive examination date. This form will be used to record the results of the oral comprehensive exam.
3. **Application for Graduate College Degree**. This form must be filed very early in the semester that the student wishes to graduate. The advisor's signature is required prior to submission to the Registrar.
4. **Request for Final Examination**. The complete form is submitted to the Chairman's office at least three weeks prior to the examination date. This form will be used to record the results of the final oral thesis defense.

B. M. S. Candidates

1. **Application for Graduate College Degree**. This form must be filed very early in the semester that the student wishes to graduate. The advisor's signature is required prior to submission to the Registrar. This form is the same as that in Section VIII-A-3.
2. **Plan of Study Summary Sheet--Nondoctoral Degree**. The research advisor must sign this form. It should be submitted to the Chairman's office along with a copy of the Request for Final Examination. Staff in the Chairman's office will forward the form along with copies of the student's transcript and current registration to the Graduate College. The plan of study is evaluated, and an approved copy will be returned for inclusion in the student's file.

3. **Request for Final Examination.** The full-page form is submitted to the Chairman's office along with the Master's Plan of Study at least two weeks prior to the examination date. The top half of this form will be used to record the results of the Master's final examination. This form is the same as that in Section VIII-A-4.

C. Sample Forms

Samples of the forms discussed in Section VIII are attached on the following pages.