

Procedure for CHEM 5950/5960/5990

1. Student submits request form to thesis/research advisor to request a course to be built.
2. Thesis/Research advisor sends form to Graduate Coordinator, Scott Kirkby, for approval for a course to be built with the following information:
 - a. Name of Student
 - b. Course needed (CHEM 5950/5960/5990)
 - c. Number of credit hours (Note: CHEM 5960 must be 3 credit hours)
 - d. Semester the course will take place
3. After the Graduate Coordinator approves the information the form is forwarded to the Executive Aide, Jillian Quirante.
4. The Executive Aide will build the course and issue the student a permit.
5. The Executive Aide will email the student and cc the advisor with the CRN of the course built.

Ideal course sequence:

First semester: CHEM 5450 (Adv. Chem. Lab)

Second Semester: CHEM 5950 (Research in Chemistry)

Third Semester: CHEM 5950 or CHEM 5960 (Thesis in Chemistry)

Fourth Semester: CHEM 5960 or CHEM 5990 (Reading and Research)

Note: CHEM 5010/5950/5960 can only be counted up to 9 hours toward the graduation credit requirements according to the graduate course catalog. **This is the ideal course sequence because students are only given 4 semesters of support (i.e., as a graduate assistant) as long as they are in good standing. If additional semesters of support are needed, the request must be submitted to the Graduate Coordinator and/or Chair of the department.**