

**Guideline to Preparing a Masters Memorandum of Courses (MS-I program)**  
**Chemistry Graduate Program**  
**May 2018**

The following describes preparation of a Memorandum of Courses for the MS-I (thesis Masters) program (note 1).

1. In consultation with your advisor, write down at least fifteen (15) credits of graduate level lectures/lecture-equivalent courses (courses in which grades are based in major part on final exams and/or graded final projects) that you have taken or will take and that are related to your course of study.
2. List other courses you have taken or plan to take and that are required for your Masters degree. Examples: CHEM 898A (1 cr); CHEM 898-003 (1 cr). *Do not list CHEM 999 (dissertation research) even if you have completed credit hours.*
3. a. Write down all the seminars for which you have obtained a letter grade or will obtain a letter grade. This will typically be one hour of graduate research seminar (e.g. CHEM 992A/E/P) and one hour of departmental colloquium (CHEM 990). b. Now, Write down all of the seminars for which you have obtained a P/NP grade or will obtain a P/NP grade. This will typically be one graduate research seminar (e.g. CHEM 992A/E/P) and departmental colloquium (CHEM 990).
4. The sum of cr. hrs from #1-3 categories #1-3 should be in the range of 20-24 credits.
5. Subtract the total in #4 from 30. The difference, which should be in the range of 6-10 cr., hrs, is the amount of Masters research hour (CHEM 899) you should list. *Regardless of how many credits you have taken, do not list more than is necessary for a total of 30 credits.*

Have your advisor double-check and sign the form and submit the signed form to Deanna Larson .

Notes:

1. Submission of a memorandum for the MS-II (coursework Masters) program is not possible unless a student has been admitted specifically into this program.