

Department of Biological Sciences

Graduate Program – Checklist for Graduation

- _____ FINAL PROGRAM OF STUDY FORM. Must be submitted to the Graduate School Office one semester before the intended semester of graduation.

- _____ COMPREHENSIVE WRITTEN EXAMINATION. Doctoral (DA, PhD) students must pass their written and oral comprehensive examinations, and ensure that copies of the comprehensive exam report form are put in the student's file and sent to the Graduate School. Doctoral students are not officially accepted into candidacy until they have passed the comprehensive examinations.

- _____ APPLICATION FOR A DEGREE. Must be filed with the Graduate School within the first two weeks of the semester in which you plan to graduate (or by the last day of the spring semester for summer graduation).

- _____ PAYMENT OF \$20 GRADUATION/DIPLOMA FEE. Must be paid, prior to graduation, at the **Registration & Records Office, Stop 8196**. (This fee is not refundable if you do not graduate as planned.)

- _____ DRAFT OF THESIS OR DISSERTATION (in substantial final form) TO COMMITTEE MEMBERS (including GFR). At least two weeks prior to defense.

- _____ FINAL DEFENSE SENINAR AND ORAL EXAMINATION. Must be held at least two weeks prior to graduation. Non-thesis students may have both written and oral exams. Thesis and dissertation students typically have only an oral exam. A schedule of the oral exam must be submitted to the Graduate School Office at least three days prior to the exam. All students must publicly post an announcement for the defense (including date, time, location, and abstract) at least two weeks in advance.

- _____ SUBMISSION OF FINAL THESIS OR DISSERTATION CLEARANCE TO GRADUATE SCHOOL. Required materials for thesis/dissertation clearance must be turned in **one week after the oral defense**.

- _____ CHANGE OF GRADE FORMS FOR ALL INCOMPLETE or IP grades (submitted by Advisor). Must be received by the Registrar's Office two weeks after the semester ends, including those for 650 Thesis and 699 Dissertation.

- _____ IF YOU DO NOT COMPLETE REQUIREMENTS FOR THE INTENDED GRADUATION DATE. You must update your application information with the Graduate School for the subsequent semester and pay a **\$20 re-processing fee**. If you do not reapply, your file will be assigned an inactive status.