

Department of Biological Sciences Checklist & Reminders - M.N.S. Program

Note: The program outline given here assumes part-time study (15-16 credits/year). Students work with an Advisory Committee to design a program of study suitable for their situation, and may complete the minimum of 30 hours of graduate-level coursework and the Comprehensive Written and Oral Examination in more or less time.

First Semester

- Meet with Advisor and choose courses for fall semester.
- Choose and meet with your Advisory Committee (based on your Advisor's advice); complete planned Program of Study. Note: you should meet with your Advisory Committee every year!

Second Semester

- Meeting of graduate advisory committee. Assess progress towards degree.
- Submit Planned Program of Study to the Chair of the Graduate Programs Committee.
- Submit Annual Progress Report to Chair of Graduate Programs Committee (by Feb 1).

Third Semester

- Prior to completing final 12 hours of coursework, apply for candidacy to the Chair of Graduate Programs Committee.
- Select Graduate Faculty Representative, submit name to Office of Graduate Studies for approval.
- Meet with Advisory Committee to discuss and schedule Final Comprehensive Written and Oral Exams.
- Submit Final Program of Study Form to Office of Graduate Studies.

Fourth Semester

- Submit Application for Graduation Form (less than 2 weeks into semester).
- Complete Comprehensive Written Exam (six weeks prior to expected graduation date).
- Complete Comprehensive Oral Exam (within two weeks of passing written exam, and at least 3 weeks prior to expected graduation date).
- File degree completion paperwork with the Office of Graduate Studies (less than 2 weeks after Oral Exam).