

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

First Semester

- Meet with your 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!
- Submit planned Program of Study to Chair of Graduate Programs Committee and to all Committee Members.

Second Semester

- Give proposal seminar to department (BIOS 691) and submit thesis proposal to Advisory Committee and to the Chair of Graduate Programs Committee.
- Submit Annual Progress Report to Chair of Graduate Programs Committee (by February 1).

Third Semester

- Meet with Advisory Committee to discuss progress on thesis and finalize Program of Study.
- Submit final Program of Study to Chair of Graduate Programs Committee and to Graduate School (semester prior to graduation).
- Select Graduate Faculty Representative, submit name to Office of Graduate Studies for approval.

Fourth Semester

- Submit Application for Graduation Form with Graduate College (less than 2 weeks into semester).
- Schedule oral thesis defense with Graduate School (at least 2 weeks prior to defense date)
- Submit final draft of thesis to entire committee, including GFR (at least 2 weeks prior to defense date)
- Advertise public thesis defense seminar (no less than 7 days prior to seminar).
- Submit Annual Progress Report to Chair of Graduate Programs Committee (by February 1).
- Defense seminar (public), followed by oral thesis defense (Advisory Committee, including Graduate Faculty Representative).
- Submit final copies of thesis to Graduate School (less than 2 weeks after defense), accompanied by degree completion paperwork and fees.

**** - For all forms submitted to the Graduate Programs Director or Graduate School: keep a copy for your own files!**