

Department of Biological Sciences Checklist & Reminders – Ph. D. Program

First Semester

- Meet with Advisor to discuss Program of Study.
- Choose and meet with your Advisory Committee (based on your Advisor's advice); complete planned Program of Study and select core areas of study. Note: you should meet with your Advisory Committee every year!
- Oral Diagnostic Evaluation (before week 7 of semester).
- Submit planned Program of Study to Chair of Graduate Programs Committee and to all Committee Members.

Second Semester

- Meet with Advisory Committee to present dissertation research pre-proposal. Note: You should meet with your Advisory Committee each year!
- Submit Annual Progress Report and all other forms to Graduate Program Chair by February 1.

Third Semester

- Dissertation proposal seminar (followed by oral defense with Advisory Committee).
- Select Graduate Faculty Representative, submit name to Office of Graduate Studies for approval.

Fourth Semester

- Graduate advisory committee meeting (discuss and schedule Comprehensive Exams).
- Submit Final Program of Study Form to Graduate College.
- Submit **signed** Annual Progress Report and all other forms to Graduate Program Chair by February 1 (always keep a signed copy for your own records).

Third YEAR

- Schedule and complete Comprehensive Written and Oral Exams (after majority of coursework has been completed and Final Program of Study submitted).
- Submit Annual Progress Report and all other forms to Graduate Program Chair by February 1.

Final Semester

- Submit Application for Graduation Form (less than 2 weeks into semester).
- Submit Dissertation to Advisory Committee (at least 2 weeks prior to final defense).
- Present formal seminar on Dissertation, followed by Final Defense.
- Submit final copies of Dissertation to Graduate school (less than 2 weeks after defense), accompanied by degree completion paperwork and fees.