

Master's Checklist

Updated: 9/15/11

It is the responsibility of the student to ensure that all forms are completed and submitted on schedule, with the appropriate signatures to the Biology Graduate Coordinator's Office. This checklist should serve as an aid. All forms are available from the Biology Website, the BGSa website or the Graduate Coordinator office.

Students must meet with the Committee on Studies (COS) at least once during each academic year. Students are responsible for scheduling these meetings. Students with funding must submit the COS report prior to Fall break to receive Spring semester funding. Graduate students must complete a "Committee on Studies Report" after each meeting and submit to the Graduate Coordinator. Additionally the advisor will have to sign the Assistantship request form.

FORM	WHEN TO SUBMIT	SIGNATURES REQUIRED FROM STUDENT	WHERE TO SUBMIT	DATE SUBMITTED
<i>Committee on Studies</i>	<i>As soon as the committee has been created</i>	<i>Committee member and Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Committee on Studies Report</i>	<i>Each year until Final Exam has been passed</i>	<i>Student and Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Program of Studies</i>	<i>After completion of 12 hours of graduate work (tool skill must be completed); file no later than the semester before planning to graduate.</i>	<i>Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>** Research Proposal Approval (with proposal attached)</i>	<i>End of second semester</i>	<i>Committee on Studies</i>	<i>Graduate Coordinator</i>	
<i>Graduate Curriculum Form</i>	<i>End of the third semester</i>	<i>Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Tool Skill</i>	<i>Prior to and upon completion of skill</i>	<i>Committee on Studies</i>	<i>Graduate Coordinator</i>	
<i>Brown Bag</i>	<i>Once during tenure in preparation to your defense or oral exam</i>	<i>Major Advisor</i>	<i>Graduate Coordinator</i>	
<i>Notification of Intention to Graduate</i>	<i>Spring: November 15th Summer: April 15th Fall: July 15th</i>	<i>Committee Chair and members</i>	<i>Graduate Coordinator</i>	
<i>Announcement of Exam</i>	<i>At least two weeks prior to exam date; thesis must be submitted within 90 days of the defense or OGS deadline</i> <i>OGS Thesis deadlines: Fall: Nov. 15; Spring: April 1; Summer: July 15</i>	<i>Committee Chair and members</i>	<i>Graduate Coordinator</i>	
<i>Report on Examination (see the reserve side of the Announcement of Exam)</i>	<i>After exam</i>	<i>Each member of Committee on Studies</i>	<i>Graduate Coordinator</i>	
<i>** Report on Thesis ("gray sheets")</i>	<i>After exam</i>	<i>One copy to each member of Committee on Studies</i>	<i>Graduate Coordinator</i>	
<i>** Certification of Final Form of Thesis</i>	<i>After final approval of thesis (submit with required copies of thesis)</i>	<i>Major Advisor</i>	<i>Office of Graduate Studies</i>	
<i>** Thesis</i>	<i>Once approved by committee This must be uploaded per OGS policy. <u>Students should attend the Thesis/Dissertation Workshop the semester before finishing</u></i>	<i>none</i>	<i>OGS, Graduate Coordinator; each Committee member</i>	

** Not required for M.S. Plan II.