

# Biology MS Progression Timeline (Fall 2015)

## 1<sup>st</sup> Semester

- Committee Formation (Complete Thesis Committee Selection Form - online)
- Have at least 1 meeting with your Committee to discuss/approve coursework and to review an outline of your thesis objectives/hypotheses and methods

## 2<sup>nd</sup> Semester

- Defense of Thesis Prospectus (must be completed prior to beginning of third semester or you will not be competitive for internal grants, research stipends, and summer TA positions; in extreme cases regular term assistantships will be terminated)
- Complete Plan of Study in Degree Works (must be completed prior to the beginning of your 3<sup>rd</sup> semester at the very latest)

## 3<sup>rd</sup> Semester

- Have a committee meeting to update members on your progress and discuss any changes to your Prospectus
- Begin writing your thesis (e.g., data analyses)

## 4<sup>th</sup> or 5<sup>th</sup> Semester (Final Semester)

- Apply for graduation with the Graduate School (you must reapply in subsequent semesters); See the Graduate School web page for semester deadlines
- Submit a revised Plan of Study Form to the Graduate School if you had any deviations
- Set Defense date no later than Nov 1, April 1, July 1
- Notify the Chair of Biology and Graduate Coordinator of your defense date 3 weeks prior
- Submit draft to Graduate School for formatting check no later than 5 weeks prior to graduation
- Submit a draft of your thesis to your Committee, Chair of Biology, and Dean 2 weeks prior to your defense date

## End Game

- Go through the process of “routing your thesis” (See the Thesis Routing and Approval Form - online)
- Deadline for submission of final copies to the Graduate School is 3 weeks prior to graduation date
- The Biology Chair will not sign the routing form until your office space is clean and you have turned in your keys
- See the Graduate School web page for more details on submitting your final thesis copies to the Graduate School and uploading your document to ProQuest