

Biology MS Thesis Progression Timeline (Fall 2017)

1st Semester

- Complete the Notice of Intent to Complete a Thesis form (grad school web page)
- Committee Formation (Complete Thesis Committee Selection Form; grad school)
- Have at least 1 meeting with your Committee to discuss/approve coursework and to review an outline of your thesis objectives/hypotheses and methods

2nd 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)

3rd 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)

4th or 5th 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
- Complete defense no later than Nov 1, April 1, July 1
- Notify the Chair of Biology and Graduate Coordinator of your defense date 3 weeks prior
- Provide thesis draft to your committee no later than 2 wks prior to defense
- 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
- Submit at least (3) copies of your thesis to the Biology Department to be bound for you, your advisor, and the Department.