

Biology MS Thesis Progression Timeline (Fall 2022) See for More Details:

<https://uca.edu/graduateschool/thesis-and-dissertation/>

1st Semester

- Committee Formation (Complete Thesis Committee Selection Form; Advisor Initiated)
- 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)
- If you begin data collection prior to formal prospectus approval, have a meeting with your committee beforehand to go over your plans

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), check the Thesis and Dissertation Guide for formatting requirements:
<https://uca.edu/graduateschool/files/2021/07/Thesis-Dissertation-Guide-July-2021.pdf>

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
- Join and participate in the Blackboard Community for updates
- Complete defense no later than Nov 18, April 7, or July 14
- Upload your document to ProQuest no later than Nov 25, Apr 14, or July 21 for review and edits by Graduate Dean
- Notify the Chair of Biology and Graduate Coordinator of your defense date 2 weeks prior; advertise with flyers at least 1 week prior.
- Provide thesis draft to your Committee no later than 2 wks prior to defense
Submit a draft of your thesis to Chair of Biology and CNSM Dean for approval, usually after you have incorporated final comments from your Committee.

End Game (continued on back)

- Prior to delivery of final hard copies to Grad School, incorporate edits from Grad Dean, Chair of Biology, and CNSM Dean.
- Deadlines for submission of final copy to the Graduate School (Dec 12, May 1, or Aug 7). **One unbound original** on twenty (20) pound weight acid-free or equivalent bond paper (i.e., at least 25% cotton)
- See the Graduate School web page and BlackBoard Community 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. You choose the paper quality.
- The Biology Department will contact you when the bound copies are completed
- Be sure to turn in your keys and clean your office space.