

DEPARTMENT OF BIOLOGICAL SCIENCES

MASTER OF SCIENCE PROGRAM PROGRESS CHECKLIST

Students are expected to complete their program in accordance with this checklist. Support will be based on proof of progress. **Ideally, students should complete the master's program in 2 – 3 years.**

- _____ 1. Formation of faculty guidance committee and approval of [program of study form](#) should take place **before the beginning of the second semester**.
- _____ 2. Student will submit a research proposal no later than the end of the **second semester** for review by the guidance committee (Form – “[Notification of Approved Thesis Topic](#)”)
- _____ 3. As part of the required M.S. curriculum, student will complete 6 semester hours of Thesis I credit (BSCI 60199). Credit can be elected in amounts of 2 to 6 hours per semester and should be taken during the **first summer or 3rd semester** of enrollment in the program.
- _____ 4. Following completion of Thesis I (BSCI 60199), students must **continue registration** of Thesis II (BSCI 60299) for 2 credit hours per semester (including in summer) **until they graduate**.
- _____ 5. Schedule Department seminar to present research (if this is what you have decided, otherwise it will be presented as a part of your defense). Should be 30 minutes in length; 20-25 minutes of content with 5-10 minutes of questions.
- _____ 6. Furnish each member of the guidance committee with a copy of the thesis and allow **two weeks prior** to the scheduled final oral defense date (see graduate catalog). At this time notify the BSCI Graduate Office of the scheduled defense date so that the announcement can go out
- _____ 7. Final oral examination (Form – “[Report of Thesis Final Examination](#)”)
- _____ 8. Candidate submits hardcopy signature page with electronic signatures to the Biological Sciences Graduate Office that will be sent to the College of Arts and Sciences. The candidate will then upload the Thesis to OhioLINK usually by **end of the thirteenth week of the semester** (check with the graduate office for deadlines). (https://etdadmin.ohiolink.edu/apexprod/rws_olink/r/1500/login)
- _____ 9. Candidate completes BSCI Exit Checklist, obtains Advisor and Academic Lab Manager signatures, and submits it to the Biological Sciences Graduate Office (Form – [BSCI Exit Checklist](#))