DEPARTMENT OF BIOLOGICAL SCIENCES
MASTER OF SCIENCE PROGRAM PROGRESS CHECKLIST

Students are expected to complete their program in accordance with this checklist. Financial support will be based on proof of progress. **Students should complete the master's program in 2 academic years.**

FIRST YEAR (assuming Fall admission)

___Choose classes for 1st semester with your advisor (Summer before you start)
___Schedule 1st semester classes
___ Form advisory committee (by December)
___ Lead first committee meeting, discuss coursework & research plans
___Submit Program of Study form to BSCI Graduate Office (by December)
___Submit Notification of Approved Thesis Topic form to BSCI Graduate Office by end of 2nd semester
___Register for Spring semester's classes by the end of the Fall semester
___Register for Summer semester's classes by the end of the Spring semester
___Take Thesis I (6 credits) in 1st Summer
___Register for Fall semester's classes by the end of the Summer semester
___Spend Summer on research work

SECOND ACADEMIC YEAR

___Hold committee meeting to update committee on current progress
___Following Thesis I, take Thesis II (2 credits) every semester with other classes until graduation
___Register for Spring semester's classes by the end of the Fall semester
___Apply for graduation in semester you plan to graduate by the **end of the first week of the semester** (check catalog for all deadlines applicable to graduation or contact BSCI Graduate Office)
___Schedule department seminar to present research (if this is what you have decided, otherwise it will be presented as part of your defense). Should be 30 minutes in length; 20-25 minutes of content with 5-10 minutes of questions.
___Write Thesis (use templates on BSCI Graduate Forms web page for front pages of Thesis)

Defense Preparation
___Send Thesis to your committee at least 2 weeks before oral defense.
___At least 10 days before defense, student's advisor must submit Thesis Defense Approval Form to BSCI Graduate Office
___Complete Thesis defense & make revisions committee suggests

Post-Defense
___Submit signed Report of Thesis Final Examination Form to BSCI Graduate Office
___Submit Hardcopy Signature Page (with electronic signatures) to BSCI Graduate Office
___Submit Final Thesis to BSCI Graduate Office for formatting review
___BSCI Graduate Office will notify student of Thesis formatting changes to make
___BSCI Graduate Office will send Final Thesis & forms to Grad Coordinator & Dept Chair for approval
___BSCI Graduate Office will notify student when they can upload Thesis (pdf) to OhioLINK
___Upload Thesis to OhioLINK (Submit within the university deadlines) to OhioLINK
___Complete BSCI Exit Checklist, obtain Advisor & Academic Lab Manager signatures, & submit to BSCI Graduate Office
___Submit Exit Survey with Future Plans
___Graduate! 😊