

**SCHOOL OF BIOMEDICAL 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 a doctoral program in four to five years.

- 1. Completion of laboratory rotations and selection of advisor, formation of guidance committee (Advisor plus two additional members) and approval of program of study should take place **by the end of the first year of enrollment.**
- 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 (BMS 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 required coursework (including 6 hours of 60199 Thesis I) and fulfilling the M.S. degree requirements for 32 graduate credit hours, students must continue registration utilizing 60299 Thesis II for 2 credit hours per semester (including in summer) until final examination.
- 5. Candidate applies for graduation by the end of the first week of the final semester (check catalog for all deadlines applicable to graduation or contact School of BMS office). Style Guide and Instructions for Preparing Dissertations and Theses for Electronic Submission to OhioLINK.
https://du1ux2871uqvu.cloudfront.net/sites/default/files/file/College%20of%20Arts%20and%20Sciences%20Style%20Guide%20Fall%202015_0.pdf
- 6. 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.
- 7. Furnish each member of the guidance committee with a copy of the thesis and allow at least 10 days after distribution before the final oral defense date (see graduate catalog)
- 8. Final oral examination. **BMS Form – Report of Final Examination.**
- 9. Thesis certified by student and adviser that it is in final form and meets required guidelines (**BMS Form – Thesis Preparation Approval Form**) Thesis approved by Director.
- 11. Candidate submits Thesis Preparation form and two signature pages to the College of Arts and Sciences and then uploads the Thesis to OhioLINK usually by **end of the thirteenth week of the semester** (check with the graduate office for deadlines). <http://www.kent.edu/library/etd>.