



## BIOS MS Program: Steps to Complete Degree

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### First Semester

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- Meet with research advisor to define coursework plan and research project
  - Confirm course plan with PI (see Graduate Degree Plan Worksheet), then enroll accordingly. Email Graduate Admin Asst to register any permission courses.
  - Start preparing research proposal.
  - Start research in coordination with research advisor.
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### Second Semester

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- Again, confirm coursework status with PI, then enroll accordingly.
  - Continue research in coordination with your research advisor.
  - Form thesis committee, complete [Thesis Committee Approval Form](#), forward to Graduate Admin Asst.
  - If external members need Graduate Faculty Scholar (GFS) status, obtain updated CV and forward to Grad Admin Asst.
  - Present thesis proposal to thesis committee, complete [Assessment of Annual Progress](#) and send to Grad Admin Asst.
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### Third Semester

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- Confirm with PI that *all coursework is/will be complete*, then enroll accordingly.
  - Continue research in coordination with research advisor.
  - Begin data analysis and thesis document in coordination with research advisor.
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### Fourth Semester

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- Confirm coursework status with PI, then enroll accordingly.
- [Apply to Graduate](#) by deadline (see below).
- Finish research and writing of thesis in coordination with research advisor.
- Schedule thesis defense seminar and exam; contact Grad Admin Asst for room reservation and sending announcement at least three weeks prior to defense date.
- Complete the [Request for Oral Defense of Thesis](#) form, forward to Grad Admin Asst.
- Send thesis to committee members 2 weeks prior to defense date.
- Defend thesis and complete [Results of Oral Defense](#) form, send to Grad Admin Asst

## IMPORTANT GRADUATE SCHOOL DEADLINES:

[Graduation Deadlines; Graduate School](#)