

## Checklist for Graduate Students

### During your first semester:

- \_\_\_\_\_ You should enroll in BI 689 Graduate Seminar I
- \_\_\_\_\_ If you are a graduate assistant, you should enroll in GR 603 Seminar in College Teaching. If that course is not available, then you should take it the subsequent semester.
- \_\_\_\_\_ Meet with your advisor and select a committee member from your area of emphasis and one from your complementary area.
- \_\_\_\_\_ Contact the individuals chosen for your committee and ask if they are willing to serve on your committee.
- \_\_\_\_\_ \* Complete the MNS Committee Form and obtain the signatures. The form is available from the Department of Biology office. After signed, make 2 copies – 1 for your records and 1 for your departmental file. Send the original to Gail Amick, Graduate Office, MS 4400.
- \_\_\_\_\_ Meet with your committee and complete the Initial Study Plan, available at: [http://www.semo.edu/biology/Form/initial\\_study\\_plan.pdf](http://www.semo.edu/biology/Form/initial_study_plan.pdf)

### During your second semester:

- \_\_\_\_\_ Decide if doing thesis (option A) or non-thesis option (option B). If doing Option A, decide on thesis topic.
- \_\_\_\_\_ \* Complete the thesis topic approval form, available at: <http://www.semo.edu/biology/gradstudies/resources.htm>

### Prior to beginning your third semester:

- \_\_\_\_\_ \* Complete the Application for Candidacy form, available at: <http://www.semo.edu/biology/gradstudies/resources.htm>

\* Forms with must be completed before you can enroll in BI 694/696/697 Thesis. You should not enroll in all 6 hours of thesis in one semester. You cannot repeat the thesis courses (i.e., you can take BI 694 – 1 hour only once)

**During your third semester:**

\_\_\_\_\_ Begin thesis research and begin writing thesis

**During your fourth or last semester:**

Be sure you check the semester schedule so you are aware of the deadline to complete thesis defense and submit final copy of thesis; or, deadline to complete the written comprehensive exam. Final draft of complete thesis should be submitted to your committee 2 weeks prior to your defense.

\_\_\_\_\_ Enroll in BI 690 Graduate Seminar II

\_\_\_\_\_ Enroll in GR 699 (oral exam-thesis defense) or GR 698 (comprehensive exam), if doing non-thesis option

\_\_\_\_\_ Complete Graduation Intent Form and Cap & Gown order form and submit to Graduate Office by deadline for the semester, available at:  
[http://www.semo.edu/gradschool/images/graduation\\_intent\\_form.pdf](http://www.semo.edu/gradschool/images/graduation_intent_form.pdf)

\_\_\_\_\_ One hard-copy of thesis (on regular paper), along with the Thesis Binding Form, and signed by committee, and chairperson should be submitted to the Graduate Office by deadline. Thesis Binding Form is available from the Department of Biology office.