

DEPARTMENT OF BIOLOGY AND MARINE BIOLOGY GRADUATE STUDENT TIMETABLE & CHECKLIST

Upon Arrival – During First Week

- ___ Meet with advisor.
- ___ Get keys, VAX account, check mailbox.
- ___ Supply office with your local address, phone number, and e-mail.

Before the End of Semester 1:

- ___ Set up thesis committee, submit Committee Assignment form to office.
- ___ Meet with thesis committee to discuss research project and design, fill out Graduate Degree Plan and First Thesis Committee Meeting Report and submit to Graduate Coordinator (GC).
- ___ Discuss and sign Authorship Form with advisor, submit form to office.
- ___ Complete first draft of prospectus.

Before the End of Semester 2:

- ___ Submit prospectus to thesis committee.
- ___ Meet with thesis committee to discuss prospectus and scope of oral comprehensive examination, submit Second Thesis Committee Meeting Report to GC.
- ___ Revise and finalize prospectus.
- ___ Submit signed prospectus to biology office and copy of signed cover page to GC.

Applications for the Schwartz Scholarship and the Champion McDowell Davis Scholarship are due in March. Nominations for the Graduate Teaching Awards are due in March. Applications for Graduate School Summer Research Fellowships are due in April.

During First Two Weeks of Semester 3:

- ___ Sit for oral comprehensive examination.
- ___ Submit Results of Oral Comprehensive Examination Form to GC.

Before the End of Semester 3:

- ___ Meet with thesis committee to discuss progress, submit Third Committee Meeting Report to GC.

Before the End of the Penultimate Semester:

- ___ Apply for graduation.
 - Last day of Fall Semester is the application deadline for spring graduation.
 - Last day of Spring Semester is the application deadline for summer graduation.
 - Last day of Summer II Semester is the application deadline for fall graduation.
- ___ Schedule defense with committee and chair of departmental seminar committee.

During the Last Semester:

- ___ Meet with thesis committee to discuss results.
- ___ Give thesis advisor first draft of thesis.
- ___ Give revised draft of thesis to committee members.
- ___ Check on deadlines for format approval, defense and submission of signed thesis.
- ___ When, **and only when**, thesis has been thoroughly proofread, met general approval of committee **and** is in complete proper format, submit thesis to Graduate School along with Thesis Format Form and supporting documentation.
- ___ At least **ten days** prior to defense, submit thesis abstract to the Graduate School along with notification of time and place of defense, for outside reader.
- ___ At least **one week** prior to defense, submit thesis to committee members and to GC for assignment to a departmental reader.
- ___ Present thesis research to department during a seminar scheduled during the academic year and, within one week, defend thesis before committee (if the latter is not possible, submit Request to Delay Defense Form to GC.)
- ___ Following defense, submit Results of the Thesis Defense Form to GC.
- ___ Submit final, signed copies of thesis (on 100% cotton rag) to the Graduate School for binding (deadline is one week before Commencement). A check for binding of personal copies must be submitted at this time.
- ___ Turn in keys to biology office and provide forwarding address.