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! 😊