

MASTER OF SCIENCE PROGRAM/DEPARTMENT OF BIOLOGICAL SCIENCES
PROGRESS CHECKLIST

Students are expected to complete their program in accordance with this checklist. Support will be based on proof of progress.

- _____ 1. Formation of faculty guidance committee, which meets before the beginning of the **second semester** for review and approval of student's [program of study form](#).
- _____ 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 (BSCI 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 Thesis I (BSCI 60199), students must **continue registration** of Thesis II (BSCI 60299) for 2 credit hours per semester (including in summer) **until they graduate**.
- _____ 5. 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.
- _____ 6. Furnish each member of the guidance committee with a copy of the thesis and allow **two weeks prior** to the scheduled final oral defense date (see graduate catalog). At this time notify the BSCI Graduate Office of the scheduled defense date so that the announcement can go out
- _____ 7. Final oral examination (Form – "[Report of Final Examination](#)")
- _____ 8. Thesis certified by student and adviser that it is in final form and meets required guidelines (Form – [Thesis Preparation Approval Form](#)) Thesis approved by Graduate Coordinator and Chair.
- _____ 9. 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>)