

## Checklist for SEMO MNS Biology graduate students

### During your first semester:

- \_\_\_\_\_ Enroll in BI689 (Graduate seminar I)
- \_\_\_\_\_ If you are a graduate teaching assistant, you must enroll in **GR603-Seminar in College Teaching**. If that course is not available, then you must take it the subsequent semester.
- \_\_\_\_\_ Meet with your advisor and select a second committee member from your area of emphasis, **and** another committee member from your complementary area.
- \_\_\_\_\_ Meet with your committee chairperson (your advisor) and complete the Initial Study Plan ([http://www.semo.edu/pdf/old/Biology\\_InitStudyPlanMNS\\_2010.pdf](http://www.semo.edu/pdf/old/Biology_InitStudyPlanMNS_2010.pdf)).
- \_\_\_\_\_ If you are a Plan A student that will be conducting research on vertebrate organisms, you must complete online CITI training BEFORE you start your research to be in compliance with our Institutional Animal Care and Use Committee. See your advisor for more information.

### During your second semester:

- \_\_\_\_\_ If doing Plan A, submit a thesis proposal to your advisor and committee.
- \_\_\_\_\_ Complete the Thesis Topic Approval form ([http://www.semo.edu/pdf/old/topic\\_approval.pdf](http://www.semo.edu/pdf/old/topic_approval.pdf)), signed by everyone on your committee and return it to Vicki in the Biology Office, a copy will also be sent to the Graduate School.

### During your third semester:

- \_\_\_\_\_ Thesis Topic Approval form (see above) must be completed before you can enroll in BI694/696/697 Thesis. Students should not enroll in all 6 hrs of thesis in one semester, unless approved by your advisor. You cannot repeat the thesis courses (i.e., you can take BI694 – 1 hour, only once)
- \_\_\_\_\_ Begin writing thesis

### During your fourth semester:

At the beginning of the semester, check the semester schedule (<http://www.semo.edu/gradschool/deadlines.html>) so that you are aware of the deadlines.

- \_\_\_\_\_ Enroll in BI690 Graduate seminar II
- \_\_\_\_\_ Enroll in GR699 (oral exam-thesis defense) or GR698 (comprehensive exam, Plan B students)
- \_\_\_\_\_ Coordinate defense date with committee members. Targeted time slots for the oral defense are as follows: Tuesdays or Thursday at 4:00pm, or Wednesdays at 12:00pm. When date is approved

by advisor, reserve a room through Vicki in the Biology office. Vicki will also need your thesis title so they can advertise the defense.

**Instructions for official thesis submission:**

- 1) \_\_\_\_ You must submit your final draft of your thesis to your committee two weeks before your oral defense.
- 2) \_\_\_\_ Oral defense; have committee sign the Thesis Acceptance Form (Graduate paper acceptance form) ([http://www.semo.edu/pdf/old/acceptance\\_sheet\\_mns.pdf](http://www.semo.edu/pdf/old/acceptance_sheet_mns.pdf))
- 3) \_\_\_\_ Make all edits as required by your committee; submit your final, corrected thesis (with the Thesis Acceptance form attached) to the graduate school electronically for the reader to review. Provide Vicki a copy for the biology office as well.
- 4) \_\_\_\_ Make edits to your thesis if requested by the reader/Graduate School. If edits are requested, you will need to re-submit the edited, final thesis to the graduate school for acceptance.
- 5) \_\_\_\_ Follow instructions provided by the Graduate School to upload an electronic copy of your approved, final thesis into ProQuest.