

Timetable/Checklist for Master Degree (Non-thesis Track) Requirements Revised 12/2016

1. Most of these forms are multi-part. All forms can be found on the Biological Sciences Graduate Student [website](#) or obtained from the Graduate Program Assistant. Departmental Forms should be returned to the Graduate Program Assistant.
2. Please refer to the Department's *MS Degree (Non-thesis Track) Program Guidelines* or the [Graduate School's MS Requirements](#) for additional information.
3. Paperwork needed to submit to complete your MS degree requirements and graduate:
 - Semi-annual Plan of Study (MS-Non-thesis)**
 - Application for MS Graduation in PAWS**

Requirement	Deadline
<u>Course Requirements</u> Total of 30 credits (20 of which must be BIO SCI courses) <ul style="list-style-type: none"> -Of the 20 credit, must take at least one (1) laboratory course, two (2) seminars that require a presentation (up to a maximum of 4 credits counting toward the degree; Bio Sci 925, 929, 931, 933, 934, 935, or 936) and the two (2) credit Bio Sci 800 Graduate Capstone in Biological Sciences -Up to four (4) credits of Advanced Independent Studies (Bio Sci 899) and up to two (2) credits in Biology Colloquium (Bio Sci 900) can count toward the degree 	Use <i>Plan of Study</i> to keep track of your course requirements and update every term
<u>MS Graduation</u> <i>Graduation Application</i> <ul style="list-style-type: none"> • Complete the Application for MS Graduation in PAWS • Before you submit this form, check the Graduation Dates and Deadlines for the deadlines for application submission to graduate that semester. If you cannot meet these deadlines, your graduation may be delayed until the following semester. 	Years 2-3 Via PAWS, submit the Application for MS Graduation by the posted deadline . The Graduate School will review your record to ensure you have fulfilled degree requirements and return the form to the Program Assistant. You must also pay the non-refundable \$40 graduation fee, billed by the Bursar's Office during the semester. If you do not graduate, another application must be submitted but no additional fee is required.

<p><i>Graduation</i> Refer to the Graduation Dates and Deadlines for more information on commencement.</p> <p>To graduate in the semester you applied for, you must meet these deadlines:</p> <ul style="list-style-type: none"> • Apply for graduation by the posted deadline for the semester in which you intend to graduate. • Submit the Master’s Graduation Application in PAWS. Applications do not carry forward; you must re-apply if you did not graduate in the semester you anticipated. 	
<p><u>Semi-annual Advising Meeting</u> Before the enrollment period begins for a term, you should meet with your advisor to discuss your coursework update your <i>Plan of Study</i>.</p>	<p>File your <i>Plan of Study</i> on or before the first day of instruction for each term you are in the graduate program</p> <p>Return the updated form to the Graduate Program Assistant.</p>