

Biological Sciences Graduate Student Handbook

University of Alabama, Department of Biological Sciences Graduate Timeline Checklist, Plan I M.S.

Student name: _____ **Date entered program:** _____

| Timeline: | Degree Requirement: | Date Completed | Advisor Initials | Form to be filed: | Link to form: |
|--|--|-----------------------|-------------------------|--|---|
| Year 1- | | | | | |
| Prior to 1 st annual review | Research rotation(s) (optional) | | | none | |
| Prior to 1 st annual review | Research mentor chosen | | | none | |
| Prior to 1 st annual review | M.S. Advisory Committee chosen | | | APPOINTMENT OR CHANGE OF MASTER'S THESIS COMMITTEE | http://bsc.ua.edu/forms-for-graduate-students |
| Prior to Dec. 15th | First annual evaluation | | | Major advisor submits written evaluation to Department Chair | |
| Complete by end of 2 nd semester | Submit M.S. research proposal to M.S. Advisory Committee | | | none | |
| Year 2- | | | | | |
| First week of fourth semester ^{1,2} | Submit Application for Degree to Graduate School | | | APPLICATION FOR DEGREE | http://bsc.ua.edu/forms-for-graduate-students |
| Prior to Dec. 15th | Second annual evaluation | | | Major advisor submits written evaluation to Department Chair | |

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|---|--|--|--|------------------------------------|---|
| Complete by end of 4 th semester | Coursework | | | none | |
| At least 2 weeks prior to oral defense | Submit Thesis to M.S. Advisory Committee | | | none | |
| Complete by end of second year | Formal Departmental Seminar and Thesis defense | | | THESIS FINAL DEFENSE FORM | http://bsc.ua.edu/forms-for-graduate-students |
| At least 6 weeks prior to graduation ² | Submit Thesis (final form) to Graduate School ³ | | | electronic submission ³ | |

¹Application for Degree must be submitted to the Graduate School during the first week of the semester in which the student will graduate.

²For current year Graduate School deadline dates go to: <http://graduate.ua.edu/calendar/>

³For instructions on preparing a Thesis for electron submission go to: <http://graduate.ua.edu/etd/> and <http://graduate.ua.edu/etd/manual/index.html>