

## REQUIREMENTS FOR DEGREE AND SUGGESTED TIMELINE

### FOR M.S. TO PH.D

Funded Ph.D. students in good standing should expect continuous funding for four (4) years; support for the 5th year is not certain; support beyond the 5th year will not generally be endorsed by the Graduate Committee or Department.

#### **Course and Credit-hour Requirements:**

- 60 cr. hr. total.
- 30 cr. hr. Biol. 7990 (once started continuous registration, except non-credit hour summers, until degree is completed).
- 30 cr. hr. coursework (finish before preliminary examination or end of third calendar year).
  - at least 10 cr. hr. of formal coursework including Biodocumentation, Grant Writing, and one of the core courses (i.e., lecture/exam/letter-graded format).
  - no more than 10 cr. hr. at 5000 level.
  - at least 20 cr. hr. at 6000 level or above.
- Specific coursework to be finished by end of first year:
  - Biol 6010 Biodocumentation
  - Biol 7810, Department Seminar (at least one credit hour)
  - One of core courses (e.g., Biol 6210, 6510, or Psyc 7100)
- Specific coursework to be finished by end of third year (2<sup>nd</sup> year recommended)
  - Biol 6820, Grant Writing
- Maintain Grade Point Average of 3.2 at all times (failure to do so will result in probation for a semester). If a 3.2 is subsequently not attained your admission in the program will be terminated.
- Courses that do not count towards degree Biol 5870, Biol 6910, Biol 6990, classes to fulfill ESL requirements.

#### **First Year**

- Select advisor by end of the first semester.
- File the Tentative Degree Program (TDP) no later than end of first calendar year; (7800's can be lumped together; 7830's can be lumped together; 7990's lumped together at 30 cr. hrs.). Submit completed TDP form with the appropriate signatures to the Graduate College.
- Select committee and have a Research Prospectus Meeting (at end of 1st year but no later than the 1st semester of the 2nd year) before Preliminary Examination. An overview of proposed research is to be presented to and discussed with the committee. Submit the Research Prospectus form with the appropriate signatures to the Graduate Coordinator.

#### **Second Year**

- Complete Preliminary Examination Application form to request a Graduate College Representative (at least 6 weeks before Preliminary Examination).
- Preliminary Examination – Written & Oral (by end of second calendar year). Submit the Preliminary Examination Application/Report Form with the appropriate signatures to the Graduate College.

### **Third Year**

- Dissertation Topic Approval (DTA): Defend a formal research proposal no later than 6 months after oral portion of preliminary exam. Submit a Topic Approval Form with the appropriate signatures to the Graduate College.

### **Fourth/Fifth Year**

- Dissertation Defense: at least six weeks before commencement; must be announced to faculty at least two weeks before defense date. Submit ETD Approval/Submission form with the appropriate signatures to the Graduate College.
- Publications: manuscripts of doctoral work should be submitted to refereed journal prior to Commencement.
- Biology Department Exit Interview/form completed and turned in with a CV to Graduate Secretary before leaving campus.