

Establish domicile in CO, if not already a resident<sup>2</sup>  
 Select your Graduate Committee<sup>3</sup>  
 Prepare your Plan of Study<sup>4</sup>

Schedule committee meeting to discuss Plan of Study/Proposal  
 Continue to take courses on your Plan of Study\*  
 Complete the Universal Scholarship<sup>6</sup>  
 Deliver an oral presentation during Research Day<sup>7</sup>  
 Submit application for BS Summer Funding<sup>8</sup>  
 Apply for resident status (if not CO resident upon acceptance)<sup>2</sup>

**YEAR 1 - SUMMER**

Continue to conduct research in lab or field

**YEAR 2 - FALL**

**YEAR 2 - SPRING**

Submit APR<sup>9</sup> reporting on Year 1  
 Submit report for

Apply for graduation<sup>10</sup> (first week of semester)

- Use the “Selection of Master’s Graduate Committee” form on the BS website. After collecting signatures from all members of your committee, file in your BS SharePoint folder.
- If during the course of your program you need to change a committee member, use this same form to change the composition of your committee.

<sup>4</sup>Plan of Study (i.e. the course plan to earn your degree) should be prepared with input with your advisor and committee. Your plan should include a minimum of 30 graduate credits and use the BS template available on BS website (*not* the GS form).

- Follow the catalog requirements for the academic year when you began your program.
- Carefully consider the financial repercussions of minimum and maximum credits taken each semester (usual number is 10 credits/semester).
- Communicate with the Instructors of Record for courses you are considering, to ensure they are offered in future semesters.
- You, all your committee members, and the Chair of the BS Graduate Committee should sign a final electronic version. This version should be filed in your BS SharePoint folder.
- You are required to take all courses on your approved Plan of Study to graduate. Minor changes, approved by your mentor and committee, can be made by your advisor completing the GS “Course Adjustment” form.
- You are allowed up to 3 credits per year beyond courses identified on your Plan of Study that

<sup>9</sup>APR (Annual Progress Report) summarizes your progress (academic, teaching, and research) from the past academic year. Submit your final report to your advisor the first Friday in September.

- Use the most recent BS template available on our website to guide this preparation.
- The BS Graduate Committee evaluates your progress, detailed in your APR, compared with benchmarks and timelines outlined in this 4-semester flow chart document.

<sup>10</sup>Preparing for graduation is a multi-step process that should involve close communication with your advisor and committee.

- The semester before you plan to graduate, discuss with your advisor and committee possible times for your defense. Pay careful attention to the GS's *last day for a thesis defense* (roughly a month before the end of the semester)—see their webpage for details. Then speak with the Biology Seminar Coordinator to ensure this time is available and confirm a date.
- Complete the GS "Graduate Student Application for Graduation" (linked to OnBase) within the first weeks of the semester of graduation. To be eligible to apply ALL benchmarks noted in Degree Works (completed courses in your Program of Study) should be met, and you must be currently enrolled as a student (or continuous registration will be charged to your account).
- As you prepare your thesis, seek regular input from your advisor. The GS "Master's Thesis and Creative Project Format" Manual is available on the GS webpage. Further BS has department-specific guidelines on the SB website. Ensure you strictly adhere to both these guidelines.
- At least 2 weeks prior to your defense date, but much earlier is better, complete and submit the BS "Request to Schedule Master's Defense" form.
- Check the GS website for the deadlines for requesting a defense, having a defense, and filing a thesis. Many of these are a month or more before the end of the semester, so check early!

<sup>11</sup>Prepare your thesis with regular input from your advisor.

- Discuss with your advisor your preferred publication style (Traditional vs Journal Manuscript format). See BS "Thesis/Dissertation Style Guide" for details.
- Consult the GS "Master's Thesis and Creative Project Format" format manual to format your thesis. Follow their guidelines in painstaking detail!!
- At least 2 weeks prior to your defense date, complete and submit the BS "Request to Schedule Master's Defense" form.

## Other Notes

1. There are several internal grants (i.e. within UNC) that fund graduate research, for which it may be appropriate for you to apply. Depending on the type of research you do, there may also be other external opportunities (local, national, or international) that may be appropriate to apply to fund your research. Grant writing experience is an important skill, which can be practiced during your Master's Program. Consult with your advisor about sources and timing of funding.
2. Graduate students must maintain a 3.00 grade point average in graduate level courses to be eligible for graduate or teaching assistantships or to graduate (see the GS Graduate Student Handbook). Courses for which C-, D+, D, D-, F, U, W, NR or I grades are awarded will not count towards graduate degree program requirements.
3. All teaching assistant-funded graduate students need to take at least 3 credit hours in a given semester to retain their GTA-ship. However, carrying a less-than half time course load (i.e. 4 credits hours or less) may make you ineligible for student loan deferment – contact Financial Aid. Also keep in mind that if you are taking 6 or more credits per semester (half-time = 5-8 credits, full time = 9+ credits) you are required to have full coverage health insurance. Students who meet the credit hour criteria will be automatically enrolled in the UNC Student Health Insurance Plan and the cost will be added to your UNC student tuition bill, or you can complete a waiver (via URSA) if you have comparable coverage from another provider.
4. Regularly check Degree Works to ensure your program benchmarks are properly documented when they have each been completed.
5. Maintain regular contact with your advisor and committee. You are responsible for confirming dates and times of all committee meetings, exams, and your defense with your committee.
6. The best points of contact for any questions about your program, in order, should be your advisor, the BS Chair of the Graduate Committee, the BS Assoup