<table>
<thead>
<tr>
<th><strong>FIRST YEAR</strong></th>
<th></th>
</tr>
</thead>
</table>
| **August 2021** | o Department of Biology Orientation Day  
 o Register for Fall courses by August 20 (receive your PIN from Grad Director)  
 o Waive wellness fee by August 30 (optional)  
 o Receive instruction in occupational and lab safety  
 o Receive teacher (TA) training, if appropriate  
 o Receive First Paycheck from Graduate School at the end of August  |
| **Fall 2021** | o Choose an Advisory Committee and email names to Grad Director  
 o Receive Grad Progress Form (Google sheet sent by the Grad Director)  
 o Meet with your Advisory Committee to establish your course plan and discuss your research project  
 o Update your Grad Progress form by the end of the semester  
 o Email Dept. Chair to use Research funds or Grad Director to use Travel funds (optional)  
 o Register for Spring courses  |
| **Spring 2022** | o **Write your First-Year Prospectus** and submit it to your Advisory Committee (>1 week before meeting)  
 o Meet with your Advisory Committee to discuss/approve your Prospectus  
 o Update your Grad Progress form to indicate the successful approval of your Prospectus  
 o Email Dept. Chair to use Research funds or Grad Director to use Travel funds (optional)  
 o Register for Fall courses  |
| **Summer 2022** | o Make progress on your research goals and refine as needed with your Advisor’s approval  |

<table>
<thead>
<tr>
<th><strong>SECOND YEAR</strong></th>
<th></th>
</tr>
</thead>
</table>
| **Fall 2022** | o Waive wellness fee (optional)  
 o Perform annual lab safety  
 o Receive teacher (TA) training, if appropriate  
 o Meet with your Advisory Committee to your review progress  
 o Discuss a date for your intended graduation (aim for Spring 2023)  
 o Update your Grad Progress form by the end of the semester  
 o If switching to the Ph.D. track, provide necessary materials to Grad Director by December 1  
 o If you intend to graduate in Summer 2023 or Fall 2023, email Grad Director by December 1  
 o Email Dept. Chair to use Research funds or Grad Director to use Travel funds (optional)  
 o Register for Spring courses  |
| **Spring 2023** | **CHECK THE GRADUATE SCHOOL WEBSITE FOR EXACT DEADLINES – THEY CHANGE!**  
 o File “Statement of Intent to Graduate” (Degree Candidacy) by February 15 (See Grad School website)  
 o Schedule your Thesis Defense date and Departmental Seminar date with your Advisory Committee (aim for late April/early May) and email Ms. Cara Davis and the Grad Director letting them know  |
<table>
<thead>
<tr>
<th>Task</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Write your Thesis***</td>
<td>and submit it to your Advisory/Examination Committee (&gt;1 week before defense)</td>
</tr>
<tr>
<td>April 10 – Last day to submit your Thesis to Graduate School for format review</td>
<td></td>
</tr>
<tr>
<td>Early May-Present Seminar and defend your Thesis (Final Examination)</td>
<td></td>
</tr>
<tr>
<td>Update your Thesis based upon your Advisory Committee suggestions</td>
<td></td>
</tr>
<tr>
<td>Final copies of Thesis due to the Graduate School by <strong>May 15</strong></td>
<td></td>
</tr>
<tr>
<td>See also Graduate School official checklist (on Graduate School website)</td>
<td></td>
</tr>
<tr>
<td>Receive last Paycheck from the Graduate School at end of May (unless extended by your Advisor)</td>
<td></td>
</tr>
</tbody>
</table>

*This is the optimal 2-year timeline. However, you may extend your M.S. journey for up to 2.5 years with no special permissions needed. Extension beyond 2.5 years requires approval by the Dean. It is important to note that the Graduate School will pay for only 2 years of support (i.e., 4 semesters w/ 1 summer). Additional semesters (i.e. a summer) may be supported by your advisor (i.e., RA support) or from a fellowship. Requests for additional semesters of TA support should be made to the Grad Director by Dec. 1 of Year 2; these are granted under special circumstances, based upon available funds.

**Your First-Year Prospectus is required to be completed by the end of Spring 2022. If you need an extension, you must contact the Grad Director to obtain approval.**

***You may begin writing your Thesis sooner, as permitted by your Advisory Committee. Give yourself several months to complete this task!**