

## **CHECKLIST OF DEPARTMENTAL REQUIREMENTS – MS Program**

### **First Semester**

- Choose Master's Committee – file **DEPARTMENTAL FORM I**
- Complete Provisional Plan of Study – file **DEPARTMENTAL FORM C(a)**
- Complete **RESPONSIBLE CONDUCT OF RESEARCH FORM** - online Graduate College form
- Submit transfer credit evaluation form (no later than 2<sup>nd</sup> semester) – online Graduate College form

### **Second Semester**

- Submit **MASTER'S PLAN OF STUDY FORM** – online Grad College Form
- Submit **MASTER'S COMMITTEE APPOINTMENT FORM** – online Grad College Form

### **Annually**

- Meet with Master's Committee to review research progress and get advice on research direction – file **DEPARTMENTAL FORM J(a)**

### **Fourth Semester**

- Complete and defend Thesis
- Submit thesis for archiving

### **For Degree**

- Complete 30 units – 15 must be graded credits, 24 must be non-thesis credits
- Complete at least 1 thesis unit (ECOL 910)
- Highly recommended to complete the EEB Grad Core courses –  
ECOL600A *Fundamentals in Evolution* and ECOL600B *Fundamentals in Ecology*

**The student is responsible for submitting all departmental forms to the Graduate Coordinator in BSW 324 and all Graduate College forms online.**