

UNM Biology: Overview of Your M.S. Graduate Degree Milestones

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	<i>Plan I (Thesis)</i>	<i>Plan II (No Thesis)</i>
Year 1		
Fall	Plan your course of study Select your committee on studies	Plan your course of study Select your committee on studies
Spring	Schedule your first committee meeting (F1, F2) Submit Research Proposal to Committee (F4)	Schedule your first committee meeting (F1, F2)
Year 2		
Fall	Get approval of your Program of Studies (F2, F3, F5, F6) Complete Brown Bag (F7) Submit Intent to Graduate form (F8) Take OGS Thesis Formatting workshop	Get approval of your Program of Studies (F2, F3, F5, F6) Submit Intent to Graduate form (F8)
Spring	Announce your Masters exam 3 weeks prior (F9) Defend Thesis (F10-12) Upload your thesis to OGS Provide a document copy to Graduate Program and committee members Complete Exit Survey (F13)	Announce your Masters exam 3 weeks prior (F9, F10) Complete Exit Survey (F13)

**Keep a copy of all signed forms for you records, take original to Graduate Program Coordinators Office
Note F3 must be reviewed by Graduate Program Coordinator before presenting to Committee**

Key to Forms	Form Name	Signatures required by student
F1	Committee on Studies	Major advisor, all members & student
F2	Committee on Studies Report	Major advisor & student
F3	Program of Studies	Major Advisor & student
F4	Research Proposal Approval Form	Committee on Studies or Dissertation Chair and all other committee members
F5	Graduate Curriculum Form	Major advisor
F6	Tool Skill Form	Committee on Studies Chair and all other committee members
F7	Brown Bag Form	Student & seminar Instructor
F8	Intent to Graduate	Student and major advisor or committee chair
F9	Announcement of Exam (used for all degrees) (2 page doc w/ Report of Exam)	No Committee member signatures needed (Select the correct exam type)
F10	Report on Examination (2 page document w/Announcement of Exam)	All Committee members must sign
F11	Report on Thesis or Dissertation	All Committee members must sign
F12	Certification of Final Form of Thesis or Dissertation	Student, Committee Chair
F13	Exit Survey	No signatures needed