

BIOL PhD Degree Checklist

1st year

- Schedule at least one rotation for the Fall
- Complete and submit your signed Individual Development Plan (IDP) to Graduate Office (October)
- Schedule two rotations for the Spring
- Select your Major Professor/Lab (April/May)

2nd year

- Fill out your first IDP and hold a meeting with your Advisor (early Fall)
- Submit signed IDP to Graduate Office (October)
- Select your Advisory Committee (November)
- Submit the draft of your EPOS (February)
- Select a faculty member to replace your PI for your Preliminary Exam Committee (February)
- Select the Chair of your Preliminary Exam Committee (February)
- Send the signed "Preliminary Exam Faculty Replacement Form" to the Graduate Coordinator (February)
- File the Faculty Replacement and Chair selection using Form 8 (February)
- Schedule your Preliminary Exam (February/March)
- Schedule a productive meeting with the Chair of your Preliminary Exam (March)
- Submit the final version of EPOS (March)
- Submit written Preliminary Exam document to Exam Committee (>3 weeks before exam)
- Reserve a room to hold your Preliminary Exam (> 3 weeks before exam)
- Inform the graduate Office of your exam date, time, and location (> 3 weeks before exam)
- Hold a mock oral exam with upperclassmen (>2 weeks before your exam)
- Successfully pass your Preliminary Exam (before May 10th)

3rd year and beyond

- Fill out your IDP and hold a meeting with your Advisor each year (early Fall)

Candidacy (see Department website for more details)

- Register for candidacy
- Register for commencement (must be completed mid-semester of the last semester)
- File Graduate School Form 8: Request for Appointment of Examining Committee
- Schedule Thesis Seminar
- Verify Thesis Formatting and schedule Appointment
- Deposit Thesis

Program completion

- Complete Biology Graduate Program Exit Questionnaire
- Schedule Biology Graduate Program Exit Interview (*under development, not currently required*)

Coursework (all with a grade of B or better)

- BIOL 66200 (ethics)
- BIOL 66300 (oral presentation)
- BIOL 69500PD (TA course)
- One area-approved Seminar course completed
- Area-approved quantitative assessment course (ie Statistics) completed
- Area-approved scientific writing course completed
- Other area-specific courses completed
