

GUIDING DOCUMENT FOR BIOLOGY GRADUATE STUDENT FORMS

TWU School of the Sciences

Division of Biology

This document is intended to provide guidance to Biology M.S. and Ph.D. students and their Advisory and Dissertation Committees on what division and graduate school forms are required to be submitted during the duration of graduate studies. The TWU Graduate School forms are at <https://twu.edu/gradschool/forms/>. Please refer to the below charts for semi-chronological lists of required forms and see the bottom of page 2 for important reminder regarding forms and graduation deadlines.

Master of Science – Thesis

<i>Graduate Form:</i>	<i>Due Date:</i>	<i>Submitted by:</i>	<i>Submitted to:</i>
Advisor Selection Form	End of 1 st Semester	Student	Faculty Lead of Grad Studies
Advisory Committee Selection Form	Start of 2 nd Semester	Student	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Preliminary Exam (1 st year paper)	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Prospectus Defense	Faculty	Faculty Lead of Grad Studies
Prospectus Cover Sheet	Completion of Prospectus	Student	TWU Graduate School
Annual Student Performance Evaluation	Annual until Thesis Defense	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Thesis Defense	Faculty	Faculty Lead of Grad Studies
Certificate of Completion Thesis	Submitted with approved Thesis	Student	TWU Graduate School

Master of Science – Professional Paper

<i>Graduate Form:</i>	<i>Due Date:</i>	<i>Submitted by:</i>	<i>Submitted to:</i>
Advisor Selection Form	End of 1 st Semester	Student	Faculty Lead of Grad Studies
Advisory Committee Selection Form	Start of 2 nd Semester	Student	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Preliminary Exam (1 st year paper)	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Annual until Paper Defense	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Paper Defense (and Pre-qualifying exam if continuing to Ph.D. program)	Faculty	Faculty Lead of Grad Studies
Certificate of Completion Coursework*	Submitted with final Title	Student	TWU Graduate School

**If you are moving into the PhD program, then start at the Dissertation Committee Selection Form below under the PhD program..*

Ph.D. in Molecular Biology

<i>Graduate Form:</i>	<i>Due Date:</i>	<i>Submitted by:</i>	<i>Submitted to:</i>
Advisor Selection Form	End of 1 st Semester	Student	Faculty Lead of Grad Studies
Advisory Committee Selection Form	Start of 2 nd Semester	Student	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Preliminary Exam (1 st year paper)	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Pre-qualifying Exam (2 nd year paper and Paper Defense if M.S. is desired)	Faculty	Faculty Lead of Grad Studies

Dissertation Committee Selection Form	Before Qualifying Exam	Student	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Qualifying Exam (3 rd year paper)	Faculty	Faculty Lead of Grad Studies
Request for Admission to Candidacy	Completion of Qualifying Exam	Student	TWU Graduate School
Annual Student Performance Evaluation	Prospectus Defense	Faculty	Faculty Lead of Grad Studies
Prospectus Cover Sheet	Completion of Prospectus	Student	TWU Graduate School
Annual Student Performance Evaluation	Public Seminar (4-5 th year)	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Results Meeting (5-6 th year)	Faculty	Faculty Lead of Grad Studies
Annual Student Performance Evaluation	Annual until Dissertation Defense	Faculty	Faculty Lead of Grad Studies
Certificate of Completion Dissertation	Submitted with approved Dissertation	Student	TWU Graduate School

Important Notes:

- **Don't forget to apply to graduate:** Students will also need to apply to graduate early during the semester they plan to graduate (i.e. apply in early March for May graduation; early June for August graduation; early September for December graduation). You can rollover your graduation to the next semester with the Graduate Rollover Application. August graduates walk in December graduation.
- **A defended and revised thesis or dissertation is due over a month before the end of the semester:** Plan accordingly (i.e. late July for August graduation; late October for December graduation). You can rollover your graduation to the next semester with the Graduate Rollover Application. If you miss the deadline to submit the defended thesis/dissertation, as long as you submit the document before the 1st day of the next semester and the graduate school shows that you have completed all of your requirements for the degree, you do not have to be enrolled for the semester your degree is conferred.

Other Graduate School Forms that may be needed:

Advisor Change Request

Committee Member Change

Graduation Rollover Application (to be used when you miss the defended document submission deadline)

Early Deadline Form (to be used when you miss the defended document submission deadline and need to enroll in another semester -required to be enrolled to graduate- but do not want to register/pay for classes)