

THESIS M.S. CHECKLIST

Students are responsible for seeing that all deadlines are met **during the first year in their programs.**

FIRST YEAR

1

**Between admission
& the week before
classes**

Review the [Admitted Checklist](#) and [Register](#) for courses (Required: BIOL 6202 in fall and BIOL 5322 in spring).

Arrive to Lubbock!

**2 weeks before
the first day of
classes**

2

3

**In the first half of
the first semester
of enrollment**

Complete the [Responsible Academic Conduct Training](#) and submit your certificate to the Graduate Program Coordinator.

Set up and meet with
Advisory Committee.

**Before end of
second semester
of enrollment**

4

5

**After first
committee
meeting**

File [Degree Plan](#) with the Graduate Program Coordinator.

Turn in the thesis research
proposal cover page, signed by
all committee members to the
Graduate Program Coordinator.

**No later than the
end of the third
semester of
enrollment**

6

ANNUALLY

**Due in August of
each year**

Turn in Annual Evaluation Form to the Graduate Program Coordinator and report your progress on Faculty Success.

Annual Committee
Meetings

**At least once
per year**

THESIS M.S. CHECKLIST

Students are responsible for seeing that all deadlines are met **during the semester of graduation** (where exact deadline varies – see “Graduation Deadlines” under the “Academic Progress” tab of the [Graduate School Website](#)).

1

At least three weeks
before the anticipated
thesis defense

Submit a completed version
of the thesis to all Advisory
Committee members for
review.

Apply to Graduate.

Exact deadline varies

Spring: end of January

Summer: early June

Fall: early September

2

3

Exact deadline varies

Spring: early February

Summer: end of May

Fall: end of September

Schedule the thesis defense with
Advisory Committee and submit
[Defense Notification Form](#) to the
Graduate Program Coordinator.

Take the Final
Examination and
Defense of Thesis.

Exact deadline varies

Spring: end of March

Summer: end of June

Fall: end of October

4

5

Exact deadline varies

Spring: early April

Summer: early July

Fall: early November

Submit thesis for formatting review; thesis
advisor will submit Results of Thesis Oral
Defense form and ETD Final Copy
Approval form to the Graduate School.

Upload corrected, final
version of thesis to the ETD
Submission website.

Exact deadline varies

Spring: early April

Summer: early July

Fall: early November

6

7

Exact deadline varies

Spring: mid-April

Summer: early July

Fall: mid-November

Pay Electronic Thesis
Dissertation (ETD) processing
fee posted to your
university bill.

Graduation.

Target:
2-3 years

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