**JACKSON STATE UNIVERSITY**

**DEPARTMENT OF BIOLOGY GRADUATE PROGRAM**

**PATHWAY TO GRADUATION CHECKLIST**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MS Conc. /Bio \_\_\_\_\_\_ MS Conc. /Env. J#: \_\_\_\_\_\_\_\_\_\_\_\_

Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year Enrolled: \_\_\_\_\_\_\_ Expected Graduation: \_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **Check all that apply** | **Biology Graduate Degree Requirements** | **Date of Completion** |
|  | **GECE\*** (English Competency Exam; 1st Semester). Apply, register, take and pass exam or register for ENG 599 or get exempt status (graduate studies Catalogue page 20) |  |
|  | **Selection of Advisor** (1st Semester; Departmental Form 1). Consult with program director. |  |
|  | **Detailed Degree Plan\* (**1st Semester**; graduate studies online;** form should be submitted to program director) |  |
|  | **Formation of Graduate Advisory Committee** (2nd Semester; Departmental Form 2); consult with advisor and program director. |  |
|  | **Successful thesis proposal defense**; Committee Approval of research (2nd Semester; Departmental Form 3; Research compliance should be part of the proposal); **Committee Approval Form A\* (**Forms and proposal should be submitted to graduate studies and the department) |  |
|  | **Application for Admission to Graduate Degree Candidacy\*; after completion of 12 credit hours** (2ndSemester**; Register for GNST 500**; register at the beginning of the 2nd Semester) |  |
|  | **IRB/IACUC, IBC, OSHA Approval and Research Compliance Certification** (This should be done as part of the research proposal and is due before research starts, no later than the end of 2nd Semester; Departmental Form 4) |  |
|  | **Teaching Assignment** (2 labs/year; or teaching support with your advisor; or documented mentoring of students) |  |
|  | **Graduate Area Comprehensive Exam; GACE\*** (After Completion of 24 Credit Hours; Needs an application; register for GNST 555 at the beginning of the semester you will complete 24 hours of class work excluding thesis research hours, you will be approved by graduate studies to take the test; test will be administered by the department; Form 5)) |  |
|  | **Publications and presentations** (2 abstracts/Presentations; peer-reviewed publications are highly encouraged) |  |
|  | **Departmental approval and announcement of oral defense** (departmental Form 6; 2 weeks before defense date) |  |
|  | **Oral defense and thesis evaluation Form** (Departmental Forms 7 a&b; to be filled by committee members and submitted with a copy of graduate studies **Defense Committee’s Report of Results\*;** online) to the program director); please observe the deadline for the defense for the semester. |  |
|  | **Thesis completion and Committee Approval Form (**Departmental Form 8; this will certify with signatures that the thesis is complete and approved to be printed on 25% cotton paper, bound and submitted to the chair and graduate studies) |  |
|  | **Submission of thesis to the department for review**; Departmental Approval of Thesis (Department Form 9) |  |
|  | **Final submission of defended thesis (3 corrected and approved copies; plus paid invoice). Form B\*** |  |
|  | **Graduation online application** (Pin#; given by the program). Please observe deadlines. |  |
|  | **Application for Graduation Clearance ( online; please observe the deadline for the semester)\*** |  |
|  | **Graduation Clearance by the department (checking this check list and all forms by the program)** |  |
|  | **Congratulation.** |  |

Graduate Studies website: <http://www.jsums.edu/graduateschool>; click “Forms” Tab