

General information for Biology Master students at East Tennessee State University

Access your Graduate catalog: <https://www.etsu.edu/reg/catalog/>

***All mentors and committee members need to have/apply for **graduate faculty status**

First semester:

Fall start: Enroll in **9** credit hours. Suggested courses: BIOL5600 Intro to Biol Research, GRAD 5110 Teaching Pedagogy, Independent studies, Topics course

- Biology concentration requires students to take two topics courses during the program. Biomed concentration students substitute a topic course for *Biomedical Science I* (see graduate catalog)
- Have committee in place at the end of the semester. Have a first committee meeting and fill out committee appointment form [here](#)
- Submit student progress report (useful links in graduate program website [here](#))

Spring start: Enroll in **9** credit hours. Suggested courses: BIOL5500 Biometry, Topics course

- Have committee in place at the end of the semester. Fill out committee appointment form [here](#)
- Submit student progress report

Second semester

Enroll in **9** credit hours including the BIOL5700 Seminar course (BIOL 5700 seminar course should be taken **twice** during the program).

- **A second committee meeting at this point is required where the full research prospectus will be presented**
- **A written prospectus needs to be approved by the thesis committee**
- Submit student progress report

Third semester

Enroll in **9** credit hours

- A third committee meeting at this point is recommended
- Qualifying exam must be completed during the 3rd semester and before the start of the fourth semester
- The standard qualifying exam questionnaire should be performed by at least one committee member (ask graduate coordinator for guidelines)
 - Make sure that the committee chair sends a copy of exam questionnaire and final result to the Graduate coordinator.
- Apply for petition to graduate with the School of Graduate studies before start of fourth semester (also notify graduate coordinator of your intent to graduate). Form can be found here [Apply to Graduate](#)
- Submit student progress report

Fourth semester

Enroll in **9** credit hours. Enroll in **BIOL 5960** for **Thesis credits** during this semester (up to 3 credits). **Student must have completed 30 credits not including supervised teaching and only 9 research in biology/independent studies credits.**

- Students must defend their thesis (**oral defense**)
- Notification of thesis defense [here](#) (form initiated by the committee chair used to notify graduate school **at least 10 days prior to defense** to schedule an outside observer)
- Thesis supervisor/ committee members must submit final student assessment rubric to graduate coordinator (available in S-drive).
- Final draft of thesis submitted to School of Graduate Studies (electronically)
- Checklist of electronic thesis requirements [here](#)
- Thesis guide [here](#)
- Thesis supervisors must submit the results of final defense form (dynamic form [here](#))
- Culminating experience form submitted by graduate coordinator (**email coordinator: full name, #E Number, thesis title and date of defense**)

If defense during fourth semester is not possible

****Submit change in graduation form if one was submitted in the fourth semester**

- Student can defend before the 5th semester starts without any additional cost
 - Request for a fifth semester support can be submitted to the graduate committee. A fifth semester support is not guaranteed and will depend on availability of funds.
 - Students can apply for a graduate school **Thesis and Dissertation Scholarship** (<https://www.etsu.edu/gradschool/funding/scholarships.php>) if only the thesis writing is incomplete.

Other useful information

ETSU Graduate assistant handbook [here](#)

Checklist of electronic thesis requirements [here](#)

Thesis guide [here](#)

Application for graduate faculty appointment (e.g. including outside committee members) [here](#)

Other useful information, forms and links can be found here: [Graduate forms](#)