This form outlines the 4 steps of your degree progress and indicates the forms you will need to fill out during that process. For each of these forms, 1) print, fill out, and obtain appropriate signatures, 2) submit original to Biology Office/Graduate Program Director, and 3) after the GPD’s sign we will provide you with a photocopy for your own records and keep the originals in your graduate file.

1. **REQUIREMENTS**
   a. Program: ___ MS Biology or ___MS Biotechnology
   b. NAME OF RESEARCH ADVISOR
      a. Name:_______________________
      b. Advisor Change? Name____________
   c. SELECTION OF MASTERS ADVISORY COMMITTEE (MSF-02)
      a. Due by end of 2nd semester
   d. Program of Study (MSF-03)
      a. Filled in each semester by student. Will be used to fill in “Registrars Office Graduate Degree Application” form at the end of your degree

2. **GRADUATION INTENT**
   a. Biology Intent to Graduate Form (MSF-04)
      i. Must have approval from your advisor and committee that you are going to be ready to defend/complete your degree before filling out item 2b (Registrars Office Graduate Degree Application Form) and pay graduation fees (2c)
   b. Registrar Office Graduate Degree Application Form
      i. Part I of form (on Registrars Office web page) filled out by student/candidate
      ii. Send to Registrar’s Office
      iii. Part II of form filled out by the GPD
   c. Pay Graduation Fees

3. **PROJECT/THESIS DEFENSE**
   a. MS Defense Announcement (MSF-05)
      a. Arrangements for defense must be made through the Biology Department office with Program Coordinator 2-4 weeks in advance
      b. Check Graduate School deadlines, usually occurs in April for May/June graduation and November for December graduation.
   b. MS Defense Results (MSF-06)
      a. Bring this form to defense for committee to fill out

-Continued on Next Page-
4. **THESIS COMPLETION**
   a. Submit **Initial** Online Submission
   i. Due Dates (11:59 PM EST/EDT): April 10 for June Graduation Date; August 1 for August Graduation Date; December 1 for December Graduation Date
   b. Pay Thesis Binding Fee as part of Initial Submission
   ii. Mandatory 2 copies – Library and Department
   c. Turn in Signatory Page to Format Editor
   iii. Make copy for student file in Bio Office
   d. Submit **Final** Online Submission (by 11:59 PM EST/EDT)
   iv. Due Dates: May 15 for June Graduation Date; August 20 for August Graduation Date; December 20 for December Graduation Date
MS students are highly encouraged to assemble a Project/Thesis Committee by the end of their first year if not sooner. All members of the committee must sign this form.

1. Master’s committees must have a minimum of 3 members (Advisor, plus 2).
2. One member may be from outside the Department/University (adjunct graduate faculty must be approved by Graduate Program Director in advance)
3. Master’s committee may consist of addition members
4. If an Advisory Committee member is changed, the advisor must write a memo to the GPD regarding the change (if a member is dropped, please indicate in memo) and the new member must sign this original document (Replacement Member section).
5. After all student and committee signatures are obtained, turn in to Biology Office/Graduate Program Director.

<table>
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<th>Student Name</th>
<th>Student Signature</th>
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<td>Advisor Name</td>
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<td>Member #2 Name</td>
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<td>Member #3 Name</td>
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<td>Additional Member Name</td>
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<td>Replacement Member Name</td>
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| Graduate Program Director | Signature | Date |


Program of Study: Biology MS ____ Biotechnology MS ____

STUDENT NAME ______________________________________ UMS NO. ________________________

TRACK: ____ Thesis ______ Non-Thesis (Library Project)

List courses completed for the degree. The distribution of courses must comply with the requirements of the program under which the student intends to graduate.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Credit Hours</th>
<th>When taken? If completed elsewhere please note**</th>
<th>Grade</th>
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**Transcripts will be required for transferred courses and be approved by the GPD for use toward completion of degree requirements.

NOTE: A copy of this form is to be filled in each semester by the student and turned in to the Graduate Program Coordinator. A final completed version of this form, and a copy of your transcripts need to be turned in with the “Registrar’s Office Graduate Degree Application” form (this form will be used along with a copy of your transcripts, to complete the “Registrar’s Office Graduate Degree Application” Form.
Before filling out the form, **the graduate student and graduate advisor** are urged to email their Masters Advisory Committee for conformation. This form is to be filled out by the graduate student and advisor and submitted to the Graduate Program Director. After this form has been signed by the GPD, the student may fill out Part I of the “Registrar Office Graduate Degree Application” form and submit it to the Registrar’s Office.

We certify that ______________________________ has discuss their plans to finish their MS Biology/Biotechnology (Circle) degree in the ______________ semester of 20____ with their advisory committee, the committee has agreed, and may fill out the Graduate Studies Intent to Graduate Form and pay their graduation fees.

NOTES:

Graduate Student Signature: ______________________________ Date: ____________

Research Advisor Signature: ______________________________ Date: ____________

Graduate Program Director Signature: __________________________ Date: ____________
University of Massachusetts Boston - Biology

Project/Thesis Defense Announcement Form (MSF-05)

I hereby declare my intention to present a Thesis _____ Non-Thesis(project)_____ Defense for the M.S. in Biology_______ Biotechnology_______,
on _____________ ______ _______ at ________ AM/PM (Circle One).
Month      Day       Year

The approved title of my Project/Thesis Defense is:

________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Student (print)........................................ Signature........................................ Date

Advisor (print)........................................ Signature........................................ Date

Grad. Program Director (print)........................ Signature........................................ Date

NOTES: 1) The graduate student and graduate advisor must discuss and confirm the proposed defense time and date with the project/thesis committee prior to submission and 2) This form must be sent to the Graduate Program Coordinator at least 2-4 weeks before the defense (Additionally, please email the Graduate Program Coordinator a copy of your abstract and an image you would like associated with the official announcement at least 2 weeks before defense date)
University of Massachusetts Boston - Biology

Results of the MS Thesis Defense (MSF-06)

This is to certify the results of the thesis defense by:

____________________________________ on __________________

Student Name                     Date

Masters Advisory Committee:

Research Advisor _________________________ Pass   Fail   ☐
Member_________________________________ Pass   Fail   ☐
Member_________________________________ Pass   Fail   ☐
Member_________________________________ Pass   Fail   ☐
Member_________________________________ Pass   Fail   ☐

Thesis Advisory Committee’s suggested course of action to rectify any perceived deficiency:

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Graduate Student Signature: _______________________________________ Date______________
Research Advisor Signature: _____________________________________ Date______________
Graduate Program Director Signature: _________________________________Date______________

NOTE: This form is to be brought to defense, filled out by the committee, and submitted to the Graduate Program Director after the defense.