

DEPARTMENT OF BIOLOGY

Colorado State University

Graduate Student Handbook

DEPARTMENT OF BIOLOGY GRADUATE STUDENT HANDBOOK

Policies and Procedures of the Graduate Degree Program

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Information for Students

Considering Admission

PHILOSOPHY The Department of Biology strives to provide a scholarly environment, where faculty and students are stimulated to become productive scientists. The reputation of a department, and likewise, the initial successes of a student are based, in part, upon the reputation of the faculty. It is expressly the role of faculty to help students realize their highest potential through continued encouragement and example. To inspire individual thinking and imagination, which are so important in the sciences, we encourage variability among the programs of students. The principal aim of the Department's graduate programs is to motivate students to achieve the highest level of their scientific potentials.

ADMISSION Candidates must submit the GS Form 1 application (and application fee) to the Graduate School in the preaddressed envelope provided. The pink copy of the GS Form 1 and other application materials must be sent to the Department of Biology in the envelope provided. Recommendations concerning acceptance or rejection are made by the Graduate Committee and by the individual faculty members who are prospective major advisors for the applicant. Some students may be required to make up certain academic deficiencies after being accepted for graduate work.

The Department follows the standards for admission outlined in the Graduate Student Bulletin. The criteria used in evaluating an application are generally as follows: grades (point index and trend); level of course work; Graduate Record Examination scores (including verbal, quantitative, and analytical); letters of recommendation; the applicant's statements regarding professional objectives; publications; and other evidence of interest and activity in the biological sciences. Students will be evaluated on the strength of their application as a whole, but generally a grade point average (GPA) of 3.0 or above (A=4.0) and scores above the 70th percentile on the Graduate Record Exam are minimally necessary for acceptance into the department.

FINANCIAL AID Students wishing to be considered for a fellowship, traineeship, research assistantship, or teaching assistantship should complete GS Form 4B and return to the Department of Biology by January 15. Students wishing to be considered for a residence hall assistantship should contact the Office of Housing and Residence Education, Palmer Center, 1005 W. Laurel for the appropriate application form. Students interested in need-based financial aid, loans, or work-study opportunities should check the appropriate blank on the GS Form 1 and additional materials will be forwarded.

RESIDENCY All entering students are encouraged to begin to establish Colorado residency immediately upon arriving in the state. A person must live in Colorado for one calendar year and display physical connections to the state to be considered a resident for tuition purposes. Physical connections include, but are not limited to, a Colorado driver's license and motor vehicle registration, voter registration, continuous full or part-time employment, and payment of state income tax. These connections have to be made at least one calendar year prior to the beginning of the school term for which residency classification is being sought. New students should plan to arrive several days before the start of registration to ensure time to establish these connections. Rules for establishing residency change from time to time, so students must check with Student Financial Services for current procedures to establish residency. Failure to establish residency at the start of the second year of a GTA or GRA appointment can result in the student being responsible for the excess tuition charged above the in-state rate (see Tuition section of the Handbook). If a student is unable to petition for Colorado residency due to non-US citizenship or other extenuating circumstances, the situation should be brought to the attention of the Department Graduate Committee immediately upon arrival at Colorado State University.

DEGREES The Department offers programs leading to the Master of Science and Doctor of Philosophy degrees in Botany, and Master of Science and Doctor of Philosophy degrees in Zoology. A Master of Science may be earned in either of two programs: "Plan A," with a thesis, or "Plan B," without a thesis.

MAJOR PROFESSORS The faculty member who accepts a graduate student will serve as the initial advisor. If accepted by more than one faculty member, the student must choose an initial advisor prior to the student's enrollment. The major professor, who must be a tenure-track faculty member in Biology, will assist the graduate student regarding orientation and registration, and will provide guidance until the student chooses a permanent advisor, ordinarily before registration for the second term. Selection of an advisor must be mutually satisfactory to the student and the prospective advisor. The advisor-student relationship is unique and, perhaps, the most important one in the education and training of the graduate student. The mutual respect and stimulation derived from this relationship strengthens and promotes scientific achievement. The advisor should be both the student's severest critic and strongest supporter.

GRADUATE ADVISORY COMMITTEE The student and major professor will select faculty members for the student's advisory committee from the Faculty of the Biology Department (at least 2 members – including the major advisor – for MS, 3 for PhD) and at least one member from outside the Department. At least two members (for MS) or three (for PhD) of the Graduate Advisory Committee must be tenure-track faculty at CSU. The Department Chair serves as an ex officio member of all Graduate Advisory Committees. Before the end of the second term following enrollment or before completion of 15 semester credits, the major advisor, members of the Graduate Advisory Committee, and the student should meet and discuss the student's proposed graduate program and prepare the formal plan of study (GS Form 6) leading to the graduate degree. This committee will consider the student's strengths, weaknesses, and goals in approving the graduate program. A student with a particular weakness may be required to complete, without graduate credit, certain undergraduate courses.

CHANGE OF DEGREE PROGRAM Students enrolled in a program leading to a Master of Science may apply to change into a Doctor of Philosophy degree program prior to completion of the Master's Degree. Because of the extra demands of the PhD degree, such a change should be carefully considered by the student and must have the approval of the student's Graduate Advisory Committee. A request for change must be made to the department Graduate Committee for its approval and should be accompanied by the student's records that are on file with the department. The Graduate Committee will consider the

application for degree change as a new application to the department. Final approval will be made by the Department Chair. The Chair and Graduate Committee will determine whether to extend the Teaching Assistantship support to the student when they discuss the application for change of degree program. After departmental approval is granted, the student must file GS Form 7 and a revised GS Form 6 with the graduate school.

COURSE REQUIREMENTS No specific courses must be taken in satisfaction of Departmental degree requirements; however, the candidate must be able to demonstrate a general knowledge of Botany or Zoology as well as competence in specific areas of concentration. Some students will wish to satisfy course requirements of interdisciplinary programs on campus (e.g., the Cell and Molecular Biology Program and the Program in Ecological Studies) as well as requirements for degrees in Botany or Zoology. The student must complete minimum course credit requirements established by the Graduate School for the MS and PhD degrees. These requirements are given in the Graduate School Bulletin.

QUALITY OF WORK To remain in graduate school, a student must maintain a cumulative 3.0 grade point average in all courses. Seminars, research credit, and special problems are not included in computing the grade point average. Graduate assistants must maintain at least a 3.0 grade point average to be eligible to receive institutional support.

A graduate degree in Botany or Zoology indicates that the individual has achieved a professional level of competence in research as well as formal classwork. Consequently satisfactory progress in a research program must parallel the effort in coursework.

A graduate student participating in an advanced degree program of the Department of Biology must meet with the Graduate Advisory Committee at least once annually, and the student shall submit an annual report of progress toward the degree, signed by her/his Graduate Advisory Committee, to the Department Chair for review. A student failing to submit the report or to meet minimal standards of progress and achievement may lose eligibility for institutional support.

TEACHING ASSISTANTSHIPS A Graduate Teaching Assistant is expected to devote an average of 20 hours per week to Departmental duties to fulfill the work requirements of his/her assistantship. GTAs are not automatically granted vacation time. All absences must be cleared with the work supervisor(s) and major advisor.

Students admitted to pursue a Master's degree in the Department of Biology are eligible for two years of support as teaching assistants at Colorado State University.

Students who have received a Master's degree in Botany or Zoology from Colorado State University, and who continue study towards a PhD degree, are eligible as Doctoral students for three years of support as teaching assistants.

All other students who are admitted to a Doctoral program in the Department of Biology are eligible for five years of support as teaching assistants.

Students in either the Graduate Degree Program in Ecology or the Cell and Molecular Biology programs whose major professor holds a regular appointment in the Biology Department are eligible to be supported by Biology GTAs under the same rules that apply to Zoology and Botany graduate students.

Students exceeding the normal period of eligibility for appointment as a teaching assistant may apply for an extension of eligibility (see procedure below) by November 30 of their last year of guaranteed eligibility. Extension of eligibility will be determined by the Department Graduate Committee and the Department Chair.

For Master's students to receive an extension, the Department Graduate Committee must receive a statement signed by the student's Advisory Committee outlining the program of study that should have been completed in two years and a description of the extenuating circumstances that prevented its completion. The committee should define the remaining requirements for the student's degree, state whether the student is making good progress, and verify that the program will be completed within one year. For **Ph.D. students** to receive an extension, the student must have successfully completed their Preliminary Examination. In addition, the Graduate Committee must receive a statement signed by the student's Advisory Committee describing the extenuating circumstances that prevented the completion of the degree within the specified time allotment. The committee should define the remaining requirements for the student's degree, state whether the student is making good progress, and verify that the program will be completed within one year.

Regular appointments for Graduate Teaching Assistantships will be made on a competitive basis. **Special Appointments** may be awarded opportunistically as special needs arise to fill teaching vacancies on a semester-by-semester basis. Reappointment as a GTA is not necessarily guaranteed. Appointments are generally made for one academic year (mid-August to mid-May), but are reviewed every semester, and continuance is subject to the availability of the positions, the student's performance as a GTA, and the student's record of scholarship. Faculty supervising GTAs must provide performance evaluations at the end of each semester, and GTAs must solicit student evaluation of their performance in courses to which they have been assigned. It is the responsibility of the GTAs to ensure that their credentials are current.

TUITION Effective Fall Semester 1979, the Colorado General Assembly instituted legislation requiring tuition for all graduate students to be paid either by the student or by a sponsoring project. Tuition charged will be based on each student's residency status at the beginning of the semester (See **Residency** section for requirements to establish in-state residency). Due to the extreme cost differential between in-state and out-of-state tuition, the Department has established a policy of paying out-of-state tuition for GTAs for their first year **ONLY**. If, at the beginning of the second year of GTA support, a student has not established Colorado residency for tuition purposes, the Department will cover only the in-state tuition amount. Any tuition due above this amount will be charged directly to the student. Any exceptions to this ruling, such as GTAs with non-US citizenship, must be cleared through the Graduate Program Committee and the Departmental Chair before the Department will assume responsibility for more than one year of out-of-state tuition. Typically, international students enroll in the minimum number of credits, and the department pays their out-of-state tuition as GTAs when discussed one semester in advance (when GTA assignments are being determined). Tuition arrangement for GRAs is the responsibility of the individual Principal Investigator, but it is assumed that the above procedures will be adopted by most faculty.

FELLOWSHIPS Fellowships and scholarships are recommended for students with superior academic records. The Graduate School coordinates all graduate fellowship programs, but the student is responsible to the Department of Biology.

Information for Students Already Admitted

GETTING STARTED Before you show up, you will have the opportunities to request your EID and get RamWeb access. Additional paperwork awaits your arrival on campus, so plan to show up at least 1-2 weeks before classes start. As mentioned in Residency, above, arrive early to start the process of establishing your residency. These policies change periodically, so check with Student Financial Services for updated information, and attend one of their Residency Orientations when you arrive. Visit the biology department office for the paperwork you need to set up paychecks, get keys, etc. Confirm your health insurance. You can't register for classes without verification of health insurance, and insurance costs for the university plan depend on credit hours. Attend your TA orientation in the week prior to class, and sign up for classes on ramweb. International students will need to check in at the Office of International Programs as well.

PROGRAM OF STUDY (GS Form 6) The Program of Study (GS Form 6) must be submitted to the Department Chair early in the second term following enrollment. The formal plan will be completed during the initial meeting of the Graduate Advisory Committee, or shortly thereafter, as a direct outcome of that meeting. The Program of Study (GS Form 6) will be submitted to the Graduate School Office when completed. The GS Form 6 becomes the "contract" of the student with the Department and University for completion of his/her graduate program of study. Changes that occur are recorded on the GS Form 25, application for graduation.

SEMINARS Seminars provide the opportunity for compiling, digesting, and presenting information of interest to biologists. They are an important means by which graduate students learn how to think like a biologist. They also are used to present subject matter not covered in other classes. All graduate students may enroll in appropriate seminars as part of their program of graduate study, and are encouraged to attend seminars whether or not they are officially registered for the course.

RESEARCH PROGRAM Before the end of the second term after enrollment, students should meet with their advisor and Graduate Advisory Committee to outline their research program. This may be done at the same meeting where the program of study is developed. The research program should be well planned at the start, and the pertinent literature reviewed and understood. Before embarking on research, the student must present a research plan to the committee. It is the student's responsibility to make certain necessary prior approvals are obtained from University Regulatory Committees. These include

(but are not limited to): 1) approval from the Animal Care and Use Committee for research involving animals, 2) approval from the Radiation Safety Committee for research involving radioisotopes, 3) approval from the Biosafety Committee for the use of biohazards, 4) approval from the Human Research Committee for research involving humans, including questionnaires. Note that it may take a month or so to obtain approvals. The student should schedule annual meetings of the Graduate Advisory Committee to give progress updates and receive feedback.

THESIS and DISSERTATION A thesis is required for the Plan A MS degree; a research report is desirable and may be required by the Graduate Advisory Committee for the Plan B MS degree. (See Colorado State University Bulletin for specific Plan A and Plan B requirements.) A dissertation is required for the PhD degree.

Students will submit printed copies of the final draft of their thesis (or dissertation) to the members of their Graduate Advisory Committee at least two weeks before their oral examination is scheduled. This should be regarded as a minimum period, with more time being desirable to allow the committee ample time to evaluate the thesis. Any questions concerning the thesis format should be addressed to a member of the Morgan Library staff prior to submission to the Graduate Advisory Committee.

The advisor may require a bound copy of the thesis, in addition to the two copies required by the library. The committee may require students to have their results in a form suitable for publication as well as filing a thesis.

Students are encouraged to publish the results of research, and to give papers at meetings of scientific societies. Publication of a thesis (or dissertation) should state, "A part of a thesis (dissertation) submitted in partial fulfillment of requirements for the degree of Master of Science or Doctor of Philosophy in Botany or Zoology in the Graduate School of Colorado State University, Fort Collins, Colorado."

COMPREHENSIVE and FINAL EXAMINATIONS The Departmental Chair shall be notified in writing by the student's advisor of the time and place examinations are to be administered.

Master of Science Degree Final Examination. The Final Examination required for the Master's degree must be held in accordance with the Graduate School deadlines for the particular semester or summer term during which a student wishes to finish. The examining committee is the student's Graduate Advisory Committee with the advisor serving as chair. Additional faculty members may also attend. The examination will evaluate the adequacy of knowledge in basic biology and ability to handle concepts and synthesize material. One or more areas to be examined in depth will be agreed upon by committee members and the student prior to the examination. It is the student's obligation to seek this agreement with his/her committee members. If the student has submitted a thesis or research report, the examination will also evaluate the student's ability to defend the thesis or research report. The student is responsible for taking the Report of Final Examination (GS Form 24) to the examination and returning it, completed and signed, to the Graduate School Office within two working days after the results are known. A candidate who fails the Final Examination may, with permission of the committee, present himself/herself for reexamination. The reexamination must be held not earlier than two months, or later than twelve months, after the date of the failure.

Doctor of Philosophy Candidacy. A student is considered to be a candidate for a PhD degree by the Biology Department if matriculated and either having a Master's Degree or having completed 30 credits towards a PhD degree.

Preliminary Examination. A student pursuing the PhD degree must pass a Preliminary Examination by the end of their second year. If taking the Preliminary Exam later would benefit the student, the student should request an extension on this deadline with a specific date planned for the exam in a statement to the Graduate Review Committee signed by the Graduate Advisory Committee by November 30 of their second year. University requirements dictate that Preliminary Examinations must be completed at least two terms prior to the final examination. The Preliminary Examination(s) shall be administered to determine whether the student is qualified to continue toward the Doctorate. The written examinations cover the field of specialization and supporting areas and are followed by an oral examination. The format of the exam (e.g. closed or open book, thesis proposal or essays on fundamentals of the field) and specific content areas should be agreed upon by the Graduate Advisory Committee no later than three months prior to the examination. These examinations will check the student's adequacy of knowledge and ability to handle concepts and synthesize material. Prior to the examination, the graduate student shall obtain a copy of the GS Form 16 from the Graduate School Office on which the Graduate Advisory Committee reports the results of the examination. The Graduate School must receive this form at least two terms before the final examination is scheduled.

If recommended by the Graduate Advisory Committee and approved by the Department Chair and the Dean of the Graduate School, a student who fails the Preliminary Examination may be granted one additional examination, to be taken not earlier than two months, nor later than twelve months, after the first, and upon satisfactory completion of such additional study as may be recommended by the Graduate Advisory Committee.

Dissertation Defense (Final Examination). The Dissertation Defense must be held prior to the end of the eleventh week of graduation term for fall and spring semesters and prior to the end of the fifth week of the eight-week summer term. At least one month before the final examination, the advisor will inform the student and the committee members of the nature and scope of the examination. As soon as the defense is scheduled, the student and major advisor should coordinate with the Biology Department staff to reserve a room and to add the public seminar to our website. The faculty in Biology requires that all candidates for the degree of Doctor of Philosophy present a public seminar embodying the final results of the doctoral research program. This seminar must precede the Dissertation Defense, and should be announced to all faculty and graduate students in the Biology Department by distribution of a printed program and/or formal notice at least one week in advance of the seminar. The student will need to submit a completed GS Form 23 (Notice of PhD Final Examination) to the Graduate School Office at least two weeks prior to this Defense. The Dissertation Defense is conducted by the student's Graduate Advisory Committee with the advisor as chair. Additional faculty members may be invited to the Defense of Dissertation, and any interested faculty or graduate students may attend. The chairperson of the Advisory Committee will have the prerogative to decide whether those in attendance (outside of the committee) should be allowed to ask questions of the candidate during the examination. The Dissertation Defense will primarily concern the dissertation.

Candidates who fail their defense of dissertation may present themselves, with permission of the Graduate Advisory Committee, for one additional reexamination not earlier than two months, nor later than twelve months, after the date of the failure.

RESPONSIBILITY It is the joint responsibility of the student and the advisor to see that all requirements are completed fully and on time, so that no oversight delays a student's graduation; however, the final responsibility falls on the student to see that all requirements have been met.

TIME SCHEDULE The usual time necessary to complete the requirements for the Master's degree is two years. Students who have already received a Master's degree from Colorado State University usually require three years to complete their Doctorate, whereas students who have received their Master's degree from another institution usually complete their Doctorate in four years. Students entering without a Master's degree normally complete their Doctorate in five years. To foster these goals, students submit an annual review by November 30 each year outlining their progress and plans, and discuss that review with the Graduate Advisory Committee during their annual committee meeting. Students who will not complete their degree requirements within the "usual" times should detail their graduation plan in their annual review in their 5th (2nd, if M.S. student) year. This graduation plan must be signed by their Graduate Advisory Committee and will be reviewed by the Graduate Program Committee and the Departmental Chair. Dismissal may be recommended for students making unacceptable progress toward attainment of their degree.

EXCEPTIONS In cases where a particular requirement imposes undue hardship on a student, the student's Graduate Advisory Committee may petition the Department for permission to waive that requirement.

GRADUATE STUDENT ASSOCIATION The purpose of this Association is to organize student activities and serve as a liaison between the graduate students and faculty on matters of departmental concern. Below is a partial list of representative accomplishments and activities of graduate students in the Department of Biology:

1. Represent graduate student interests and concerns on Departmental committees for which graduate student representation is requested or required.
2. Planning of social functions.
3. Interaction with CSU Graduate Student Council and Natural Sciences Student Council in matters that directly concern Biology graduate students.

DISCRIMINATION BASED ON RACE, COLOR, CREED, SEX, SEXUAL ORIENTATION, OR NATIONAL ORIGIN IS CONTRARY TO THE PURPOSES AND POLICIES OF THE UNIVERSITY AND VIOLATES THE SPIRIT AND INTENT OF CIVIL RIGHTS LAWS OF COLORADO.

¹ This handbook is supplemental to the CSU General Catalog and the Graduate and Professional Bulletin. Carefully read the regulations and requirements in both of these

Description of Graduate School Forms

Use the information and forms on the following pages to help you successfully plan your graduate school career.

GRADUATE SCHOOL FORMS (description)

FORM TITLE	PREPARED BY	SUBMITTED TO	FUNCTION
Application http://graduateschool.colostate.edu/prospective-students/apply/index.aspx?AC=WEBG "	Applicant	Processed by Admissions Office	Must be submitted by U.S. Citizen or Permanent resident/International students seeking admission to GS
Graduate Application for Readmission http://graduateschool.colostate.edu/documents/GS1B.pdf?3/26/2013	Applicant or Student	Academic Department will forward the form after approval to the office of Admissions.	To readmit students after break in registration, to change requested date of entry on applications
Change of Term Request For Applicants to Graduate Programs	Applicant		This form is available for a new applicant to either update the term on his/her existing application or, if admitted, to defer to a different term.
Notice of Graduate Admission	Department	Admissions	Notify Admissions Office and Graduate School of recommendation to admit a student
Notice of Application Denial	Department	Admissions	Notify Admissions Office, Graduate School, and student denial of admission
Immigration Document Request Form	Applicant (international)	Admissions	Required by department, Admissions Office, Graduate School & needed to issue visa
The Program of Study is a document which lists all courses taken in pursuit of the degree as well as the graduate committee. This is the formal statement of what is done to achieve the degree, the summary of all academic planning. The Program of Study must be filed with the Graduate School before the time of the fourth regular semester registration. Students who fail to meet this requirement may be denied subsequent registration. In addition, this form must be submitted to the Graduate School prior to applying for graduation.	Graduate School	Student and Department	To notify student, advisor and department of any deficiencies on GS6.
Request for Change of Department and/or Degree Program	Student and Department	Graduate School	To change departments or change degree program
Petition for Change in Committee after GS6 has been submitted to the graduate school.	Student and Department	Graduate School	To add, delete, or substitute graduate committee members listed on GS6 prior to final exam
Report of Departmental Examination	Department	Graduate School	File results of departmental examinations

FORM TITLE	PREPARED BY	SUBMITTED TO	FUNCTION
Report of Preliminary Examination For Ph.D. Degree	Student and Committee	Graduate School	To report results of Preliminary Exam (Doctoral students only)
Report of Final Examination Results	Student and Committee	Graduate School	Committee report of results of final examination
Application for Graduation	Student and Committee	Graduate School	To declare intent to graduate and adjust program of study
Departmental Requirements Clearance http://graduateschool.colostate.edu/documents/GS25B.pdf?3/26/2013	Department Chair	Graduate School	To report completion of departmental requirements shown on GS Form 25
Request for Letter of Completion	Student and Committee	Graduate School Office	To request early clearance from Department when graduation requirements are met before deadline
Thesis/Dissertation Submission This form is required of all Master's Plan A students and Ph.D. students submitting a thesis or dissertation after the final thesis/dissertation has been reviewed and approved by the student's committee. The completed and signed form must be submitted to the Graduate School Office by the published deadline date of the student's graduating term and before the electronic submission of the thesis or dissertation.	Student	Graduate School Office	

TIME TABLE (MS degree – Plan A)
(Thesis Required)

NAME _____.

<u>DUE DATE</u>	<u>STEPS</u>	<u>DATE COMPLETED</u>
Fall Semester – January 15 Spring Semester – November 1	Letter of Application (GSF 1)	
6 Months Before Admission	Application Received	
Decision Process Begins After Deadline Dates for Each Semester	Action on Application	
Prior to Graduate Teaching Assistant Workshop in mid-August	Arrival at CSU	
At Time of Admittance into Department Graduate Program	Temporary Advisor Appointed	
Before First Registration	Permanent Advisor Selected	
Complete Before Time of Fourth Regular Semester Registration	Advisory Committee Selected	
At the discretion of the student, his advisor and advisory committee	Advisory Committee Meeting	
Complete Before Time of Fourth Regular Semester Registration	Program of Study (GS Form 6)	
Complete Before End Of Second Term	Written Research Proposal	
Prior to Initiation of Research	Necessary Approvals for Research Protocols Obtained from University Regulatory Committees	
Prior To Final Semester	Comprehensive Exam (Department Only) (GS Form 14)	
By 6 th Week Of Fall Or Spring Semester; 1 st Week Of 8-Week Summer Semester	Application for Graduation (GS Form 25)	
2 Weeks Before Exam	Thesis to Committee (GS Form 23)	
1 Week Before Exam	Public Notification to Department (of Final Examination or Defense)	
Prior to end of 12 th week of graduating term for fall and spring semester. Prior to end of 5 th week of 8 week summer term	Final Examination or Defense of Dissertation	
Take Form to Defense for Completion and Signatures. Return to Graduate School Within 2 working Days After Results are Known	Report of Final Exam (GS Form 24)	
Before Leaving	Key Check In	

TIME TABLE (MS degree – Plan B)

(Thesis Not Required)

NAME _____.

<u>REQUIRED DATE</u>		<u>DATE COMPLETED</u>
See Plan A	Letter of Application	
6 Months Before Admission	Application Received	
See Plan A	Action on Application	
See Plan A	Arrival at CSU	
See Plan A	Temporary Advisor Appointed	
See Plan A	Permanent Advisor Selected	
Complete Early In Second Term	Advisory Committee Selected	
See Plan A	Advisory Committee Meeting	
Complete Early In Second Term	Plan of Study (GS Form 6)	
Complete Before End Of Second Term	Written Research Proposal	
Prior to Initiation of Research	Necessary Approvals for Research Protocols Obtained from University Regulatory Committees	
Prior To Final Semester	Comprehensive Exam (GS Form 14)	
By 6 th Week Of Fall Or Spring Semester; 1 st Week Of 8-Week Summer Semester	Application for Graduation (GS Form 25)	
1 Week Before Exam	Public Notification to Department (of Final Examination or Defense)	
See Plan A	Final Examination or Defense of Dissertation	
Before Leaving	Key Check In	

TIME TABLE (PhD degree)

<u>YEAR</u>	<u>REQUIRED DATE</u>	<u>FUNCTION</u>	<u>DATE COMPLETED</u>
1	Prior to Graduate Teaching Assistant Workshop in mid-August	Arrival at CSU & paperwork for accounting, health insurance, and course registration.	
1	Prior to start of classes	Residency orientation & begin process	
1	Before first registration	Permanent advisor selected	
1	Prior to Initiation of Research	Necessary approvals for research protocols from university regulatory committees	
1	December	Confirm GTA slot for Year 2	
1	At least 1 week before classes	Register for spring semester classes	
1	Early in second term	Advisory Committee selected	
1	Early in second term	Advisory Committee Meeting 1: outline of thesis + GS6 form	
1	Early in second term	Plan of Study (GS Form 6)	
1	Summer	Petition for residency	
2	At least 1 week before classes	Register for fall semester classes	
2	December	Confirm GTA slot for Year 3	
2	At least 1 week before classes	Register for spring semester classes	
2	November 30	Annual Report	
2	Spring semester	Preliminary Examination	
2	2 working days after exam	GS Form 16 to Graduate School	
3	At least 1 week before classes	Register for fall semester classes	
3	December	Confirm TA slot for year 4	
3	At least 1 week before classes	Register for spring semester classes	
3	November 30	Annual Report	
3	Spring semester	Annual Committee Meeting	
4	At least 1 week before classes	Register for fall semester classes	
4	December	Confirm TA slot for year 5	
4	At least 1 week before classes	Register for spring semester classes	
4	November 30	Annual Report	
4	Spring semester	Annual Committee Meeting	
5	At least 1 week before classes	Register for fall semester classes	
5	November 30	Request TA appointment extension if needed with graduation plan	
5	At least 1 week before classes	Register for spring semester classes	
5	November 30	Annual Report	
5 or 6	6 th week Of Fall Or Spring semester; 1 st week Of 8-week summer semester	Application for Graduation (GS Form 25)	
5 or 6	Early in final semester	Schedule defense, notify dept staff	
5 or 6	2 weeks before exam	Thesis to Committee & Departmental Chair	
5 or 6	1 week before exam	Post flyers in Department	
5 or 6	Prior to end of 12 th week of graduating term for fall/spring semester; prior to end of the 5 th week of eight-week summer term	Public Research Seminar & Final Examination or Defense of Dissertation	
5 or 6	2 working days after seminar/exam/defense	Report of Exam to Graduate School Office (GS Form 24)	
	Before Leaving	data archiving, key check-in	