Checklist of Steps for Graduation for the MS in Biology Program

☐ If accepted as Conditionally Classified (see your letter of acceptance from the Graduate Coordinator), complete requirements and file a Request for Classification before completing 12 units of coursework. Fully Classified students can proceed to next step.

☐ When 18 units of coursework are complete, meet with the Graduate Coordinator to review your Degree Progress Report for advisement on completing the remaining units of your formal program.

☐ Register with the Electronic Thesis and Dissertation website and complete your Thesis/Graduate Project Planning Form before you present your research proposal.

☐ Present a proposal of your thesis research to your thesis committee before the end of your second semester. A “Thesis Proposal Evaluation Form” is to be downloaded from the Biology Graduate Website or picked up in the Biology office.

☐ Apply for your Master's Degree and Diploma one semester before your expected graduation date. The form is available at http://www.csun.edu/grip/graduatestudies/forms/. Submit the Form and $47 to Admissions and Records (lobby of Bayramian Hall).

☐ Upload a draft of your thesis (vial Electronic Thesis) for a Thesis Preliminary Format check with the Office of Graduate Studies before the last week of classes in the semester you are expecting to graduate.

☐ Schedule your Thesis Defense before the last week of classes. A “Thesis Evaluation Form” is to be downloaded from the Biology Graduate Website or picked up in the Biology office.

☐ Upload the final copy of your thesis (via Electronic Thesis) for Final Approval by your thesis Committee by the last day of classes in the semester you intend to graduate.

☐ Take the signed copy of your Signature Page to the Office of Graduate Studies.

☐ Confirm that you do not have any outstanding RP (report in progress) grades for your Thesis units (BIOL698). If so, contact your advisor ASAP to have a letter grade assigned.