

## Master of Science Checklist

Print this list and use it to track your progress in the graduate program and remain abreast of the time lines for completing required paper work. Please refer any questions to the Office of Admissions and Services at 817-735-2560 or [GSBS@unthsc.edu](mailto:GSBS@unthsc.edu). Each student is responsible for the completion of the Master of Science program according to the procedures in the catalog. Each item must be completed in the sequence and time period indicated. Forms are subject to revision at any time and should be downloaded from the GSBS Forms and Guidelines website as needed.

Date Completed	Task
	Complete a minimum of 2 Laboratory Rotations. Forms required for EACH are <i>Description of Laboratory Rotation</i> , <i>Laboratory Rotation Evaluation by Faculty Supervisor</i> , <i>Laboratory Rotation Evaluation by Student</i>
	File <i>Major Professor Designation/Compact Between Graduate Students and Their Research Advisors</i> form with GSBS before completion of 30 SCH of study.
	File <i>Designation of Master of Science Advisory Committee</i> form with GSBS before completion of 30 SCH of study. A University Member will be assigned after this form is submitted.
	File <i>Master of Science Degree Plan</i> form with GSBS Office of Admissions and Services before completion of 30 SCH of study.
	Hold annual committee meetings. Students are required to meet with their advisory committees a minimum of once per year. Minutes of the meeting should be recorded on the <i>Research Progress Report for MS Students</i> which will be uploaded to the student assessment system annually.
	File completed and approved <i>Research Proposal</i> form with GSBS Office of Admissions and Services. The Research Proposal is a prerequisite for registering in Dissertation credits. Attach a copy of the proposal.
	File <i>Declaration of Intent to Graduate</i> form according to the deadline published in the academic calendar for the semester in which you will graduate.
	File <i>Declaration of Intent to Defend</i> form 30 days prior to formal seminar/defense. The GSBS Office of Admissions and Services will publish your seminar one week prior, one day prior and the day of the event.
	Successfully complete the public seminar and private defense on research/practicum experience. File <i>Report of the Final Comprehensive Examination (Defense)</i> form.
	Follow procedures for filing the dissertation with the GSBS Office of Admissions and Services, as published on the GSBS Graduation website.

GSBS Forms and Guidelines <http://www.hsc.unt.edu/education/gsbs/forms.cfm>

GSBS Graduation <http://www.hsc.unt.edu/education/gsbs/gradinfo.cfm>