

**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 GSBS Office of Student Services at [GSBS@unthsc.edu](mailto:GSBS@unthsc.edu). Each student is responsible for the completion of the 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
	File <i>Major Professor Designation/Compact Between Graduate Students and Their Research Advisors</i> form with GSBS Office of Student Services before the start of the second semester of study.
	File <i>Designation of Master of Science Advisory Committee</i> form with GSBS Office of Student Services before completion of second semester of study.
	File <i>Master of Science Degree Plan</i> with GSBS Office of Student Services before completion of second semester of study.
	File completed and approved <i>Research Proposal</i> with GSBS Office of Student Services. Upon the dean's approval of the research proposal, the student has advanced to candidacy.
	File <i>Declaration of Intent to Graduate</i> form according to the deadline published in the academic calendar for the semester in which you graduate.
	File <i>Declaration of Intent to Defend</i> form 30 days prior to formal seminar/defense. The GSBS Office of Student Services will publicize 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 Final Comprehensive Examination (Defense)</i> form.
	Follow procedures for filing the thesis with the GSBS Office of Student Services as published on the GSBS Graduation website.

GSBS Forms and Guidelines: <https://www.unthsc.edu/graduate-school-of-biomedical-sciences/forms-and-guidelines/>

GSBS Graduation Information: <https://www.unthsc.edu/gsbs/graduation>