

DEPARTMENT OF BIOMEDICAL AND PHARMACEUTICAL SCIENCES

Graduate Student Progress Checklist

NAME: _____ ID No: _____ Degree Sought: _____

To be completed by Graduate Program Coordinator upon receipt of written documentation of each event.

Procedure	Masters Degree		Ph.D. Degree	
	Date	Deadline	Date	Deadline
Rotations		2 rotations		3 rotations
Selection of Advisor		End of 2nd semester		End of 2nd semester
Selection of Committee, Approval by Grad School		Prior to 3rd semester		Prior to 3rd semester
Plan of Study, Approval by Committee		Prior to 3rd semester		Prior to 3rd semester
Research Progress Seminar (PSDD) or Informational Seminar (Tox)		In the 2nd year		In the 2nd year
Research Proposal, Approval by Committee		Middle of 3rd semester		Middle of 5th semester
Research Progress Seminar	NA	NA		In the 3rd year
Comprehensive Exam	NA	NA		End of 5th semester
Application for Graduation		1 semester prior to graduation		1 semester prior to graduation
Thesis/Dissertation draft to committee		2 weeks prior to defense		2 weeks prior to defense
Approved draft to Graduate School		1 week prior to defense		1 week prior to defense
Public notice of defense		1 week prior to defense		1 week prior to defense
Defense		To meet graduate school deadline*		To meet graduate school deadline*
Signed final copy and abstract to Graduate School		To meet graduate school deadline*		To meet graduate school deadline*

* Refer to graduate school calendar (www.umt.edu/grad) [*Calendar of Graduation Deadlines*] for specific deadlines.

*Committee Meetings	Second Year	Third Year	Fourth Year	Fifth Year	Sixth Year	
Date						
Date						
Date						

*Minimum of two per year; three recommended.