

Graduate Program in Molecular Biosciences

Student and Advisor Checklist

This form is for your information. A copy will be kept on file in the MBS Program office.
You should also keep one copy for yourself and give one to your advisor.

NAME: _____ **Student ID#:** _____

Requirements for Candidacy

Date Completed

- | | |
|--|-------|
| 1. SELECT RESEARCH ADVISOR (Select during 1st semester in program) Name _____. | _____ |
| 2. SELECTION OF ADVISORY COMMITTEE (Form #1 required, Complete during 2 nd Semester) | _____ |
| 3. PROPOSED PROGRAM OF STUDY (Form #2 required, Complete during 2 nd Semester) | _____ |
| 4. QUALIFYING (Dissertation Proposal Defense) EXAMINATION 4.1 Qualifying Exam Intent Form (form #3) submitted at least 2 weeks before exam | _____ |
| 4.2 Results of Qualifying Exam form (form #4) submitted after proposal defense is completed | _____ |
| 5. CANDIDACY (Research Proposal Defense) EXAMINATION Note: This exam CANNOT be taken until all course work is completed. Candidacy Exam Intent Form (form #5) submitted at least 2 weeks before exam | _____ |
| 6. CANDIDACY Recommendation for Advancement to Candidacy Form (form #6) submitted after research proposal defense is completed | _____ |

Dissertation Defense

Note: Your Dissertation defense cannot be scheduled until Candidacy has been approved and a draft of your dissertation has been reviewed by your committee. Your dissertation defense must be completed no less than 6 weeks before the deadline for submitting your dissertation. This deadline is set and announced each semester by the Graduate School. Before scheduling your defense please check graduation deadlines on the ASU graduate school website.

7. An INTENT TO GRADUATE CARD should be filed with the Graduate School at the beginning of the semester in which you intend to graduate.
8. DISSERTATION DEFENSE INTENT FORM (form #7) MUST be submitted at least 4 weeks before the defense. _____
9. DISSERTATION DEFENSE RESULTS FORM (form #8) submitted after defense is completed _____

Dissertation

10. DISSERTATION COMPLETION FORM (form #9) must be submitted to the MBS program office before your dissertation can be submitted to the graduate school.
11. The GRADUATE SCHOOL DISSERTATION DEFENSE FORM should accompany your dissertation. This form can be downloaded from the graduate school website.

Last Semester Checklist

- Pay Registrar for Graduation Fee
- File Intent to Graduate Card
- Complete Dissertation Defense and submit signed form (#8)
- Complete Dissertation and submit signed form (#9)
- Pay Dissertation Binding Fee and submit copies of dissertation to the Graduate School.

CONTINUING REQUIREMENTS

Continuous Enrollment

- Subsequent to passing Qualifying Examination
- One semester hour of dissertation/regular semester
- One hour/at least one summer term each year

Satisfactory Progress

- A "B" or better in core courses

Time to Degree

- Minimum six semesters of graduate study beyond baccalaureate degree
- Degree requirements completed within eight calendar years after admission
- Subsequent to completion of core courses and qualifying examinations (candidacy) - four calendar years

Residence Requirement

- One year of full-time residency normally required

COMPLETION CHECK

1. Review the checklist. If you have any questions about completion of any requirements copies of submitted documents are kept on file in the Program Office.
2. Before your dissertation defense you **MUST**
 - a. Schedule date, time and place by submitting the Dissertation Defense Intent Form to the MBS Program Office. The office will forward the completed form to the Graduate school Communicate with all dissertation advisory committee members and submit a draft of your complete dissertation for their review. This must be done **AT LEAST 2 weeks** before scheduled defense.
 - b. Have submitted these forms **BEFORE** you can schedule your Dissertation Defense. These forms must be signed by **ALL** members of your Dissertation Committee and the Program Director.
 - i. Program of Study
 - ii. Results of Qualifier exam
 - iii. Results of Candidacy exams
 - iv. Dissertation Defense Intent form
 - v. Dissertation Defense Report form
 - vi. Dissertation Approval form
 - c. Editorial comments for revisions and dates for final review
4. Before Graduation you must submit all forms listed in #3 **AND**,
 - a. Dissertation Defense Results Form
 - b. Check that you have submitted all required forms
 - c. Submit unbound copies of your dissertation to the Graduate School
 - d. Submit forwarding address to the MBS program office
 - e. Complete exit interview with the Program Director
 - f. Complete exit comment and evaluation form