

Biological Sciences Contiguous BS/MS Program

Current MS Student Check-List

*Please refer to the BS/MS website for detailed MS program information:

<https://biology.ucsd.edu/education/contiguous-bsms/current-students/index.html>

- Review the instructions in your graduate admission offer email for finalizing your MS admission.
- Become familiar with the UCSD academic deadlines:
<http://students.ucsd.edu/academics/enroll/quarterly-timeline.html>
- Review the MS degree requirements:
<https://biology.ucsd.edu/education/contiguous-bsms/current-students/index.html#MS-Degree-Requirements>
- Become familiar with the MS coursework options:
<https://biology.ucsd.edu/education/contiguous-bsms/current-students/ms-course-options.html>
- Complete the Ethics Training when prompted by the BS/MS Coordinator
- Begin looking for your 3rd thesis committee member. You must select one by the start of your final quarter of your MS program. Set up regular, at least quarterly, meetings with each of your committee member to discuss your research progress.
- Submit your completed Application for Candidacy for the Thesis form to the BS/MS Coordinator by the beginning of your third quarter in the MS program. The Application for Candidacy lists the courses applied towards the MS degree and formally nominates your MS Thesis Committee members. You must have selected your 3rd committee member before advancing to candidacy.
- At least six weeks prior to your thesis defense, email your committee a brief (no more than two pages) summary of the most important findings of your research, including key 1-2 figures or tables (click [here](#) to download the template for this summary). The last part of the summary will be completed by your Chair, who will verify that you have obtained sufficient data to make a significant contribution to a research paper that will be published in a peer-reviewed journal.
- Schedule your MS Thesis defense with your MS Thesis Committee Members and inform BS/MS Coordinator.
- Send final draft of your thesis to your MS Thesis Committee at least one week prior to your defense. (NOTE: It is important to discuss this due date with your Thesis Advisor in case your committee would like a longer lead time.)
- Schedule your preliminary and final appointments with Graduate Division. Ideally, the preliminary appointment should be at least ten days prior to your defense, and your final appointment should be at least two business days after your defense.
<https://gd-calendar.ucsd.edu/>
- Complete your preliminary appointment with the Graduate Division.
- Meet with the BS/MS Coordinator prior to your defense to obtain the Final Report of the Thesis form.
- Complete your defense and obtain the necessary signatures for your Final Report and thesis.
- Meet with the BS/MS Coordinator after your defense at least one day prior to your final appointment to obtain the Department Chair's signature on your Final Report of the Thesis form.
- Submit the final version of your MS Thesis and complete your final appointment with the Graduate Division.
- Attend commencement ceremony in June (optional).