

## Timetable for MS Degree with thesis

FORM or ACTION	DEADLINE <sup>3</sup>
Select a faculty advisor from among the faculty of the School of Biology	By the end of the 2 <sup>nd</sup> semester
Choose a thesis committee with at least three biology faculty. Submit a <b>Thesis Committee Membership Form</b> to the Biology graduate office	By the end of the 12 <sup>th</sup> month in the program
Fill out and submit a <b>Program of Study Form</b> in consultation with your committee and submit to the Biology graduate office	By the end of the 12 <sup>th</sup> month in the program
Fill out and submit a <b>Request for Approval of Master's Thesis Topic Form</b>	As early as possible, but no later than one semester prior to thesis defense
Carry out your <b>research</b>	As early and quickly as possible
Meet with your thesis committee at least annually. File a <b>Thesis Committee Meeting Report</b> signed by the members of your committee to the Biology graduate office	Once a year
<b>Write your thesis.</b> For details, see: <a href="http://www.grad.gatech.edu/thesis/thesis_man.html">http://www.grad.gatech.edu/thesis/thesis_man.html</a>	As early and quickly as possible
Submit the <b>Petition for Degree</b> and <b>Approved Program of Study</b> forms to the Registrar	Submit these forms by the Registrar's deadline (~3 weeks prior to the end of the semester preceding the semester of graduation)
Schedule your thesis presentation and defense	Two weeks prior to the presentation, notify the administrative assistant in the Biology main office of the desired date and time to arrange for a room and announcement
Distribute the final draft of your thesis: one copy to each committee member and one copy in CE 208	As early as possible but no later than two weeks prior to thesis defense
Submit the <b>Certificate of Thesis Approval Form</b> and a copy of your completed thesis to the Graduate Studies office.	After your defense and by the Registrar's deadline

<sup>3</sup> Unless otherwise noted, the deadlines are for submission of forms to the Biology graduate office.