Biology Graduate Program Flow Chart (or... How to Successfully Survive Shocker Biology Grad School)

**Submit application to WSU Graduate School.** Send Statement of Purpose and 3 letters of recommendation to WSU Dept. of Biology Graduate Coordinator.

**Application Completed:** Once completed, Grad. School sends application to Dept. of Biology for evaluation. If accepted, the student is informed of his/her status.

**If Accepted:** Student decides on Thesis or Non-thesis MS Option. If Thesis, apply for Graduate Teaching Assistantship and/or research fellowships.

**Thesis Option:** Requires 30 Total Credit Hours that include:
- 2 hours Bio 797
- ≤10 hours Bio 890
- ≥16 hours any courses 500-999. Up to 9 of these 16+ hours may be taken outside of the Dept. of Biology
- 60% of total credit hours (18 hours) must be 700-level or higher
- ≥16 credit of the 30 credit hours must be earned from the Dept. of Biology
- 2 hours Bio 891 (= thesis defense)
- Research that leads to a cohesive, defendable research-based thesis
- GPA of 3.0 or above on all coursework
- A maximum of 6 hours credit can be transferred from other institutions
- Degree must be completed within 6 years

**Non-thesis Option:** Requires 33 Total Credit Hours that include:
- 2 hours Bio 797
- 4-6 hours Bio 890, Coop or Internship
- 25-27 hours any courses 500-999. Up to 9 of these 25-27 hours may be taken outside of the Dept. of Biology
- 60% of total credit hours (20 hours) must be 700-level or higher
- ≥16 credits of the total credit hours must be earned from the Dept. of Biology
- “Capstone” project with documented committee approval of written research/coop/intern summary paper
- GPA of 3.0 or above on all coursework
- A maximum of 6 hours credit can be transferred from other institutions
- Degree must be completed within 6 years

**1st Semester of Residency:** Students should:
1) Develop relationship with Grad. Advisor/Mentor
2) Talk with potential Grad. Committee members
   - **Thesis Option Grad. Committee:** Chair (Grad. Advisor), another member of the Dept. of Biology, outside member on the Graduate Faculty.
   - **Non-thesis Option Grad. Committee:** Chair (Grad. Advisor) and another member of the Graduate Faculty.
3) Develop Program of Study (with Grad. Advisor)
4) Develop potential topic for research/capstone
5) Complete on-line CITI scholarly integrity training
6) Build CV (volunteer for department-related science activities, develop research, attend professional meetings)

**2nd Semester** (or before completion of 12 credit hours):
1) Plan of Study must be submitted and approved by the Grad. School. This is done in collaboration with your Grad. Advisor and Grad. Committee.
3) Continue building CV

**Final Semester**
During last semester of coursework, student carefully follows Grad. School’s Degree Completion Dates.

**Thesis Option.** Student:
1) Files “Application for Degree”, “Exit Survey” and degree audit with Grad. School by deadline
2) Completes written Thesis using Grad. School Guidelines
3) Schedules date for public defense of Thesis research with committee
4) Must be enrolled in Biol. 891 (2 hours). If submission of Thesis is delayed, student must register for another hour of credit to be eligible to receive degree.

**Non-Thesis Option.** Student:
1) Files “Application for Degree”, “Exit Survey” and degree audit with Grad. School by deadline
2) Completes written Capstone
3) Schedules date for public presentation of Capstone
4) Must be enrolled in at least 1 credit hour in Biology. If submission of Capstone is delayed, student must register for another hour of credit to be eligible to receive degree.
Preparation of Thesis Defense or Capstone Presentation:
• When Grad. Advisor and student agree that the Thesis/Capstone is ready to defend/present, they arrange a public defense/presentation with Committee members.
• For Thesis Option, students must submit “Request to Schedule Oral Defense” form (due to Grad. School 2 weeks before defense date). When approved, Grad. School returns this to the Committee Chair (=Grad. Advisor).

Send Thesis/Capstone to Committee Members:
When written Thesis/Capstone is accepted by the Grad. Advisor, distribute copies to your Committee members (must be at least 2 weeks prior to defense). Thesis should be formatted according Grad. School Guidelines.

Thesis Defense/Capstone Presentation:
1) Student presents a professional research seminar to the public (~45 minutes for Thesis defense; ~30 minutes for Capstone presentation).
2) Audience asks questions about the research (Thesis/Capstone) or Intern/Coop (Non-thesis Option)
3) Committee meets privately with student to discuss defense/presentation and/or academic program. The discussion may focus on written Thesis/Capstone. Revisions are often required before the Thesis/Capstone is accepted by the Committee. Revisions may be substantial and may merit a second draft for the whole Committee or approval of revisions may be delegated to the Chair.
4) Outside Committee member submits “Defense Form” (sent by Grad. School).
5) Members of the Committee submit “Grad. Student Rubric” to Dept. of Biology.

Submit final version of Thesis/Capstone:
1) Student obtains final approval from Grad. Advisor/Committee and formats thesis in compliance with Grad. School guidelines.
2) Student sends final version to Grad. Advisor.

Final Signatures and Approval.
Student:
1) Gets final signatures on RDF form.
2) Schedules appointment with Grad. School to ensure format compliance and pay ETD fees.
3) Uploads final version to Grad. School’s Blackboard before the “degree completion date.”
4) Completes Dept. of Biology’s “exit survey.”

Graduation! Congratulations!
You’re a Wichita State University MS Shocker!

All forms are available online:
Graduate School  www.wichita.edu/gradforms
Dept. of Biology  http://webs.wichita.edu/?u=bioscience&p=/academics/mDegree/gForms/