

## Flow chart for progress through the Master's degree in Biology (Non-Thesis)

### ADVISOR AND PLAN OF STUDY

1. In your *first semester*, meet with your graduate advisor. The graduate advisor for the MS-non-thesis program is Dr. Rob Reinsvold, Ross 1536, [Robert.reinsvold@unco.edu](mailto:Robert.reinsvold@unco.edu), 970-351-3076.
2. *No later than the end of first month of your first semester (end of Sept for Fall semester)*, with input from your advisor, prepare your plan of study (the courses you will take to earn your degree). Any deficiencies that were noted on your acceptance letter should be addressed in your plan of study. Course requirements for the degree are modified from time to time. Use the requirements listed in the catalog that was in effect when you began your degree.

Complete and sign a "Plan of Study Non-Thesis Master's" form (SBS) and have the completed form signed by your advisor. Do not complete the Plan of the Study form available at the Graduate School Website. The Plan of Study will be reviewed by the Biology Graduate Committee and the form will be signed by the Chair of the Graduate Committee and the Director of the School.

File the form with the biology office and the Graduate School, and keep copies for yourself and your advisor. Please note: when you apply for graduation, the Graduate School will hold you to all curriculum listed on your approved and filed Plan of Study. If you have not filed a Plan of Study with the Graduate School you will not be eligible to apply for graduation.

Any changes to the Plan of Study will require documentation to be filed in the biology office and sent to the Graduate School with signatures from your Faculty Advisor, the Chair of Biology Graduate Committee and the Director of the School of Biology.

3. When you have completed the courses on your plan of study, fill in the semester/year and the grades received for each course on the form and your overall GPA. Before graduation, give a copy of your completed plan of study to your advisor and file a copy in the biology office.

### Written Comprehensive Exam

1. By the end of the second week of your final semester, provide the MSNT advisor (Reinsvold) with a list of 5 of the bio graduate courses and instructors that you took at UNC as part of your MS program.
2. The MSNT advisor will select 3 of the 5 courses from the list to solicit comprehensive exam questions. The respective instructors will be notified by the end of week 4 of the semester.
3. The MSNT advisor will compile the questions from the instructors by week 8 of the semester and inform all the students taking comprehensive exams for that semester.
4. The Comprehensive Exam will be administered to the MSNT students by week 10 of the semester.
5. Exams will be graded by selected instructors by week 12 of semester and students and Graduate School will be informed of the results by the deadline established by the Graduate School.

6. Students not passing the comprehensive exam will have one additional opportunity for a retake. The re-examination cannot be in the same semester and must be arranged in a subsequent semester. If a student fails the comprehensive exam twice, that student will be terminated from the program.

### **Application for Graduation**

- Check the Graduate School website for deadlines associated with **applying for graduation**. (<http://www.unco.edu/grad/forms/deadlines.html>). No extension of any of the deadlines will be allowed, so do not miss them! NOTE: You must apply for graduation early during the term you intend to graduate. This is normally by the second week of the semester. The Application for Graduation in a Master's Program form is available at the Graduate School website:  
(<http://www.unco.edu/grad/forms/pdfs/MastersAndSpecialistGraduationApplication.pdf>)
- You must complete a Graduate Student Exit Survey before you graduate. To maintain the confidentiality of the survey, place the completed survey in a sealed envelope and turn it in to a biology office administrative staff member. Have this staff member sign a "Completion of Graduate Student Exit Survey" form (SBS) to verify completion of the survey.

### **OTHER REQUIREMENTS**

1. In September of each academic year you must complete the Annual Progress Report (SBS) by the date listed on the form and turn the completed APR into your advisor for their input. Email a copy of the APR once approved by your advisor to the chair of the graduate committee.
2. Fill out the UNC Universal Scholarship Application (go to the Financial Aid link under the Student Tab in URSA) by **MARCH 1**. The School of Biological Sciences, the College of Natural and Health Sciences, the Graduate School, and the UNC Foundation have several graduate scholarships available each year that students can compete for. If you have not filled out the Universal Scholarship Application by the deadline you will NOT be considered for any of them. Do not throw away your chance for free money!!!
3. Fill out the Free Application Federal Student Aid (FAFSA) form by March 1 at the latest. You must fill out this form to be eligible to receive some fellowships, scholarships, work study, loans, grants, etc. Instructions and a link to the FAFSA website are available on the UNC Financial Aid Office website ([www.unco.edu/ofa](http://www.unco.edu/ofa)).
4. Fill out a Summer Financial Aid Application form if you wish to receive aid for the summer (i.e. loans). This form is posted to the financial aid website in early March of each year but there is no strict deadline ([www.unco.edu/ofa](http://www.unco.edu/ofa)). To receive summer assistance you will need to have the FAFSA from the previous year (e.g. for summer 2017 you need a FAFSA from 2016/2017) on file.
5. Fill out a separate Summer Work Study Application form if you wish to receive work study in the summer. Work study during the summer is full-time (36-40 hrs/week). This form is posted on the financial aid office's website in early February and is due by March 1. Note: you cannot apply for both a summer application for aid and summer work study, just one or the other. To receive summer assistance you will need to have the FAFSA for the following

year (e.g. for summer 2017 you need a FAFSA from 2016/2017) on file (see # 4 above). Note that both these forms have a March 1 deadline.

### **OTHER IMPORTANT POINTS**

Make 2 extra copies of all the forms you fill out. One should be given to your advisor and you should keep one in your permanent records.

The UNC Graduate School no longer publishes a Graduate Student Handbook. All information that was contained in the handbook is either in the UNC catalog or available in the student handbook published by the Dean of Students ([www.unco.edu/dos](http://www.unco.edu/dos)).