

# Timeline for M.S. Students

## First Year

- Determine your advisor (committee chair) and lab you intend to work in.
- Meet with your advisor and the Graduate Program Director to plan course of action.
- Determine courses needed. Take careful note of times/semesters the courses are offered and plan accordingly.
- Select a thesis topic and do preliminary research.
- Select your Committee in the spring semester and begin holding Committee meetings in your second year.

## Second/Third Years

- Complete required coursework and research credits.
- Hold a Committee meeting each year. (If there is an outside member who is not a member of the GSNB faculty, his or her name and professional address and affiliation must be submitted to the Graduate Program Director and the Graduate School. Obtain form from Program Assistant.)
- Complete your research and write your thesis (according to GSNB style guidelines; see [http://gsnb.rutgers.edu/style\\_guide.php3](http://gsnb.rutgers.edu/style_guide.php3)).
- Present a final research seminar to the department and defend your thesis to your Committee.
  - Talk with the faculty coordinator of the Seminar in Endocrinology and Animal Biosciences series prior to the semester you anticipate presenting your defense seminar so that it can be included on the schedule. If your defense seminar cannot be part of the regular Friday Seminar series, ask the Program Assistant's help in scheduling a room for your defense seminar and a room for your committee defense.
- Make any required revisions to the thesis. If you send a PDF file of your thesis by e-mail to Barbara Sirman at the GSNB in advance she will review it for compliance with style guidelines.
- Upload and submit your dissertation electronically to the GSNB as per checklist.
- Submit your completed candidacy form with signatures along with one original title page (with signatures in black ink) to the Graduate School, and **three extra copies of the title page and abstract (photocopies are acceptable) by the degree deadline**. Give the EAB Program Assistant a copy of your completed candidacy form for your graduate file.
- Complete additional items listed on the checklist.

**In most cases, students admitted with a B.A. or B.S. will complete their M.S. within 2 academic years. The Graduate School-NB will allow 3 years after initial registration before they question your progress.**