General information for Biology Master students at East Tennessee State University

Access your Graduate catalog: https://www.etsu.edu/reg/catalog/

First semester:

Fall start: Enroll in 9 credit hours. Suggested courses: BIOL5600 Intro to Biol Research, GRAD 5110 Teaching Pedagogy, GRAD 5017 Responsible conduct of Research.
  - Biology concentration requires students to take two topics courses during the program. Biomed concentration students substitute a topic course for Biomedical Science I (see graduate catalog)
  - Have committee in place at the end of the semester. Fill out committee appointment form here

Spring start: Enroll in 9 credit hours. Suggested courses: BIOL5500 Biometry
  - Have committee in place at the end of the semester. Fill out committee appointment form here

Second semester

Enroll in 9 credit hours including the BIOL5700 Seminar course (BIOL 5700 seminar course should be taken twice during the program).
  - A second committee meeting at this point is highly recommended where the full research prospectus will be presented

Third semester

Enroll in 9 credit hours
  - A third committee meeting at this point is recommended
  - Qualifying exam must be completed during the 3rd semester and before the start of the fourth semester
  - The standard qualifying exam questionnaire should be performed by at least one committee member (ask graduate coordinator for the guidelines)
    - Make sure that the committee chair sends a copy of questions and final result to the Graduate coordinator.
• Apply for petition to graduate with the School of Graduate studies before start of fourth semester (also notify graduate coordinator of your intent to graduate). Form can be found here Apply to Graduate

Fourth semester

Enroll in 9 credit hours. Enroll in BIOL 5960 for Thesis credits during this semester.

• Students must defend their thesis (oral defense)
• Notification of thesis defense here (form initiated by the committee chair used to notify graduate school at least 10 days prior to defense to schedule an outside observer)
• Thesis supervisor/committee members must submit final student assessment rubric to graduate coordinator (available in S-drive).
• Final draft of thesis submitted to School of Graduate Studies (electronically)
• Thesis supervisors must submit the results of final defense form (dynamic form here)
• Culminating experience form submitted by graduate coordinator (email coordinator: full name, #E Number, thesis title and date of defense)

If defense during fourth semester is not possible

• Student can defend before the 5th semester starts without any additional cost
  o Request for a fifth semester support can be submitted to the graduate committee. A fifth semester support is not guaranteed and will depend on availability of funds.
  o Students can apply for a graduate school Thesis and Dissertation Scholarship (https://www.etsu.edu/gradschool/funding/scholarships.php) if only the thesis writing is incomplete.

Other useful information

ETSU Graduate assistant handbook here

Checklist of electronic thesis requirements here

Thesis guide here
Application for graduate faculty appointment (e.g. outside committee members) here

Other useful information, forms and links can be found here: Graduate forms