

# Master of Science - Thesis Guidelines

Student:

Advisor:

Committee Members:

Resource

S = Student

A = Advisor

C = Committee

Quarter	Task	Resource	Done	Due on or Before
<b>Prep</b>				
<b>Summer</b>	Determine Advisor/Committee Formed Talk with a variety of faculty members regarding possible topic area to see who fits with project Meet with Advisor and Committee to determine a thesis topic area and possible research question	S		9/15/10
	Approve Outline of Project	A/C		9/15/10
	Submit Advisor Assignment Form	S		9/15/10
	Submit Thesis Committee Form	S		9/15/10
	Register for Thesis Credits (4.0) BMI 503	S		9/21/10
<b>Qtr 1 - Background and Research</b>				
<b>Fall</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	Schedule Pre-Proposal Meeting BICC 513 with Lynne Schwabe	S		10/15/10
	Schedule Proposal Defense BICC 124 with Lynne Schwabe	S		10/15/10
	Submit draft of write-up to Advisor and Committee	S		11/6/10
	Pre-Proposal Meeting (A/C) Background, abbreviated research methods, references, research question, Ppt slides due at meeting	S/A/C		11/13/10
	Ensure IRB Process started	S/A		11/14/10
	Thesis Proposal Defense Public defense, All committee members must be present	S		11/19/10
	Submit write-up w/Abstract and signed Proposal Approval Form	S		12/4/10
	Register for Winter Term Thesis Credits (4.0) BMI 503	S		12/28/10
<b>Qtr 2 - Research and Data Collection</b>				
<b>Winter</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	IRB Submitted and Finalized	S		
	Schedule Pre-Defense for on or before 4/10/09 in BICC 513 with Lynne Schwabe	S		2/19/11
	Schedule thesis defense and exam for on or before 5/1/09 in BICC 124 with Lynne Schwabe	S		2/19/11
	Submit Request for Examination Form ( <b>must be submitted to SOM 4 weeks prior to defense date</b> )			2/19/11
	Submit draft of write-up Copies to Advisor and Committee	S		3/12/11
	Register for Spring Term Thesis Credits (4.0) BMI 503	S		3/22/11
	Submit Application for Degree to Registrar's office for spring term graduation	S		3/19/11
	<b>Qtr 3 - Data Analysis and Defense</b>			
<b>Spring</b>	Advisor Meeting (Bi-Weekly)	S/A		
	Committee Meeting (Monthly)	S/A/C		
	Submit draft of write-up to Advisor and Committee	S		4/2/11
	Pre-Defense	S		4/9/11
	Submit final draft of write-up to Advisor and Committee	S		4/15/11
	Oral thesis defense and exam Public defense; all committee members must be present	S		5/1/11
	Final write-up to library for binding	S		5/18/11
	Submit final paperwork to Diane Master's Exit Photo Exit Contact Information Form Thesis Binding Submission Form Permission for Electronic Publication	S		5/18/11

