

Biology MS Program Progress Form

Highly Advised: Before beginning any work, read through this form and the [Biology Graduate Program Handbook](#)

The Graduate Advisor and Graduate Committee will complete these forms during the Graduate Student's program. These forms will also be used by the Graduate Coordinator to track student progress. The Graduate Coordinator's signature in *Part 4: Completion of Biology MS Graduate Program* confirms that the student has completed the graduate work. Please address any questions to the Graduate Coordinator.

Part 1: Requirements of enrolling and completing BIO 591 Directed Research in Biology

BIO 591 is a required capstone course that is taken by graduate students who do not choose the thesis option. Before enrolling in BIO 591, the Graduate Student must first choose a Graduate Advisor who will support and supervise a directed research project and other graduation requirements.

A detailed description of the BIO 591 course requirements can be found in the [Biology Graduate Program Handbook](#). In short, BIO 591 consists of:

1. Completion of a directed research project
2. A written report summarizing results from the research project, assessed by the Graduate Advisor and the Graduate Committee
3. A public research seminar describing results from the directed research, that is assessed by the Graduate Advisor and Graduate Committee and attended by the Graduate Coordinator.

To enroll in BIO 591, send the completed Part 1A-B of this form to the Graduate Coordinator.

Part 1A: Selection of Graduate Advisor and Description of Proposed BIO 591 Project

It is advised that the Graduate Advisor confirm that the Graduate Student has completed between 12-15 credits of Biology Graduate classes and that any course deficiencies as noted under Advisor Comments in MyWCU are addressed.

Graduate Student: _____ Date _____

Graduate Advisor: _____ Date _____

Short Description of proposed BIO 591 project (project can include a research project, an in-depth literature review, and/or development of a specialized technique(s)):

Part 1B: Formation of Graduate Committee

At least two Graduate Committee members must be from the Biology Department. A third member is optional and can be from either within or outside the Biology Department or University. It is suggested that upon formation of the Graduate Committee, all members meet to discuss the proposed BIO 591 project.

Signatures designate successful formation of the Graduate Committee

Graduate Advisor _____ Date_____

Graduate Committee Member _____ Date_____

Graduate Committee Member _____ Date_____

Graduate Committee Member _____ Date_____

Part 1C: Completion of the BIO 591 Faculty Assessment

The [BIO 591 Faculty Assessment Form](#) is designed for the Graduate Advisor and the Graduate Committee Members to assess the Graduate Student’s performance for the BIO 591 public research seminar and written report. For details about the BIO 591 research seminar and written report, please see the [Biology Graduate Student Handbook](#). The completed assessment is sent to the Graduate Coordinator.

As a reminder, the time/date/room of the BIO 591 research seminar should be advertised to the Department of Biology and any other interested persons at least a week before the seminar is to be held. Members expected to attend at BIO 591 research seminar include:

- The Graduate Student
- The Graduate Advisor
- All Graduate Committee Members
- The Graduate Coordinator or a designee of the Graduate Coordinator

Graduate Advisor signature designates completion and submission of the BIO 591 Faculty Assessment Form.

Graduate Advisor _____

Part 2: Outcome of the Written Examination

The written examination is an essay-based exam in which the Graduate Advisor and 2 Graduate Committee Members each prepare an exam question (3 questions total). The written examination is given during the same semester the Graduate Student takes BIO 591 and passing the written exam is required to provide a BIO 591 grade. Details about the written examination can be found in the [Biology Graduate Program Handbook](#). It is suggested that the Graduate Advisor and the Graduate Committee meet to discuss the questions prior to providing them to the Graduate Student. The Graduate Student will have a total of 30 days to complete all three questions.

Grades for the examination are *pass*, *no pass*, or *fail*. *Pass* implies that no further evaluation is necessary. If the student receives a *no pass*, further testing (as determined by the Graduate Advisor and Graduate Committee) will be required to ensure adequate knowledge has been attained for granting the degree. *Fail* is reserved for rare instances where the quality of the answer is so poor that it effectively removes the student from the program with no provision for further testing.

Signatures designate grades for the written examination

Graduate Advisor _____ Grade _____

Graduate Committee Member _____ Grade _____

Graduate Committee Member _____ Grade _____

Part 3: Graduate Student Survey

Graduate Students must complete a [Graduate Student Survey](#) of their program experiences before graduation. Contact the Graduate Coordinator for the required password.

Part 4: Completion of Biology MS Graduate Program

The Graduate Advisor's signature marks the following is completed:

- Submission of BIO 591 Faculty Assessment Form to the Graduate Coordinator (Part 1C)
- Passing of written examination questions (Part 2)
- Completion of Graduate Student Survey by Graduate Student (Part 3)

Graduate Advisor _____ Date _____

Graduate Coordinator _____ Date _____