## MS in Biology Plan of Study Form:

The University of North Carolina at Greensboro

Department of Biology

Master’s in Biology

Plan of Study and Approval Forms

Current Date:

I. GENERAL INFORMATION

Student’s Name:

Student ID#:

Advisor’s Name:

Contact Information

Local Address:

Email:

Home or Cell Phone Number:

II. EDUCATIONAL BACKGROUND

A. Undergraduate degree

Name of Degree:

Major:

Date Obtained:

Institution:

B. Graduate Degree (S) earned (if applicable)

Name of Degree:

Major:

Date Obtained:

Institution:

III. MS PROGRAM

A. General Information

Month and Year of Enrollment:

Date Admitted to the Graduate Program:

Month and Year of Expected graduation:

B. Coursework Summary for MS

Total- 30 hours minimum; 6 credits of BIO 699 required; no more than 15 hours at the 500-level

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Name | Course # | Credit Hours | Semester | Grade |
| Intro to Graduate Studies | BIO 600 | 1 | Fall 2022 |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total hours semester 1 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total hours semester 2 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total hours semester 3 |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Total hours semester 4 |  |  |  |  |
| **Final Number of Credit Hours** |  | **30** |  |  |
|  |  | | | |

Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Advisor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Other information: For student and departmental records only. Not to be submitted to the Graduate School

|  |  |
| --- | --- |
| Completed/Accepted | Date Completed |
| i. Selection of Thesis Advisor  Name: |  |
| ii. Formation of Thesis  Committee  Names of Members: |  |
| iii. Thesis Proposal Title | |
| iv. Thesis Proposal  Oral presentation and Defense |  |
| v. Submission of Plan of Study to Graduate School |  |
| vi. Oral Defense of Thesis |  |
| vii. Thesis accepted by committee |  |

**Department of Biology**

**MS in Biology**

**Thesis Proposal Presentation and Meeting Approval Page**

This form should be signed at the time the proposal presentation and meeting have been completed.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Proposal Presentation and Meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis Proposal \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Members and Signatures:

Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Department of Biology**

**MS in Biology**

**Final Thesis Acceptance Approval Page**

This form should be signed after the thesis has been accepted by the committee members and then submitted to the Director of Graduate Studies and then placed on record in the department.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Thesis Presentation and Defense\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Final Acceptance by Committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Thesis: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Members and Signatures:

Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Graduate Director Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Application for Graduate Student Research Support

Biology graduate students can apply for departmental funds to support their MS or PhD research (not rotation research) each semester. Students must submit the application form and research proposal by the indicated date. Proposals will be evaluated and ranked by members of the departmental Graduate Studies Committee and awards based on rank and available funds.

General Information:

**Due date (for Fall 2018 and Spring 2019)**: Fri, Sept. 21, 2018 and Fri, Jan. 25, 2019

**Submit to**: Director of Graduate Studies (There is mailbox labeled Graduate Studies in the Biology Office)

**Award Announcements**: Within seven days

**APPLICATION FORM COVER PAGE**

**Student Name**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**Faculty Advisor Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_

**List Prior Departmental Support, indicating amount and semester/year**.

**Indicate other sources of research support such as advisor grant**:

**Amount Requested** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ($500 maximum; if over 500 make sure to address this in your justification)

Title of Proposal

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attach to this COVER PAGE**

**1) A one page proposal (12point font 1 inch margins) using the following outline:**

* Your name, your advisor’s name and Proposal Title
* Background and Significance
* Hypothesis and Experimental Question
* Experimental Approach and Data Analysis (with details about what will be done in the semester in which you are applying for funds)
* Expected Results

**2) On a separate page provide**

* A short description (2 to 3 sentences) of how the proposed research relates to your dissertation or thesis project
* an Itemized Budget with justification

## Travel Request Form for Graduate Students

The Biology department has limited funds to support graduate attendance to a professional meeting. If you know of your meeting plans in advance (summer or fall prior to the meeting), it is expected that you apply for travel funds from the UNCG Graduate School (http://www.uncg.edu/student.groups/gsa/funding/). Any funds you receive will be matched by the Department, budget permitting. There is a maximum award of $250. If you are travelling in the summer it is best to apply for reimbursement the following fall semester.

Please fill out this form and support it **at least a month in advance of your planned meeting**.

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Advisor\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. Meeting Information:

Name of meeting \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location and Dates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of presentation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Poster \_\_\_\_\_\_\_ or Talk\_\_\_\_\_\_\_\_\_\_\_ Check One

4. Other sources of funding, including mentor.

5. Budget

Registration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Travel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Housing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total:

6. Amount requested from Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Biology MS Plan of Study Checklist

**Complete before submitting Plan of Study to Director of Graduate Studies**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number \_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_**

1. Do you have an advisor and thesis committee? Yes or No (circle)
2. Have you submitted your rotation form to the Director of Graduate Studies? Yes or No (circle)

3. Are 15 of your credits above the 600 level? Yes or No (circle one).

Show me the numbers by listing your 500 and 600 level credit in each category.

Classes= \_\_\_ /min 15 \_\_\_/\_\_\_

Bio 695 = \_\_\_ /max 9 \_\_\_/\_\_\_

Bio 699 = \_\_\_ /max and min 6 \_\_\_/\_\_\_

4. How many hours of Bio 695 will you have? \_\_\_\_\_\_\_\_\_\_\_\_\_ (maximum of 9 credits toward your degree)

5. How many hours of Bio 699 will you have? \_\_\_\_\_\_\_\_\_\_\_\_\_ (minimum and maximum of 6 credits)

6. How many TOTAL credits will you have at the end of your program? \_\_\_\_\_\_\_\_\_\_ (minimum of 30 and justification needed for going over 30)

7. Are you planning on taking 699 before the semester after you have proposed? Yes or No (circle one). (you cant take 699 until after you have proposed).

8. Are any of the classes on your Plan of Study from the Visions program? Yes or No (circle). If yes, how many credits are you using? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (maximum of 9) If you have more than 9, how many more? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

9. Have you taken any of the classes on your Plan of Study off campus? Yes or No (circle one).

If yes, how many credits are you using? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the details of the agreement for use of those credits (ie, part of a consortium agreement) and confirm that at least ½ of your credit hours in semesters when you were off campus were UNCG credit. Circle yes or no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Are you using any transfer credit towards your degree? Yes or No (circle one) If yes,

how many credits? \_\_\_\_\_\_\_\_\_\_\_\_\_ (number can be no higher than ⅓ of all core, elective, Bio 690 credits combined) and do have you submitted the required documentation to the Graduate School Yes or No (circle one)

**Some important points to remember:**

**-only 15 independent research credits can be applied to your degree (bio 695 and bio 699) – the other 15 have to be non-independent research credit courses.**

**-once you have completed your 6 699 credits and have reached 30 credits, you need to start enrolling in Bio 801 (thesis extension) or Bio 803 (research extension)**

## Biology EHS PhD Plan of Study Checklist

**Complete before submitting Plan of Study to Director of Graduate Studies**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Student Number \_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_**

1. Will you have you completed ¾ of your core, elective, and Bio 790 coursework before you are going to propose? Yes or No (circle one). Show me the breakdown of how many credits you will have before the semester of your proposal:

Core= \_\_\_ /17 \_\_\_/\_\_\_ semester of proposal\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Elective = \_\_\_ /min 9 \_\_\_/\_\_\_

Bio 790 = \_\_\_ /max 12 \_\_\_/\_\_\_

2. Will you have completed all core, elective, and Bio 790 coursework before your application to candidacy will be filed? Yes or No (circle one). Show me the breakdown by listing all the credits you will have before the semester that you apply for candidacy:

Core= \_\_\_ /17 \_\_\_/\_\_\_ semester of candidacy application\_\_\_\_\_\_\_\_\_

Elective = \_\_\_ /min 9 \_\_\_/\_\_\_

Bio 790 = \_\_\_ /max 15 \_\_\_/\_\_\_

3. Is ¾ of your core, elective, and Bio 790 coursework above the 600 level? Yes or No (circle one).

Show me the numbers by listing your 600 (and higher) level credit in each category.

Core= \_\_\_ /17 \_\_\_/\_\_\_ semester of candidacy application\_\_\_\_\_\_\_\_\_\_\_\_

Elective = \_\_\_ /min 9 \_\_\_/\_\_\_

Bio 790 = \_\_\_ /max 15 \_\_\_/\_\_\_

4. How many hours of Bio 791 will you have? \_\_\_\_\_\_\_\_\_\_\_\_\_ (maximum of 15 credits)

5. How many hours of Bio 799 will you have? \_\_\_\_\_\_\_\_\_\_\_\_\_ (12 minimum, 18 maximum)

6. Will you have at least 29 credits combined of 790, 791, and 799? Yes or No (circle one).

7. How many TOTAL credits will you have at the end of your program? \_\_\_\_\_\_\_\_\_\_ (minimum of 55)

8. Are you planning on taking 791 before advancing to candidacy? Yes or No (circle one). (you need to advance to candidacy before taking 791).

9. Are any of the classes on your Plan of Study from the Visions program? Yes or No (circle). If yes, how many credits are you using? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (maximum of 9) If you have more than 9, how many more? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Have you taken any of the classes on your Plan of Study off campus? Yes or No (circle one).

If yes, how many credits are you using? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Describe the details of the agreement for use of those credits (ie, part of a consortium agreement) and confirm that at least ½ of your credit hours in semesters when you were off campus were UNCG credit. Circle yes or no.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(total can be no more than ½ of your total pre-dissertation credits – everything up to and including Bio 790)

11. Are you using any transfer credit towards your degree? Yes or No (circle one) If yes,

how many credits? \_\_\_\_\_\_\_\_\_\_\_\_\_ (number can be no higher than ⅓ of all core, elective, Bio 690 credits combined)