

## WIU Department of Biological Sciences Semester Deadlines

### TEACHING ASSISTANTSHIPS

The Graduate Committee will meet after Spring Break to select any new Teaching Assistants for the Fall 2011 year. An announcement will be sent to all grad students around 11 March 2011. Make sure you have your graduate assistantship application, personal statement, and 3 letters of recommendation on file if you wish to be considered. If you are unsure if your file is complete, you may e-mail Amy Brown at [AR-Brown4@wiu.edu](mailto:AR-Brown4@wiu.edu) to check it.

### GRADUATE STUDENT RESEARCH AND PROFESSIONAL DEVELOPMENT GRANTS

These need to be turned in to the grad committee chair by 15 February 2011. The grad committee will rank them, and our top 5 are sent to the graduate school by 1 October 2010. More information can be found at [http://www.wiu.edu/graduate\\_studies/current\\_students/index.php#research](http://www.wiu.edu/graduate_studies/current_students/index.php#research).

### GRADUATE DEGREE PLAN AND THESIS/PROJECT PROPOSAL

Students who have completed at least 9 hours of graduate courses at WIU should file a Graduate Degree Plan before completing 15 hours of course work. They must also maintain a minimum GPA of 3.0 to graduate. Acceptance of your Degree Plan by the Graduate School means you have been accepted as a degree candidate. The department also requires you to submit at the same time a Thesis/Non-thesis Project Proposal form summarizing your proposed thesis topic or advanced biological project. You must also indicate on this form the faculty members who will be on your Oral Examining Committee. Contact Amy Brown at [AR-Brown4@wiu.edu](mailto:AR-Brown4@wiu.edu) for assistance in processing your paperwork.

### GRADUATION DEADLINES

**March 10:** Last date to get your name in the commencement program. Graduate students planning to graduate at the end of this semester must file for graduation with the Graduate School (Stipes 527; 298-1806). You will then be contacted by the Graduate School about any requirements on your Graduate Degree Plan which have not been completed. It will also be necessary to have your file checked to make sure you have made up any undergraduate deficiencies.

**April 15 (4 weeks before graduation):** Last date the Graduate Committee will accept THESES FOR READING for graduation during this semester.

**May 6 (1 week before graduation):** Last date to turn in thesis to the graduate school – no exceptions! This is also the last date SEMINARS ON THESES and NON-THESIS PROJECT SEMINARS may be given for graduation this semester. Students are responsible for scheduling the seminar time with Dr. Mike Romano (WG 240; 309-298-1374).

**May 13 (last day of finals):** Last date to have a FINAL ORAL EXAMINATION during this semester. The oral exam includes questions to test the student's general knowledge of biology and it is strongly recommended that one allow sufficient time to study prior to the exam to assure an acceptable level of performance. The areas to be covered can be found on the Final Oral Examination Report Form. A copy of this form is included in the Graduate Student Handbook (see the Department web site). The final copy of the thesis must be given to Amy Brown ([AR-Brown4@wiu.edu](mailto:AR-Brown4@wiu.edu)) at least 5 working days before the Final Oral Examination. A written announcement of the exam is then placed in faculty mailboxes at least 5 working days before the exam. NOTE that if the final oral exam is scheduled during finals week, it will be impossible to graduate in the current semester since finals week is after the thesis submission deadline (see above).

The Thesis Guide and the departmental Graduate Handbook contain the procedures that for writing your thesis, scheduling your oral examinations, etc. While it may be helpful to examine previously accepted thesis for ideas on data presentation, etc., do not assume that all previous thesis are in the correct format, since changes are periodically made in the Thesis Guide. Please use the latest edition of the Thesis Guide, which may be accessed from the Dept. of Biological Sciences web site: <http://www.wiu.edu/biology/graduate/>.