



Graduate School of Biomedical Sciences
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UNIVERSITY of NORTH TEXAS HEALTH SCIENCE CENTER at Fort Worth

Master of Science Checklist

Print this list and use it to track your progress in the graduate program and remain abreast of the time lines for completing required paper work. Please refer any questions to the Director of Admissions and Services at 735-2560 or cle@hsc.unt.edu.

Date Completed	Task
	File Designation of Advisory Committee form with GSBS before completion of 30 SCH of study.
	File Degree Plan form with GSBS before completion of 30 SCH of study.
	File Request for Designation of University Member form with GSBS before completion of 30 SCH of study.
	File completed and approved Reseearch Proposal form with GSBS during the semester in which you first enroll in Internship Practicum Report (BMSC 5920) Thesis (BMSC 5950). Attach a copy of the written proposal. Deadline may vary by program.
	File Declaration of Intent to Graduate form according to the deadline published for the semester in which you will graduate. You will be given instructions pertaining to your semester of graduation for filing your dissertation.
	File Intent to Defend form 30 days prior to formal seminar/defense. The GSBS office will publish your seminar one week prior, one day prior, and the day of the event.
	Complete formal seminar on thesis/internship practicum report. File Report of the Final Comprehensive Examination (Defense) form.
	Follow procedures for filing thesis/internship practicum report with GSBS, as published in the graduation packet you will receive after you have filed the Intent to Graduate form.

Each student is responsible for the completion of the Master of Science program according to the procedures in the graduate catalog. Each item must be completed in the sequence and time period indicated. Forms are subject to revision at any time and should be downloaded from the GSBS web site as needed.