

## **Master's Project Proposal**

Be sure to read [Finishing Your Biodefense Degree](#) in its entirety.

By the time you reach this point, you should already have a completed and signed Program of Study (POS) on file in the MMB office, and have your Project Advisory Committee formed.

The portion of the POS for which you must state number of credits for Project is done in concert with your permanent advisor. There is a range of 1-3 credits allowed for the Project. (The number of credits allotted to this portion is largely dependent on how many credits you still need to graduate. In this area, there is no actual correlation between the amount of work you do and the number of credits for which you are registered in any given semester.) Together with your advisor, decide how many credits you will use in which semesters, and be sure it is written that way on your POS.

Talk with your Committee about what you plan to do for your Project. Give them a Proposal in written form. If they approve, get their signatures on the Proposal Approval form [\[link\]](#), and bring it to the MMB office. After we have the signed Proposal Approval form in your file in the MMB office, you can register for BIOD 798 effective the following semester to work on your Project. Registering for the MS Project is registering for BIOD 798 on an Individualized Section Form, which is available from the Registrar's office. [\[link\]](#)

If you do not finish the work for 798 (MS Project) in the semester you had planned, you may register for 798 again the following semester if you need the credits. You will have a grade of "In Progress" until all work is completed.

At the conclusion of your Project, submit a written report to your Committee. Around the time of the conclusion of your Project your Committee will administer a Comprehensive Exam—both oral and written—covering your coursework and possibly also covering your Project. 798 is not complete until your Committee has issued a grade based on both the Project report and on the Comprehensive Exam.

## **Master's Thesis Proposal**

Be sure to read [Finishing Your Biodefense Degree](#) in its entirety.

By the time you reach this point, you should already have a completed and signed Program of Study (POS) on file in the MMB office, and have your Thesis Committee formed.

The portion of the POS for which you must state number of credits for Thesis is done in concert with your permanent advisor. There is a range of 3-6 credits allowed for the Thesis. (The number of credits allotted to this portion is largely dependent on how many credits you still need to graduate. In this area, there is no actual correlation between the amount of work you do and the number of credits for which you are registered in any given semester.) Together with your advisor, decide how many credits you will use in which semesters, and be sure it is written that way on your POS.

Talk with your Committee about what you plan to do for your Thesis. Give them a Proposal in written form. If they approve, get their signatures on the Proposal Approval form [link], and bring it to the MMB office. The department Chair must also approve.

After we have the signed Proposal Approval form in your file in the MMB office, you can register for BIOD 799 effective the following semester to work on your Thesis. Registering for the MS Thesis is registering for BIOD 799 on an Individualized Section Form, which is available from the Registrar's office. [link]

Once you are registered for 799, you must (excluding summers) remain continuously registered until you graduate. The minimum number of 799 credits you must take in a semester is 3. Once you have 3 or fewer remaining to be taken, you may register for 1 credit a semester. If you plan a summer graduation, you must be registered in that summer.

If you do not finish the work for 799 (MS Thesis) in the semester you had planned, you *must* register for 799 again the following semester. You will have a grade of "In Progress" until all work is completed.

In your last semester you must have a formatting review with the Thesis and Dissertation Coordinator in the Library, who will also help you determine the date your manuscript must be submitted.

Decide with your Committee the date you will defend your Thesis in a public seminar. (Your defense must take place in advance of the manuscript submission date.) Let the MMB office know the date, time, location, and thesis title so that it can be announced to the department at least one week ahead.

Your Committee's assessment of your defense must be approved by the department Chair. 799 is not complete until your Committee Chair submits a grade.

## **PhD Dissertation Proposal**

Be sure to read Finishing Your Biodefense Degree in its entirety.

Unlike the Master's programs, PhD students receive credit for work on their Proposals. **When you have finished your coursework, have your Committee in place, have your Program of Study (POS) submitted, and are ready to work on your proposal**, you may register for it with BIOD 998. Use the Individualized Section Form from the Registrar's website. [link] How many credits you register for and in which semesters you register should reflect what you worked out with your advisor and have put on your POS.

Work closely with your Committee as you are formulating your Proposal. Although continuous registration in 998 is not necessary, the credits are not complete until your Committee has approved your Proposal, and it has passed a review by the program director, the department Chair, and by the Dean. (Hence, you should allow one semester simply for the complete approval of your proposal.)

If your Committee approves it, get their signatures on the Proposal Approval form [link], and bring it and the proposal manuscript to the MMB office.