

## Ph.D. CHECKSHEET (Biology Program)

Date(s) Completed

### COURSE WORK

BIOL 590/Colloquium (4 semesters)	_____	_____	_____	_____
BIOL 592/Critical Evaluation				_____
SARI/CITI Ethics Online Training				_____
BIOL 598A/B or 503/504			_____	_____
BIOL 602 (4 semesters)	_____	_____	_____	_____

### CANDIDACY EXAMINATION (SECOND OR THIRD SEMESTER)

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The candidacy examination is offered in the fall (and spring, if needed) every year. An email announcement is sent out at least six weeks in advance of the examination.

### ESTABLISH DOCTORAL COMMITTEE (SECOND OR THIRD YEAR)

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Your doctoral committee must be approved by both the Biology Program and the Graduate School. Paperwork is available from the Graduate Program Coordinator in 208 Mueller and must be completed at least three weeks before scheduling your comprehensive examination.

### ANNUAL COMMITTEE MEETINGS

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The Biology Program requires that you meet with your doctoral committee at least once a year and that an annual report of your progress be submitted to the Graduate Program Secretary in 208 Mueller. The Committee Meeting Summary Form is available online ([www.bio.psu.edu/home/degrees/gradprog/current\\_students](http://www.bio.psu.edu/home/degrees/gradprog/current_students)).

### COMPREHENSIVE EXAMINATION (THIRD OR FOURTH YEAR)

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The Biology Program must be notified at least three weeks in advance of the scheduled date for your comprehensive examination. After notifying the Graduate Program Coordinator, paperwork will be submitted on your behalf to the Graduate School.

### THESIS DEFENSE/FINAL ORAL EXAMINATION (FIFTH YEAR)

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The Biology Program must be notified at least three weeks in advance of the scheduled date for your thesis defense. After notifying the Graduate Program Coordinator, paperwork will be submitted on your behalf to the Graduate School.

In addition to the educational milestones already listed, there are also professional milestones that should be part of your graduate experience. Although not required for the completion of your degree, these accomplishments are important and should be tracked.

Date(s) Completed

FIRST PUBLICATION \_\_\_\_\_

ADDITIONAL PUBLICATIONS \_\_\_\_\_

FIRST POSTER OR TALK AT A PSU OR REGIONAL MEETING \_\_\_\_\_

FIRST POSTER OR TALK AT A NATIONAL MEETING \_\_\_\_\_

FIRST CONTACT WITH A POTENTIAL POST-DOCTORAL SPONSOR \_\_\_\_\_