



**Fall 2018 Semester  
Department of Biological Sciences  
Important Information**

Dr. Chris Jacques, Graduate Coordinator

Office Hours: 11 am–Noon (M, T), 1–2 pm (W), 4–6 pm (Th), or by appointment.

Email: [gradbio@wiu.edu](mailto:gradbio@wiu.edu)

Phone: (309) 298-2155

Office Waggoner 338

**IMPORTANT DATES:**

**Grad Options and Steps to complete your degree:**

[http://wiu.edu/cas/biological\\_sciences/graduate/GraduateProgramOptions.pdf](http://wiu.edu/cas/biological_sciences/graduate/GraduateProgramOptions.pdf)

[http://wiu.edu/cas/biological\\_sciences/graduate/docs/StepsGraduateProgramPDF.pdf](http://wiu.edu/cas/biological_sciences/graduate/docs/StepsGraduateProgramPDF.pdf)

**Grad Calendar:**

Add this calendar to your WIU account. It has all the important deadlines for Graduate Students.

<https://calendar.google.com/calendar?cid=d211LmVkdV9ocXU1cXI0M2ZnOHRtamczOXFtaXJrcXVub0Bncm91cC5jYWxlbmRhci5nb29nbGUuY29t>

**Class Enrollment:**

- **24 Aug 2018** – Open registration ends
- **31 Aug 2018** – Restricted registration ends - last day to delete a course or to totally withdraw with 100% refund/credit
- **28 Oct 2018** – Last day to drop regular 16-week courses, University withdraw

**Grants:**

- **15 Sep 2018** – Proposal deadline for Graduate Student Research and Professional Development Fund. Send proposal as a PDF file via email to the graduate coordinator (Dr. Jacques, [gradbio@wiu.edu](mailto:gradbio@wiu.edu)).

**Students finishing this semester:**

- **12 Oct 2018** - Application for graduation: deadline to submit application to complete graduate degrees  
[http://wiu.edu/graduate\\_studies/current\\_students/forms/clear.pdf](http://wiu.edu/graduate_studies/current_students/forms/clear.pdf)  
Oral presentation deadline: the semester you are completing your degree during the biology symposium or department seminars. Coordinate with your committee and mentor to schedule your seminar. Committee must be present and a general announcement needs to be sent to the department if it is during a time different than the Biology Research Symposium.
- **19 Oct 2018** – Deadline to send thesis to the thesis committee. Thesis must be approved by the advisor before sending it to the committee.
- **2 Nov 2018** – Deadline to schedule thesis defense and exit exam and send announcement to the department.
- **16 Nov 2018** – FINAL deadline to submit your thesis to the Graduate Coordinator ([gradbio@wiu.edu](mailto:gradbio@wiu.edu), Dr. Jacques). The thesis must be your final version and must have the approval and signatures of your mentor and your thesis committee. Only approved final versions will be accepted.
- **7 Dec 2018** – Online thesis submission deadline. [http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/submission.php](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/submission.php)
- **15 Dec 2018** – Undergraduate/Graduate combined Commencement Ceremony, Macomb Campus
- **4 Jan 2019** – Deadline to clear deficiencies for Fall 2018 completion date

### **Application for an assistantship in the Department of Biological Sciences (TA, GA, GRA positions):**

Review requirements and make sure your documents are on file to be eligible for a TA/GA position.

[http://www.wiu.edu/graduate\\_studies/prospective\\_students/gainfo.php](http://www.wiu.edu/graduate_studies/prospective_students/gainfo.php). Notify Dr. Jacques ([gradbio@wiu.edu](mailto:gradbio@wiu.edu)) by 15 Sep 2018 if you are interested in applying for a TA position in the Fall 2018. *Note: TA positions will start during the Spring 2019 semester.*

### **Fall TA Interview Calendar:**

- **13 Sep 2018** – Deadline to submit a complete application to the graduate office to be considered for a TA position in the department
- **15 Sep 2018** – Deadline to notify the graduate coordinator if you are interested in being considered for a TA position in the department
- **27 Sep 2018** – Select students for TA interviews and schedule interviews
- **15-19 Oct 2018** – Interview students
- **26 Oct 2018** – Send email with offers to students
- **29 Oct - 9 Nov 2018** – TA contracts will be sent to the graduate office

### **Important Forms:** ([http://wiu.edu/graduate\\_studies/forms.php](http://wiu.edu/graduate_studies/forms.php))

- **Graduate Degree Plan** (submit in your third semester to graduate studies):  
[http://wiu.edu/graduate\\_studies/current\\_students/forms/dp.pdf](http://wiu.edu/graduate_studies/current_students/forms/dp.pdf)
- **Committee Approval Form** (submit in your third semester to graduate studies)  
[http://wiu.edu/graduate\\_studies/current\\_students/forms/CommitteeApproval.pdf](http://wiu.edu/graduate_studies/current_students/forms/CommitteeApproval.pdf)
- **Graduate Proposal** (submit in your third semester to graduate coordinator)  
Submit approved and signed proposal to graduate coordinator as a PDF file
- **Graduate Proposal Form** (submit in your third semester to graduate coordinator with proposal)  
[http://wiu.edu/cas/biological\\_sciences/graduate/docs/2-ThesisProposalAPAv1FORMPDF.pdf](http://wiu.edu/cas/biological_sciences/graduate/docs/2-ThesisProposalAPAv1FORMPDF.pdf)
- **Application for Graduation** (submit in your fourth semester to graduate studies)  
[http://wiu.edu/graduate\\_studies/current\\_students/forms/clear.pdf](http://wiu.edu/graduate_studies/current_students/forms/clear.pdf)
- **Department Clearance Form** (submit after thesis online submission to graduate coordinator)  
[http://wiu.edu/cas/biological\\_sciences/graduate/docs/2-DepartmentClearanceFormFORMATPDF.pdf](http://wiu.edu/cas/biological_sciences/graduate/docs/2-DepartmentClearanceFormFORMATPDF.pdf)
- **Continuous Enrollment (695)** (submit form to graduate studies, register after completing all courses and if you have an incomplete in Bio601 or Bio577)  
[http://wiu.edu/graduate\\_studies/current\\_students/forms/continuous\\_enrollment.pdf](http://wiu.edu/graduate_studies/current_students/forms/continuous_enrollment.pdf)
- **Thesis online submission** (graduate studies):  
[http://www.wiu.edu/graduate\\_studies/thesis\\_and\\_dissertation/submission.php](http://www.wiu.edu/graduate_studies/thesis_and_dissertation/submission.php)
- **Petitions:** [http://wiu.edu/graduate\\_studies/forms.php](http://wiu.edu/graduate_studies/forms.php)