Master of Science Degree in Oral Biology
Program Timeline

Program of Study (Initiated within the first semester of enrollment.)
1. The Program of Study course list will be completed with the guidance of the Department of Oral Biology Director of Graduate Research Programs who serves as the interim advisor for the MS degree students. Example course lists are available on the Oral Biology website at http://dentistry.umkc.edu/oralbiology/masterscience.htm. It's important to file the Program of Study early in the program, so all necessary courses are identified and scheduled appropriately.
2. Following selection of the Thesis Committee (see below), the completed Program of Study must be signed by all committee members, the Department Oral Biology Director of Graduate Research Programs, the Department of Oral Biology Chair and the Dean or Graduate Officer, School of Dentistry. The completed form must meet all Department of Oral Biology and School of Graduate Studies requirements.
3. The Program of Study form with original signatures must be submitted to the Department of Oral Biology.

Thesis Committee Selection (Due by the end of the first semester of enrollment.)
1. As the student's interim advisor, the Director of Graduate Research Programs will also assist with the selection of a thesis committee chair who must be an Oral Biology faculty member. The selection process will be based on the student's research interests, the various research opportunities, and meetings with potential MS degree advisors.
2. Once the committee chair is selected, the student and the chair will select two or three additional faculty members to serve on the thesis committee. One additional member of the thesis committee must be a member of the Department of Oral Biology and all of the faculty selected must be members of the graduate faculty. Committee members should be selected for their ability to provide additional advice and resources to augment the thesis research of the student.

Research Proposal (Qualifying Exam) (Initiated within the second semester of enrollment.)
1. The research proposal is developed as part of the Master's degree program and serves as the written portion of the qualifying exam.
2. The required courses, BISC 5751 Elements/Scientific Methodology and BISC 5752 Research Methods in Oral Biology, are individualized instruction with your thesis committee chair. These courses are the foundation for writing a Research Proposal for the MS thesis project.
   a. Within BISC 5751 the student will conduct a literature review associated with developing a research question for the thesis research proposal.
   b. As part of BISC 5752 the student will write the thesis research proposal in consultation with the committee chair and members plus obtain appropriate IRB and/or IACUC approvals.
3. The oral qualifying exam is scheduled once the committee has reviewed the written proposal. The oral exam consists of the student doing a presentation about the proposal in addition to answering related questions. It is the student's responsibility to provide title and committee member information in a timely manner to enable department personnel to complete and provide applicable forms.
   a. MS Research Proposal Committee Evaluation Form
   b. MS Research Proposal Approval Form
4. Following successful completion of the qualifying exam and proposal approval by the
committee, the Research Proposal Approval Form must be signed by your Thesis Committee Members and the Department of Oral Biology Director of Graduate Research Programs. The fully signed form must be submitted to the Department of Oral Biology administrative office and an electronic copy will be provided to the student, committee chair, and the Department of Oral Biology Director of Graduate Research Programs. The approved research proposal will serve as the basis of your MS thesis project.

5. The research project should not be initiated before completion of the qualifying exam and formal committee approval of the Research Proposal.

Research Project/Thesis/Thesis Defense

1. The thesis committee members will advise and guide the students in the successful completion of their research project.

2. Following completion of the research project, a master's thesis will be written. (Please see Thesis Completion Timeline below.)

3. Similarly, the thesis chair and committee members will provide guidance in this process. Following initial approval by the chair, the thesis will be submitted to the entire committee for review.

4. The Thesis Defense Examination will be scheduled following preliminary thesis approval by the committee. It is the student’s responsibility to provide title and committee member information in a timely manner to enable department personnel to complete and provide applicable forms for the thesis evaluation and thesis defense exam. The fully signed forms must be submitted to the Department of Oral Biology administrative office. An electronic copy will be sent to the student, committee chair, the Department of Oral Biology Director of Graduate Research Programs, and the School of Graduate Studies as appropriate.
   a. Thesis Pre-Oral Defense Form
   b. Thesis Final Evaluation Form
   c. Thesis Defense Exam Results Form
   d. Thesis Format Authorization Form

5. After a successful Thesis Defense Examination and pending any thesis revisions based on committee feedback, the student will work closely with the School of Dentistry Librarian on thesis formatting procedures and policies as part of RESM 5703 Thesis Writing.
   a. MS students must enroll in RESM 5703 Thesis Writing (required course) the final semester prior to anticipated graduation.
   b. The Thesis Format Authorization Form signed by the committee chair must be provided to the School of Dentistry Librarian before the format review process will begin.

Application to Graduate (Approximate due date by the end of the 4th week of the Fall or Winter semester; or by June 11 for the Summer Semester – check current academic calendar for exact dates.)

1. File application for graduation with the Graduate Liaison in the Department of Oral Biology, School of Dentistry.

2. Notify the Department Oral Biology Director of Graduate Research Programs, Dr. Walker, of your plans to graduate.

3. Refer to the UMKC Academic Calendar at [http://www.umkc.edu/registrar/acal.asp](http://www.umkc.edu/registrar/acal.asp).
Thesis Completion Timeline Overview

1. **After the chair gives approval that the thesis is ready for committee review,** the thesis is submitted to the committee members. These associated forms should also be sent out: **Thesis Pre-Oral Defense Form** and **Thesis Final Evaluation Form**.

2. The **Thesis Pre-Oral Defense Forms** should be **completed by the committee members following their initial review of the thesis** to determine there are no major problems and that you can move forward with scheduling your defense. The signed forms are turned in to your committee chair and forwarded to the Director of Graduate Research Programs. These forms essentially ‘give permission’ to schedule your defense. Therefore, it is important to collect and forward the forms to the Graduate Program Director as soon as possible, so that the School of Graduate Studies can be notified of your upcoming defense and the defense date can be announced.

3. The committee then does a more thorough review of the thesis and makes suggestions for needed revisions and updates. **After completion of all final thesis revisions, the associated Thesis Evaluation Forms are completed** and signed by each committee member. While these forms might be submitted prior to the defense exam, the committee members often submit them on the day of the defense. The completed/signed forms are reviewed by your committee chair and then submitted to the Graduate Program Director.

4. **After completion of the Thesis Defense Exam,** the committee members sign the **Thesis Defense Exam Results Form**; the signed form is submitted to the Director of Graduate Research Programs.

5. **After the Thesis Formatting Authorization Form** is signed by the committee chair, the signed form and a copy of the thesis are sent to Librarian, Ms. Corry for formatting review.

6. **After the thesis formatting is complete,** the thesis goes to the School of Graduate Studies (SGS) for final review. **Please note the following deadlines to submit the thesis to SGS.** Fall: 6 weeks before graduation, approximately November 5th. Spring Term: 6 weeks before graduation, approximately March 25th. Summer: 4 weeks before graduation, approximately July 1st.

7. **AFTER THE DEFENSE BUT NO LATER THAN FRIDAY BEFORE THE NEXT TERM BEGINS** submit the original thesis plus 2 copies and the Certificate of Acceptance Form (previously received from the School of Graduate Studies) to the Dental School Librarian. Refer to specific instructions from RESM 5703 Thesis Writing course documentation.

Should you have any questions please contact John Fife (x2179) in the Department of Oral Biology administrative office or Dr. Mary P. Walker (x2825), Department of Oral Biology Director of Graduate Research Programs.