

Graduate contract instructions for students who began the program Fall 2019 or later

General Instructions

- The program form is the graduate equivalent of a "curriculum sheet." As an undergrad, you may have had a "curriculum sheet" which detailed the courses and other requirements for your degree. Since the courses required for the MS degree are determined on an individual basis, there is no standard "curriculum sheet". Instead, this form is used to determine the curriculum for each student. **Note that you cannot graduate without having filed this form.**
- Fill out the GS101 pdf form for the year you entered the Master's program. Once the form is complete, submit the form through [polydoc](#) (under Program of Study – Master's Contract), including your major professor's information as the Advisor.
- Complete the contract by week 6 of your second semester in the program. Registration holds will be placed for incomplete contracts. A contract is complete when the student, advisor, graduate coordinator, department chair, dean, and graduate studies have approved it. Please allow two weeks for approvals.
- If you have already filed a Graduate Contract (GS101), then you should not file a new one. If you wish to amend your current contract you must submit a Graduate Academic Petition (see [forms](#) page).
- ALL signatures must be made using the Adobe secure signature option. No other type of signatures will be accepted by Graduate Studies. Instructions for using Adobe signatures can be found [here](#).
- **IMPORTANT:** For students who began the program Fall 2021 or later priority for TA positions and graduate student research funds will be given to students who submit their contract on time (by week 10 of the second semester in the program).

Specific Instructions

- Fill in the form with the course number, name, semester/yr, number of units and grade (if you have it).
- BIO 6800 courses MUST have different topics to be counted (i.e., you cannot take the same BIO 6800 course more than once).
- You may use a maximum of 1 unit of BIO 6800 in Section II. Major Electives. This would be in addition to the 3 units in Section I. Major Required.
- You may use up to a maximum of 8 semester units of 4000-level courses.
- You cannot use BIO 4000, BIO 4410, BIO 4610, or BIO 4620 on your Graduate Contract.
- You may include up to 3 units of BIO 5000, 6910, 6920 combined in Section II. Major Electives.
- Courses with a lab component may be listed as BIO XXXX/L to include both lecture and lab on the same line (e.g., BIO 4450/L, 4 units). Be sure to include the total semester units (lab and lecture combined).
- Do not change anything in Section I. Major Required, or Section III. Culminating Experience. All of these courses are required.