

Graduate contract instructions for students who began the program Fall 2018 or Spring 2019

General Instructions

- 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](#)).

Specific Instructions

- Fill in the excel worksheet 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 I. Program Elective Courses. This would be in addition to the 3 units in Section II. Required Courses.
- You may use up to a maximum of 9 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 I. Program Elective.
- 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 II. Required Courses, or Section III. Culminating Experience. All of these courses are required.