

The primary source of information on the steps to complete one's thesis and graduate can be found here: <https://www.cpp.edu/gradstudies/project-and-thesis/steps-for-project-and-theses.shtml>. All graduate students should thoroughly familiarize themselves with this website and all links on it.

These are the required forms:

(1) [Graduate Committee Signature Form](#). This DocuSign form ([step #7](#)) must be completed and submitted by the student following these instructions. It is then routed to the thesis committee members for their signatures, then goes through various administrative levels for approvals.

(2) [Report of Culminating Experience](#). The thesis advisor initiates this form following these [instructions](#). It then goes through various administrative levels for approvals.

(3) [Biological Sciences Department Graduate Assessment – STUDENT](#). The student completes this form, which should be done *immediately following the thesis defense*. This is important information for the assessment of our graduate program.

(4) [Biological Sciences Department Graduate Assessment – FACULTY](#). This form must be completed by *all faculty members on the committee* and should be done *immediately following the thesis defense*. This is important information for the assessment of our graduate program.

Other important information:

Students also should carefully review this [important near graduation information](#) to ensure that something has not been missed, which could delay or even prevent graduation.

If you enrolled in BIO 6960 (Master's Degree Thesis) in a prior semester but did not defend your thesis that semester, then your advisor should have given you an RP for the course. *After you successfully defend your thesis, it is essential that your advisor change the RP to a letter grade.* Neither you nor your advisor will be prompted to do this. It is your responsibility to remind your advisor to give you a grade, or your graduation will be delayed.