

**CHECKLIST OF REQUIREMENTS FOR THE  
MASTER OF ARTS DEGREE  
MASTER OF SCIENCE DEGREE  
MASTER OF MEDICAL SCIENCE DEGREE  
MASTER OF PUBLIC HEALTH**

**The University of Texas Graduate School of Biomedical Sciences at Galveston**

Matriculation Date: \_\_\_\_\_

**Phase I**

Date Completed \_\_\_\_\_

- |    |  |       |
|----|--|-------|
| A. | Qualifying Examination (if required)   | _____ |
| B. | Application for Candidacy Submitted<br><a href="http://gsbs.utmb.edu/candidacy/">http://gsbs.utmb.edu/candidacy/</a> | _____ |
| C. | Application for Candidacy Approved by<br>Dean (prerequisite to registering for<br>Thesis)                            | _____ |

**Phase II**

- |    |   |       |
|----|---|-------|
| A. | Schedule Appointment with Laura Teed<br>to obtain final graduation paperwork. | _____ |
|----|---|-------|

**Phase III**

- |    |   |
|----|---|
| A. | Submit final unbound copy of Thesis or Electronic Version to Dr. Coppenhaver<br>for review. |
|----|---|

**\*MS, MA, MMSC and MPH**

- |    |   |
|----|---|
| B. | For publication in lieu of Thesis submit: <ol style="list-style-type: none"> <li>1. Reprint of article or letter<br/>accepting article for publication</li> <li>2. Signed signature page</li> <li>3. Copyright disclaimer (signed and dated)</li> <li>4. Picture</li> </ol> |
| C. | If you are binding copies for yourself submit signature pages for Dr.Cooper to sign.  |
| D. | Complete Graduate Information Form at :   |

<http://www.gsbs.utmb.edu/gsbsforms/gradinfoform.aspx>

**Phase IV**

- |    |   |
|----|---|
| A. | Exit interview with Dean (Optional – not required)  |
| B. | Clear with Office of Enrollment Services <ol style="list-style-type: none"> <li>1. Graduation Fee Paid</li> <li>2. Diploma Name Card</li> <li>3. Holds on record</li> </ol> |