

MSB Exit Exam Procedures

1. Form your MSB exit exam committee
 - a. Committee must include 3 faculty members of the graduate faculty, and at least 1 member must be a full member of the graduate faculty. At least 2 of the members must be in the biology department.
 - b. Students wanting a non-graduate faculty as a member of the committee may petition the DGS for approval, which is subject to approval by the graduate school.
 - c. Faculty could be instructors in your courses or research mentor.
 - d. Ask 1 faculty to serve as the chair of the committee.
 - e. Contact faculty at the beginning of your final semester to form the committee. Some faculty may be unavailable so best to start the search early.

2. Schedule your MSB exit exam
 - a. Run a degree audit to make sure you have completed all course requirements. This can be done with the DGS, the appropriate Biology DM (currently Soma Chakraborty Patra), or through the GPS system in my.uky.edu.
 - b. Check the UK Graduate School website Key Dates (<https://gradschool.uky.edu/key-dates>) to determine deadlines for applying for graduation and scheduling and completing your exit exam (called a final examination on the grad school website).
 - c. Contact your committee AT LEAST 4 WEEKS IN ADVANCE OF THE DEADLINE to schedule the date and time of your exam.
 - d. AT LEAST 2 WEEKS PRIOR TO YOUR EXAM, submit the online form through the graduate school "Final Masters or Specialist Degree." This will generate your exam card. NO EXAM CAN TAKE PLACE WITHOUT AN EXAM CARD.

3. Discuss the format of your exam with your committee
 - a. About 4-6 weeks before your exam, email your committee to inquire about the format of the exam.
 - b. The Committee will likely ask for your transcript and CV to become familiar with the courses you took and other activities (e.g., research) you participated in during your MSB.
 - c. There is no standard format for the exam, it is up to the committee.
 - d. Here are some possible components of an exit exam:
 - i. The committee may ask for a writing sample, e.g., a term paper from one of your courses, a research report etc.
 - ii. The committee may give you some questions to think about that you will answer during your exam. These questions are likely to address concepts from your coursework.
 - iii. If you have taken research for credit during your MSB, the committee may ask you to prepare a brief Powerpoint presentation about your research.

4. Ensure your signed Exam Card is submitted to the Graduate School by the appropriate Biology DM (currently Soma Chakraborty Patra).