

# Graduation Checklist – Department of Bioengineering

Revised October 28, 2008

## ***PRIOR TO YOUR DEFENSE***

### ALL STUDENTS:

- Register for at least 1 credit in the semester you will be graduating
- Fill out an application for Graduation (available in Room 749 Benedum or from the BioE graduate administrator)
- Make sure you have no outstanding fees (parking, library, etc)
- Obtain the ETD (electronic thesis and dissertation) Approval Form (available on the ETD website).
- Obtain the Engineering Action Form and make sure it is completely up to date prior to your defense, signed by the Chair of the Graduate Committee, and returned to the Graduate Administrator.
- Make sure your thesis format is perfect (check with Jamie, 7th floor BEH)
  - Follow guidelines exactly – they check with a ruler!
  - Make sure you know how to convert MSWord to PDF
- Give your thesis to your committee 2-4 weeks in advance of your defense  
(NOTE: Anyone on your committee may request your defense date to be rescheduled if they do not receive the thesis at least 2 weeks in advance)
- Inform the Graduate Administrator of your defense date and provide her with the title, abstract, date, time and place, at least 2 weeks prior to your defense (NOTE: you WILL need to reschedule your defense date if you do not meet the 2 week deadline!)

### PhD STUDENTS:

- Obtain Survey Form of Earned Doctorate
- Obtain UMI, Inc., Signed Statement
- Make sure that you have fulfilled all ‘conditional pass’ obligations from Prelim Exam

## ***AT YOUR DEFENSE***

### **ALL STUDENTS:**

- Provide a copy of the dissertation (PhD) or thesis (MS) evaluation rubric to each of your committee members, with the first page filled out by you.
- Bring your up-to-date ETD Approval Form in the event that all of your committee members wish to sign it after the defense. It must be signed by all on the committee once they approve your thesis.

## ***AFTER YOUR DEFENSE***

- Provide your advisor with a copy of the abstract and conclusions section/chapter of your thesis/dissertation, as well as of every peer-reviewed publication that resulted from your work. These are to be included with the copies of the assessment rubric from your defense.
- Be sure your advisor has sent all copies of the rubric and the accompanying copies (see above) to the Chair of the Graduate Committee.
- Update your graduate student record on the BioE intranet database.
- Bring your engineering action form to the graduate administrator.
- Upload your thesis through the ETD website and have the format approved.
- Once approved, take the following to the School of Engineering Administration Office
  - Receipt for the University processing fee.
  - Title page of your thesis with your signature (1 for MS, 2 for PhD)
  - Abstract of your thesis with your committee chair's initials in the top right corner (1 for MS, 3 for PhD)
  - Signed ETD Approval Form
  - Make sure the BioE Graduate Administrator has sent the signed Engineering Action Form to the School of Engineering Administration Office
  - UMI Signed Statement (PhD only)
  - Survey Form of Earned Doctorate (PhD only)
- Provide the Department of Bioengineering with a hard bound copy of your thesis/dissertation