

## Ph.D. Program Checklist Marquette University Biomedical Engineering

Note: Copies of all of the forms should be given to the BIEN office to be stored in your file. *This includes forms that are turned into the graduate school.* This checklist is just a guide and does not guarantee that all requirements will be met. Please refer to the graduate handbook for your specific program to ensure you are on track.

### 1<sup>st</sup> Year / Starting Out – Ph.D.

	Description	Time Frame	Form / Link
<input type="checkbox"/>	Complete program of study <i>Note: The courses you take must match what is written on your doctoral planning form</i>	By the end of the 1 <sup>st</sup> year of study	<a href="#">Doctoral program planning form</a>
<input type="checkbox"/>	Meet with advisor to identify Doctoral Committee	Before end of 1 <sup>st</sup> year	

### Annual / Periodic – Ph.D.

	Description	Time Frame	Form / Link
<input type="checkbox"/>	Any time a change is made in your program of study, you must amend your doctoral planning form	Any time a change is made to program of study	<a href="#">Doctoral program planning form amendment</a>
<input type="checkbox"/>	Present summary of research progress to committee. Committee will assess	Annually	Department Assessment of Student Progress

**Completion – Ph.D.**

	Description	Time Frame	Form / Link
<input type="checkbox"/>	Submit Doctoral Dissertation Outline form with a detailed dissertation proposal appended. Submit to all committee members	<i>Minimum</i> of 21 days before approaching committee with request to take Graduate Qualifying Exam	<a href="#">Doctoral dissertation outline</a>
<input type="checkbox"/>	Complete 12 dissertation credits	After dissertation outline is approved	N/A
<input type="checkbox"/>	Dissertation Qualifying Exam – Written portion	If you entered the program with a M.S.: 9 months after entering program  If you enter with B.S.: at or before completion of 30 credit hours OR completion of M.S. Whichever comes first	<a href="#">Email Director of Graduate Studies at least (2) months before taking the written portion of the exam</a>
<input type="checkbox"/>	Dissertation Qualifying Exam – Oral portion	By the end of the 2 <sup>nd</sup> year and have approved doctoral dissertation outline	Contact BME Office to schedule and coordinate paperwork
<input type="checkbox"/>	Schedule public defense of dissertation	At least 30 days in advance of date.	<a href="#">Announcement of Public Defense of Dissertation form</a>
<input type="checkbox"/>	Apply for graduation		<a href="#">Follow Graduate School Procedures</a>