

Master's of Science Program Checklist
 Marquette University and the Medical College of Wisconsin
 Joint Department of Biomedical Engineering

This checklist is designed to assist students seeking their Master's of Science degree in the Marquette University and Medical College of Wisconsin Joint Department of Biomedical Engineering graduate program. Students are encouraged to review included requirements but are cautioned that this resource may not be comprehensive. For a complete list of degree requirements, please refer to the appropriate student handbook. **NOTE: Copies of all forms included in this checklist should be submitted electronically to the BME Office at Marquette. This includes forms required by the Marquette Graduate School.**

Getting Started

	Action	Description	Timeframe
<input type="checkbox"/>	Complete Program of Study	Complete program of study. Please note, the completed courses must match those listed on your <i>Doctoral Planning Form</i> .	By the end of your first year of study
<input type="checkbox"/>	Identify Doctoral Committee	Meet with your planning advisor to identify your Doctoral Committee	By the end of your first year of study

Periodic Review

	Action	Description	Timeframe
<input type="checkbox"/>	<i>Amend Doctoral Planning Form</i>	Your <i>Doctoral Planning Form</i> must be adjusted any time a change is made to your program of study.	
<input type="checkbox"/>	Summarize Research Progress	Present summary of research progress to your Doctoral Committee.	Annually

Program Completion

	Action	Description	Timeframe
<input type="checkbox"/>	Submit Dissertation Outline	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
<input type="checkbox"/>	Complete Necessary Credits	Complete 12 dissertation credits	After dissertation outline is approved
<input type="checkbox"/>	Complete Written Portion of Dissertation Qualifying Exam	<ul style="list-style-type: none"> • 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 	
<input type="checkbox"/>	Dissertation Qualifying Exam – Oral portion		By the end of the 2 nd year and have approved doctoral dissertation outline
<input type="checkbox"/>	Schedule public defense of dissertation	Contact BME Office to schedule and coordinate paperwork	At least 30 days in advance of date.
<input type="checkbox"/>	Apply for graduation		