

Legacy PhD Program Checklist
 Marquette University and the Medical College of Wisconsin
 Joint Department of Biomedical Engineering

This checklist is designed to assist students seeking their Doctor of Philosophy 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.	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 to all members of the Dissertation Committee with Detailed Dissertation Proposal appended.	At least 21 days prior to approaching Dissertation Committee with request to take qualifying examinations
<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"> • Contact Director of Graduate Studies to schedule written portion of DQE. • Complete written portion of DQE. 	<p>For students entering the program with an M.S., written portion of DQE will occur 9 months after entering program.</p> <p>For students entering the program with a B.S., written portion of the DQE will occur at or before completion of 30 credit hours or upon completion of M.S., whichever comes first.</p>
<input type="checkbox"/>	Complete Oral Portion of Dissertation Qualifying Exam	<ol style="list-style-type: none"> 1. Contact the BME Office at Marquette to schedule oral portion of DQE. The BME Office will assist with the coordination of necessary paperwork. 2. Complete oral portion of DQE. 	By the end of the 2nd year and after approval of dissertation outline
<input type="checkbox"/>	Schedule Public Dissertation Defense	Schedule Public Dissertation Defense through MU Grad School.	At least 30 prior to intended dissertation date
<input type="checkbox"/>	Apply for Graduation	Apply for graduation through MU Grad School.	By date listed on MU Grad School academic calendar