

Graduation Checklist – Department of Bioengineering

Revised March 2021

All students must complete the following PRIOR to their defense:

1. Make sure you are registered for FTDH in the semester you expect to graduate (Full Time Dissertation Hours.)
2. Schedule a meeting with Dr. Gandhi (Graduate Program Director) and Wooten Gough (Graduate Administrator) at the beginning of the semester you expect to graduate.
 - Complete and bring the PhD Course Requirements Form to your meeting with Dr. Gandhi and Wooten.
 - During this meeting you will receive the ETD Approval Form and Engineering Action Form
 - *You will need to bring both of these forms to your defense.*
3. Share the following with Wooten Gough:
 - A completed Application for Graduation form (immediately)
 - Your Dissertation Defense date, title, abstract, time and place at least 2 weeks prior to your defense.
 - Any deviations from the 2-week requirement must be approved in advance by the Dr. Gandhi, and that you **WILL** need to reschedule your defense date if you do not meet this important 2-week deadline.
4. Give your thesis to your committee 2-4 weeks in advance of your defense date (Note: Anyone on your committee may request your defense date to be rescheduled if they do not receive the thesis at least two weeks in advance.)
 - Make sure that your thesis format is perfect and that you know how to convert MSWord to PDF and how to use the LaTeX format.
5. Make sure that you have fulfilled all “conditional pass” obligations from the Prelim exam, if you have any. (PhD Students only)
6. Make sure that you have no outstanding fees (parking, library, etc.).
7. Be sure to discuss your funding situation with regard to how much longer you will be in the laboratory working and if your advisor will be financially supporting you.
 - Notify Wooten Gough of your last day of student employment.

All students must do the following AT their defense:

1. 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 (this can be done electronically if you and your committee members wish to do so.)
2. Also provide your committee members with a copy of a list of all publications, conference proceedings, and other relevant accomplishments to your committee members at the defense.
3. Bring your up-to-date ETD Approval Form and Engineering Action Form in the event that all of your committee members wish to sign them after the defense. Both forms must be signed by everyone on your committee once they approve your dissertation/thesis.

After your defense:

1. Provide your advisor with a copy of the abstract and conclusions section/chapter of your dissertation/thesis, as well as 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 that your advisor has sent all copies of the rubric and the accompanying copies to Wooten Gough.
2. Send Wooten Gough the following completed forms:
 - Graduate Placement Form
 - Engineering Action Form
 - Wooten will forward to the School of Engineering Administration Office.
3. Upload your thesis/**dissertation** through the ETD website and have the format approved.

Action items to complete once your ETD is approved by the School of Engineering Administration Office:

1. Once your ETD is approved, bring the following to the Swanson School of Engineering Administration Office, 151 Benedum Hall or email items to Wooten Gough:
 - Receipt for the University Processing Fee (pay this on the ground floor of Thackeray Hall)
 - Title page of your thesis with your signature (1 copy for MS students, 2 copies for PhD students)
 - Abstract of your thesis with your committee chair's initials in the top right corner (**2** for MS, **3** for PhD)
 - Signed ETD Approval Form
 - One copy of the Committee Membership Page
 - Completed Doctoral Dissertation Agreement Form; if material copyrighted by others is included in your dissertation, attach the copyright permission letter(s) from the copyright owner(s).
 - If your dissertation contains executable software owned by another party, attach the letter from the owner of the software license granting permission to use it.
2. School of Engineering Administration Office will send you the following:
 - Survey Form of Earned Doctorate (PhD only).
 - UMI Signed Statement (PhD only).
 - Provide the Department of Bioengineering with an electronic version of your Thesis after your defense. (If you wish to submit a hard copy, you may do so through thesisondemand.net or on the ProQuest/UMI site as well.)
 - You will receive your diploma around six to eight weeks after graduation in the mail. Be sure to fill out a diploma mailing address change form with the Registrar's Office if you choose to have it sent to a different address than what it on file.

