

## For the M.S. Degree:

1. Choose a faculty advisor and thesis committee of at least three (3) total members. All committee members must be members of the KU Graduate Faculty, but students may request to have committee members from outside the university. The chair of the committee is required to be a “regular status” KU faculty member with the Bioengineering Graduate Program; the remaining committee members may hold “ad hoc” or “special” status.

**(a) If a proposed member of your committee is not appointed to the KU Graduate Faculty, please contact the BIOE Program Assistant immediately.**

2. Along with your advisor, develop and file your Plan of Study online at <https://gradplan.engr.ku.edu>. This must be completed after the first semester of study.

3. Complete your required coursework and thesis.

4. During the semester of your expected graduation, verify that your Plan of Study is complete with the BIOE Program Assistant.

5. Schedule your oral thesis defense date with committee members and **inform the BIOE Program Assistant at least two (2) weeks prior.** When you inform the BIOE Program Assistant, please include the date, time, and place of your defense, and the title of your thesis.

(a) So, (for example), if you want to defend on April 9, inform the BIOE Program Assistant no later than March 26.

(b) If you need assistance with securing a location, please let the BIOE Program Assistant know.

6. File your application for degree through Enroll & Pay by semester deadline.

**Path:** Enroll & Pay > Student Center > Academics (pull down menu) > Apply for Graduation.

7. After you pass your defense, make all necessary changes to your thesis as recommended by committee. Committee members must sign the title page and your chair must sign the acceptance page of your thesis. (Sometimes, committee members will sign after the defense without the changes required.) Please bring copies to the BIOE Program Assistant following your defense.

**(a) Please remember that you must be enrolled in at least one (1) thesis/dissertation hour for the semester that you graduate.**

8. Submit your electronic thesis to ProQuest/UMI at: <http://dissertations.umi.com/ku/> and a bound copy **required** by the BIOE program.

(a) Order and deliver the required program copy **before the graduation deadline for that semester. Ask the BIOE Program Assistant for this date if you do not know it.**

9. Complete and return [KU Scholarworks Electronic Theses and Dissertations Release form](#) (the first link under "Electronic Thesis & Dissertations").
10. Complete and return the [Engineering Career Center MS or PhD Graduation Report form](#).
11. Next, verify with School of Engineering's Dean's Office that all degree requirements are complete, turn in your thesis title and acceptance pages.
12. Congratulations! You have graduated!

## For the Ph.D. Degree:

1. Choose a faculty advisor and dissertation committee. All committee members must be members of the KU Graduate Faculty, but students may request to have committee members from outside the university. The chair of the committee is required to be a "dissertation" status holding member; the remaining committee members may be members holding "regular", "ad hoc," or "special" status.

**(a) If a proposed member of your committee is not appointed to the KU Graduate Faculty, please contact the BIOE Program Assistant immediately.**

2. Along with your advisor, develop and file your Plan of Study online at <https://gradplan.engr.ku.edu>. This must be completed **and approved** in the second semester of study.

3. Take and pass the qualifying exam at the end of your first year.

4. Complete all required coursework (core, track requirements, etc) and dissertation research, while fulfilling the research skills, responsible scholarship, and residency requirements.

5. Schedule your comprehensive oral exam with your committee and **inform the BIOE Program Assistant at least two (2) weeks prior.** When you inform the BIOE Program Assistant, please include the date, time, and place of your defense, and the title of your dissertation.

(a) So, (for example), if you want to defend on April 9, inform the BIOE Program Assistant no later than March 19.

(b) If you need assistance with securing a location, please let the BIOE Program Assistant know.

6. After you pass the comprehensive exam, you become a candidate for the Doctor of Philosophy degree.

7. Complete your dissertation.

8. Submit your dissertation to your committee.

**Note:** **EITHER** five (5) months must pass between comprehensive exam and the final oral exam **OR** you must complete 18 hours of post-comprehensive exam enrollment before the final oral exam (defense).

9. Your committee accepts your final draft of dissertation.

10. After all degree requirements are met, student requests a final oral exam (defense) date from committee and **inform the BIOE Program Assistant at least three (3) weeks prior.**

(a) So, (for example), if you want to defend on April 9, inform the BIOE Program Assistant no later than March 19.

(b) If you need assistance with securing a location, please let the BIOE Program Assistant know.

11. The time and place for your final oral exam (defense) are scheduled by the program and notification will be sent to Dean's office for publication in news medium.

12. File your application for degree through Enroll & Pay by semester deadline.

**Path:** Enroll & Pay > Student Center > Academics (pull down menu) > Apply for Graduation.

13. After you pass your defense, make all necessary changes to your dissertation as recommended by committee. Committee members must sign the title page and the chair will sign the acceptance page of your thesis. (Sometimes, committee members will sign after the defense without the changes required.) Please bring copies to the BIOE Program Assistant following your defense.

**(a) Please remember that you must be enrolled in at least one (1) thesis/dissertation hour for the semester that you graduate.**

14. Submit your electronic dissertation to ProQuest/UMI at: <http://dissertations.umi.com/ku/> and a bound copy **required** by the BIOE program.

(a) Order and deliver the required program copy **before the graduation deadline for that semester. Ask the BIOE Program Assistant for this date if you do not know it.**

15. Complete and return [KU Scholarworks Electronic Theses and Dissertations Release form](#) (the first link under "Electronic Thesis & Dissertations").
16. Complete and return the [Engineering Career Center MS or PhD Graduation Report form](#).
17. Complete a the [Doctoral Student Completion Survey](#) - under "Quick Links" on the left side of the screen. After completing the survey, turn in or forward a copy of the confirmation e-mail to Anna Paradis, 2011 Eaton Hall, [aparadis@ku.edu](mailto:aparadis@ku.edu).
18. Next, verify with School of Engineering's Dean's Office that all degree requirements are complete, turn in your dissertation title and acceptance pages.
19. Congratulations! You have graduated!