



Biomedical Engineering Department
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Checklist for Completing the M.S. Biomedical Engineering Degree

In addition to the items listed in this Checklist, please also visit the Graduate Admissions and Program Evaluations Office's website at:

http://www.sjsu.edu/gape/current_students/completing_masters/

It provides a comprehensive listing of the university requirements you have to meet in order to complete your MS degree.

Important note before you begin reading further:

Keep a photocopy of all documents that you submit to the university!

1. If you were admitted to Conditionally Classified Standing, then you have Transition Courses that you need to complete. **Completing these courses should be your first priority.**
2. The university's English proficiency requirement must also be satisfied. This is commonly referred to as Graduate Writing Assessment Requirement (GWAR). Either BME 207 or BME 274 satisfies the GWAR, so please take either one of them as soon as possible, and pass it with a B or better. **All students must meet the university's English proficiency requirement.**
3. Your next priority should be completing the required courses: BME 207, BME 210, BME 272, BME 274 and BME 276. Refer to the Tentative Schedule for MS BME Course Offerings so that you can work these into your plan.
4. Maintain a GPA of 3.00 or better in **all** course work, i.e., your overall GPA should always be 3.0 or better. This includes all upper division Transition Courses (i.e., those with course numbers between 100 and 199), open university courses, and courses taken in other departments. Lower division courses, i.e., those with numbers that are 99 or lower, do not enter the GPA calculations for graduate students. Regardless, all Transition Courses must be completed with a grade of B or better.
5. Every semester, before being able to register for classes, you **must** submit your BME Advising Form, indicating the classes you: (a) have completed, (b) are currently enrolled in, and (c) intend to enroll in the following semester. This must be done every semester. Consult the Graduate Coordinator about the classes you intend to take, if necessary, fill out the Advising Form completely, and submit to the Graduate Coordinator. After the Graduate Coordinator approves your choice of classes, your advising hold will be removed and you will be able to register for classes.

6. **Change of Classification:** When you have successfully completed your Transition Courses, you need to fill out and submit the Change of Classification form to the Graduate Coordinator, to transfer from Conditionally Classified Standing to Classified Standing. This form can be obtained online at http://www.sjsu.edu/ae/docs/20160317_change_of_classification_in_graduate_program.pdf
7. **Candidacy Form.** This form can be submitted only when (a) You are in Classified Standing, (b) The English proficiency requirement has been met, (c) A minimum of 9 units of graduate coursework have been completed, and (d) your GPA is higher than 3.0, i.e., you are not on probation. This form needs to be submitted and approved at least two semesters before you plan to graduate. This form is available at <http://www.sjsu.edu/gape/forms/candidacy.pdf>

Please download this form, fill it out, and submit it to the Graduate Coordinator who needs to approve it before it can be submitted to the university's Graduate Admissions and Program Evaluations (GAPE) Office.

Note: List only those courses which are to be counted towards the MS degree. List all courses completed and courses to be taken. The total must add up to 30 or 31 units – no more, no less. **Do not list Transition Courses in your Candidacy Form.**

8. All coursework listed in the Candidacy Form must be completed with a grade of **C or better**. A C- is not acceptable.
9. The GPA for all the courses listed in the Candidacy Form must be 3.0 or higher.
10. As soon as you submit your Candidacy Form, you should be able to enroll in **BME 291, MS Thesis/Project Preparation**. BME 291 is the first part of your Culminating Experience (either thesis or project). To summarize, the prerequisites for enrolling in BME 291 are:
 - a. All Transition Courses completed
 - b. English proficiency requirement with B or better
 - c. Minimum 9 units towards MS degree
 - d. Change of Classification form filed
 - e. Candidacy form filed
 - f. Good academic standing - GPA > 3.0
 - g. **Thesis/Project topic and advisor identified**
11. It is **highly recommended** that you get started on identifying your Technical Advisor, project/thesis topic and (if applicable) team members **at least one semester before you enroll in BME 291**. Your Technical Advisor can be any instructor in the BME department. Discuss with your Technical Advisor whether they require any assignments to be completed prior to enrolling in BME 291 (e.g. short reading/writing assignments, obtaining access to the laboratory, identifying training needs for the project/thesis, outlining a tentative budget, obtaining institutional clearance for projects/theses involving research with human subjects or animal). Your Technical Advisor will also help you identify one or more members for your Reading Committee.

12. To complete BME 291, you will have to submit and defend your project/thesis proposal. Your Technical Advisor and Reading Committee will have to approve your proposal.
13. When your proposal is approved and you have completed BME 291, you will have to choose whether your Culminating Experience will be MS Thesis or Project. You will sign for 2 units of BME 298 if you are doing a project. If you are doing a thesis, you will sign up for 2 units of BME 298 and 3 units of BME 299, for a total of 5 units. If you are doing your research work off campus (e.g. as part of an industry-sponsored project or internship), you are instead required to enroll in BME 298I (and 299I).
14. During the BME 298 (and 299) semester(s), you will execute the experiments included in your approved proposal, analyze and interpret your results, write your final project report (or thesis dissertation), defend your project/thesis, and disseminate your results as agreed upon with your Technical Advisor.
15. The time to complete your MS project/thesis is not fixed. It depends on a number of more or less predictable variables, including but not limited to the time and effort you put into it. If you need to extend your project/thesis into one or more semesters where you don't have any other classes to complete, you will be required to enroll in BME 1290R, to maintain continuous enrollment.
16. Determine when you expect to graduate and fill out and submit your **Application for Graduation**. This must be submitted either at the beginning of the semester in which you expect to graduate, or earlier. Yes, one more form that can be found at: http://www.sjsu.edu/gape/forms/award_degree.pdf
17. Schedule and present Project/Thesis Defense.

When you pass your Project/Thesis Defense, make all necessary revisions to the Project report or thesis, as required by the Reading Committee.

The Department's Thesis/Project Evaluation Form must be filled out by your Technical Advisor and Reading Committee members, and submitted to the Graduate Coordinator.

For theses, follow the guidelines issued by the Office of Graduate Studies and Research: <http://www.sjsu.edu/cgs/current-students/thesis-and-dissertation-information/index.html>

Submit the thesis with the signature page to the Office of Graduate Studies and Research by the deadline. **Submit an identical electronic copy to the BME Graduate Coordinator.**

Please note that the deadline for thesis submission is generally 6 weeks before the end of the semester. Check the Office of Graduate Studies and Research website for specific deadlines.

For projects, the guidelines for formatting and approval signatures are the same as for a thesis. Contact the BME Graduate Coordinator for the signature page for Project Reports. It is different from the one for theses.

Submit one electronic copy of the Project Report, with the completed signature page as "page ii" to the Graduate Coordinator.

18. **Clear your BME 298 and/or BME 299 grades.** Please contact your BME 298 and/or BME 299 instructor and make sure that the appropriate Change of Grade Form has been submitted. Provide your instructor with the following:
- a. A complete list of the BME 298 and/or 299 units you had signed up for, including the semester in which you signed up for these units and the number of units you signed up for each time and
 - b. Your full name, student identification number, and mailing address. The final grade reported should be "CR" for credit.
 - c. Please note that if you do not complete your project/thesis within the specified time, you will receive "RP" grades, and for subsequent semesters you **MUST** enroll in **BME 1290R**. If you do not, your graduation will not be cleared by GAPE.
19. **Verification of Culminating Experience form.** This will be completed and submitted to GAPE by the BME Graduate Coordinator only upon completion of all the project/thesis requirements listed above.
20. If you submitted a thesis, make all corrections that the Office of Graduate Studies and Research requires, and resubmit by the deadline specified.
21. There will be occasions when other forms might need to be filed. Consult the Graduate Coordinator.

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