M.S./Ph.D. Graduation Checklist
Department of Biomedical Engineering

☐ Post-graduation contact info (for internal/assessment use only, will not be given to third parties)
When scheduling the final exam, students need to send the following information in the body of an email to bmengradadvisor@tamu.edu:

- UIN
- Name
- Email Address (non-TAMU account)
- Your New Mailing Address (include country if not U.S.)
- Phone #
- Status (Domestic or International)
- Ethnicity
- Post Graduation Plans (include employer and position title, if applicable)

- Committee Chair
- Degree(s) Obtained in BMEN at TAMU
- Additional Degrees & Where Obtained prior to beginning the graduate program (bachelor’s/master’s)
- # of Publications Submitted to Refereed Journals During your Time Here (does not have to be first-author papers)

☐ Proof of journal submission (Ph.D only):
Prior to scheduling the exam, students must have submitted at least one article to a refereed, archival journal. Proof of the journal submission is required in order to obtain the department head’s signature on the Request and Announcement of the Final Exam form. This proof should be presented when obtaining the program coordinator’s initials on the Request and Announcement of the Final Exam form. (Proof can be in the form of a confirmation email, journal citation, etc.)

☐ Request and Announcement of the Final Exam to OGS:
(form can be downloaded from http://ogs.tamu.edu/forms/student-forms)

- Coursework completed – No Grades of I, F, or D (Incompletes in 691 are acceptable)
- GPRs 3.0 or above
- Passed Preliminary Exam (Ph.D. only)
- Submitted proposal

Problems/Need to Correct:

☐ Information for Final Defense Flyer:
Thesis/Dissertation Title:
____________________________________________________________________________
________________________________________________________________________
Committee:______________________________________________

Date: __________ Location: _________________________________

Additional Info to be Submitted to bmengradadvisor@tamu.edu:
- Dissertation Abstract
- List of Publications
- Vita (paragraph) – Example: John Doe received his B.S. and M.S. from ABC University. His current research focus is on…… He is a graduate assistant in the ABC Laboratory working under the supervision of Dr. Suzy Smith. The title of his M.S. thesis was…..

Approved: ______________ Date: __________
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☐ Request and Announcement of the Final Exam to OGS:
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- ___ Coursework completed – No Grades of I, F, or D
- ___ GPRs 3.0 or above
- ___ Completed Internship
- ___ Completed Final Project
- ___ Passed Final Exam (Oral Presentation of Student’s Final Project)

Problems/Need to Correct:


Approved: ___________________________ Date: ____________