APPENDIX E

BME & PKU Graduate Student Checklist
Atlanta Campus

This checklist includes the major steps that must be completed and documents submitted by each BME graduate student. The timeline/deadlines for all forms are described in the relevant chapters of the handbook and/or published on the websites of the responsible departments.

The recipients for the various documents are designated in parentheses as follows: GPM – Graduate Program Manager, GT Grad – GT Graduate Office, GT Reg – GT Registrar, EU Grad – EU Graduate School, EU Reg – EU Registrar, OSP – GT Office of Sponsored Programs, PKU GPC – PKU Graduate Program Coordinator (Beijing campus). Items designated as PKU are applicable only for students in that program.

All forms that require departmental approval must be given to the GPM at least two weeks in advance of the published deadlines. Copies of ALL completed/signed forms must be given to the GPM for the student’s file in the BMED Academic Office.

☐ Final Admission Paperwork (GT Grad)
☐ PKU Admission Paperwork (PKU GPC)
☐ Online Student Support Form (must be updated each semester)
☐ Faculty Advisor Assignment
☐ Program of Study (GPM)
☐ Qualifying Exam – Honor Code Pledge & Academic Profile (GPM)
☐ Thesis Committee Approval Request (GPM)
☐ Proposal Announcement (GPM & PKU GPC)
☐ Proposal Document to Committee
☐ Proposal Presentation
☐ PKU BME Project Initiation Form (OSP & GPM)
☐ PKU Travel to Beijing Campus (GPM & PKU GPC)
☐ Admission to PhD Candidacy or Master’s Thesis Topic: ☐ GT (GPM) ☐ PKU (PKU GPC)
☐ Milestones Evaluation Forms - Proposal (GPM) – 1 from each thesis committee member
☐ Doctoral Minor (GPM)
☐ PKU Research Update Confirmation (PKU GPC)
☐ Applications for Graduation/Degree: ☐ GT (GT Reg) ☐ EU (EU Grad) ☐ PKU (PKU GPC)
☐ Thesis Defense Announcement (GPM & PKU GPC)
☐ Thesis Draft to Committee
☐ Thesis Defense
☐ Thesis Approval forms: ☐ BME Milestones Evaluation Forms - Defense (GPM) – 1 per thesis committee member
☐ GT Certificate of Thesis Approval (GPM) – 2 originals for PKU students
☐ EU Approval Sheet* (EU Grad) – submit to Emory with other documents noted below

☐ Thesis Submission:
☐ Georgia Tech (GT Grad):
☐ Students should follow all instructions in the thesis manual online at
http://www.gradadmiss.gatech.edu/theses-dissertations. For any documents requiring that the name of the institution be included, students should add Georgia Institute of Technology and Emory University (and Peking University, as applicable).
Emory (EU Grad): Only 3 items are required to submit directly
- EU Approval Sheet*
- EU Distribution Agreement
- EU Exit Survey Certificate — print after completion of survey found online at [http://www.gs.emory.edu/academics/completion/index.html](http://www.gs.emory.edu/academics/completion/index.html)

Georgia Tech Enrollment Waiver, if applicable (GT Grad)

PKU Students should check with the PKU GPC for all instructions related to thesis submission & degree completion for Peking University

*NOTE: Submit plan for next career step to GPM via email at this time.

Commencement Attendance Notification: Inform GT if attending (GT Reg)
- Inform Emory if NOT attending (EU Grad)
- Inform PKU if NOT attending (PKU GPC)