

# 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>

- 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)