MS Thesis and PhD Dissertation Committee Guidelines

MS Thesis Committee:

- After identifying a research advisor and project, each student forms a thesis committee.
- The MS Thesis Committee must have a minimum of three (3) members. Two members must be from the BME primary (tenured or tenure-track faculty) and one must be from outside the department (BME affiliated or research faculty and research associates with a PhD and sufficient experience may count as the “outside” member). Any of these three members can be the research advisor.
- A student cannot propose and defend their thesis in the same semester.
- The MS program should take approximately two years to complete. An MS student must complete within four years from matriculation.

PhD Dissertation Prospectus Committee:

- By the end of the sixth semester in the program, PhD candidates are required to form a Prospectus Committee and defend the dissertation prospectus.
- The PhD Prospectus Defense Committee must consist of at least four (4) members:
  - Two members must be from the primary BME faculty
  - One member must be from the College of Engineering but outside of the BME department (BME Affiliated faculty, Research faculty and Research Associates with a PhD and sufficient experience may count as the “outside” member)
  - One member must be from a different department or institution
- The PhD candidate’s research advisor will be the Chair of the Prospectus Committee. If the research advisor is not a primary BME faculty member, the BME co-advisor will serve as Chair. Membership of the Committee constitutes the nucleus of the Dissertation Defense Committee.
- It is the PhD candidate’s responsibility to schedule progress report meetings at least once per year with their Committee after completion of their prospectus. The Post-Prospectus Committee Meeting Report is available via the BME website and should be submitted to Christen Bailey immediately following the meeting.

PhD Dissertation Defense Committee:

- The Final Oral Exam/Dissertation Defense Committee consists of a total of five (5) members:
  - Two members must be from the primary BME faculty
  - One member more must be from the College of Engineering but outside of the BME department (BME Affiliated faculty, Research faculty and Research Associates with a PhD and sufficient experience may count as the “outside” member)
  - One member must be from a different department or institution
- For the Dissertation Defense Committee, the student is responsible for identifying and securing the five committee members and submitting the Final Oral Exam Form at least two weeks prior to their defense date. The Chair is appointed by Christen Bailey and will be a primary BME faculty member, selected from the student’s committee of five faculty, who is not the research advisor or BME co-advisor.
- The PhD candidate has five years to complete the degree after achieving candidacy (passing the oral qualifier exam and meeting the math requirement).