



## Bioengineering Master's Program Milestones

### Prior to First Semester

- Speak to the Bioengineering Graduate Advisor (Professor Sam Kassegne) to set class schedule and determine if any prerequisite or additional courses are necessary.
- Enroll in first semester courses. Use the following document as a guide. [Link](#).

### Selection of Graduate Research Advisor (PI)

- Graduate Research Advisor (PI) should be a faculty member in Bioengineering or Mechanical Engineering.
- The selection should be made – latest – by the end of the first year, and preferably at the end of the first semester. The selection of a PI beyond the first year may significantly delay graduation.

### Submit an Official Program of Study

- Should be completed at the beginning of the second year; but no later than the semester prior to intended graduation.
- Allows for the advancement to candidacy, application to graduate, and enrollment in M E 797 (Research) and 799 (Thesis).

### Submit an Appointment of Thesis Committee Form

- Thesis committee contains three members: PI (Chair), a Mechanical Engineering faculty member, and a faculty member from a department outside Mechanical Engineering.
- Should be completed at least one month before intended thesis defense date.
- This form can be collected from the office of Division of Graduate Affairs.

### Apply to Graduate

- In order to graduate in a given semester, you must be enrolled in M E 799 (thesis) either through the university, or extended studies, have paid the \$65 graduation fee for that semester, and have completed your official Program of Study by the end of the semester.

### Thesis Defense

1. Prior to your defense, the following need to be completed.
  - Schedule a date and time with your three committee members for your thesis defense. The defense normally takes approximately one hour.
  - Reserve a room for your thesis defense through the Mechanical Engineering office.
  - Email your completed thesis to the committee members at least ten days before your defense date.
  - Invite your colleagues.
2. After completion of your thesis defense
  - Submit the signed signature page to Montezuma Publishing.
  - Fill out the "[Report of Final Examination or Thesis Defense](#)" form and submit to Graduate Affairs after getting it signed by Bioengineering Graduate Advisor. [Direct Link](#).
  - Email the final copy of your thesis to [thesis@aztecmail.edu](mailto:thesis@aztecmail.edu), and indicate if you want a formatting service (currently \$3 per page) or are submitting your thesis for review (currently \$50).
  - Finally, once the formatting/review is finished pay for one (or more if you want a personal copies) to be published.