

The Checklist for Graduate Study in Biomedical Engineering at Brown University

THIRD YEAR & ONWARD/THESIS DEFENSE (for PH.D.):

- ❑ Classes:
 - Register for the BIOL 2230/40 seminar course every semester and present once every academic year
 - After fulfilling the 2-2-2 requirement, register for 3 credits of independent study with your advisor each semester (This makes 4 credits with the addition of BIOL 2230/40)
- ❑ Hold yearly committee meetings (include your external reader, if you have one, using remote technology)
- ❑ Submit yearly progress reports to adviser, thesis committee members, and BME administrator (BME@brown.edu)
 - Use [annual progress report form](#). Additional information should be provided to your committee at their request.
- ❑ Schedule a pre-defense to occur 1-3 months prior to planned, thesis defense
 - Reserve a room and equipment and notify the BME administrator (BME@brown.edu)
 - External reader, if you have one, is not required to attend this meeting but is encouraged.
- ❑ Thesis defense:
 - Register for dissertation credits
 - Schedule thesis, reserve a room and equipment, and notify the BME administrator (BME@brown.edu)
 - Complete the required graduate program paperwork before defense date, contact the BME administrator for details
 - Submit your acid-free paper printed and bound thesis to the Graduate School by the required date, set by the Graduate School.
- ❑ After your defense, turn in building keys, lab notebooks, data, and anything else you need to leave behind at Brown.
- ❑ Complete the Exit Documentation required by the Brown Graduate School (contact the Graduate School for details)
- ❑ Communicate your post-graduate plans to the BME administrator (BME@brown.edu)
- ❑ Request that everyone call you “Doctor” from now on