

Bioengineering Graduate Tasks/Checklist

Timeline	Action item	Submit to	Student	Advisor	Advisory committee	Track committee
Enroll	Meet with advisor and declare track (Track form)	BIOE Grad Student Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 st semester	Evaluation (Form 1)	BIOE Grad Student Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1 st semester	Committee Selection	IROAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2 nd semester	Plan of Study (Form GS2)	IROAR	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 rd semester (early)	Advisory Comm. Mtg. – advise student about topics that must be covered for qualifier (add to Track Form)	Track Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3 rd semester (end)	Selection of 8 qualifier questions from database		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3 rd semester (end)	Selection of 3 project-specific questions		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4 th semester first 2 weeks	Qualifier Exam 5/8 + 2/3 questions	Track Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 th semester	Grade Questions (2 weeks)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4 th semester	Oral qualifier exam (if needed)		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6 th semester	Proposal Defense		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6 th semester	Submit Comprehensive Exam form (Form GS5) & Assessment forms	BIOE Grad Student Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last semester	Dissertation Defense Notice (10 days prior to defense)	BIOE Grad Student Coordinator	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last semester	Final Dissertation Defense	Advisory Committee	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Timeline	Action item	Submit to	Student	Advisor	Advisory committee	Track committee
Last semester	Final Dissertation Defense Results (Form GS7)	BIOE Grad Student Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Last semester (beginning)	Graduation Application	IROAR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last semester	Upload Dissertation - Formatting Review	Graduate School - Manuscript Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Last semester	Upload final approved manuscript	Graduate School - Manuscript Office	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of each semester	Evaluation Forms (Form 2 – Student)	BIOE Graduate Student Services Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
End of each semester	Evaluation Forms (Form 3 – Advisor)	BIOE Graduate Student Services Coordinator	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Graduate Students must schedule committee meetings every semester and prior to major events such as proposal defense and final dissertation defense to keep committee informed of plans and research progress.
- All documents such as proposal and final manuscript are due to the committee at least 10 days prior to the scheduled defense

Graduate School Deadlines: <http://www.clemson.edu/graduate/students/deadlines.html>