UNIVERSITYof **HOUSTON** | ENGINEERING

Department of Biomedical Engineering

Masters with Thesis Timeline

REQUIREMENT	PAPERWORK	COMPLETION DEADLINE
1. Coursework • Coordinated by student and PI	None	Semester of Graduation
2. Form Thesis Committee • Complete form • Committee: 3 UH faculty min, 5 max • Coordinated by student and PI	Committee appointment form submitted to Graduate Advisor after committee agrees and initials form	By ORD (12th school day) of the semester you plan to graduate.
3. Submit Degree Plan • Coordinated by Graduate Advisor, the student, and PI • The blank degree plan will be completed to ensure degree requirements have been satisfied.	Degree Plan; completed by student and sent to PI, then Graduate Advisor. This document signals all academic degree requirements have been satisfied. Once signed by PI, it is submitted to the Dean's Office by the Graduate Advisor Accelerated Standard	By ORD (12th school ay) of the semester you plan to graduate.
4. Apply for graduation • Students must apply for graduation through their myUH account and student center. • Students should apply for graduation during the semester they plan to defend	Graduation application: submitted by student via student center ($25 fee for on-time; $50 for delayed. After late deadline, student will have to wait a semester to graduate)	Students must apply for graduation during the semester they plan to graduate. The dates are published on the academic calendar.
5. Thesis Defense • Coordinated by student and PI	The passing of the defense is signaled by each committee member by signing the Written Thesis Approval Form. Thesis checklist Thesis template	Students by defend by the specified date and within the semester they plan to graduate. Dates are typically found on the bottom of this webpage.
6. Submit Thesis for Binding • Thesis should be submitted to the Dean's office • They will bind the documents and return to the Graduate Advisor. You will be notified when it is ready.	Binding form	Dates are typically found on the bottom of this webpage.

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