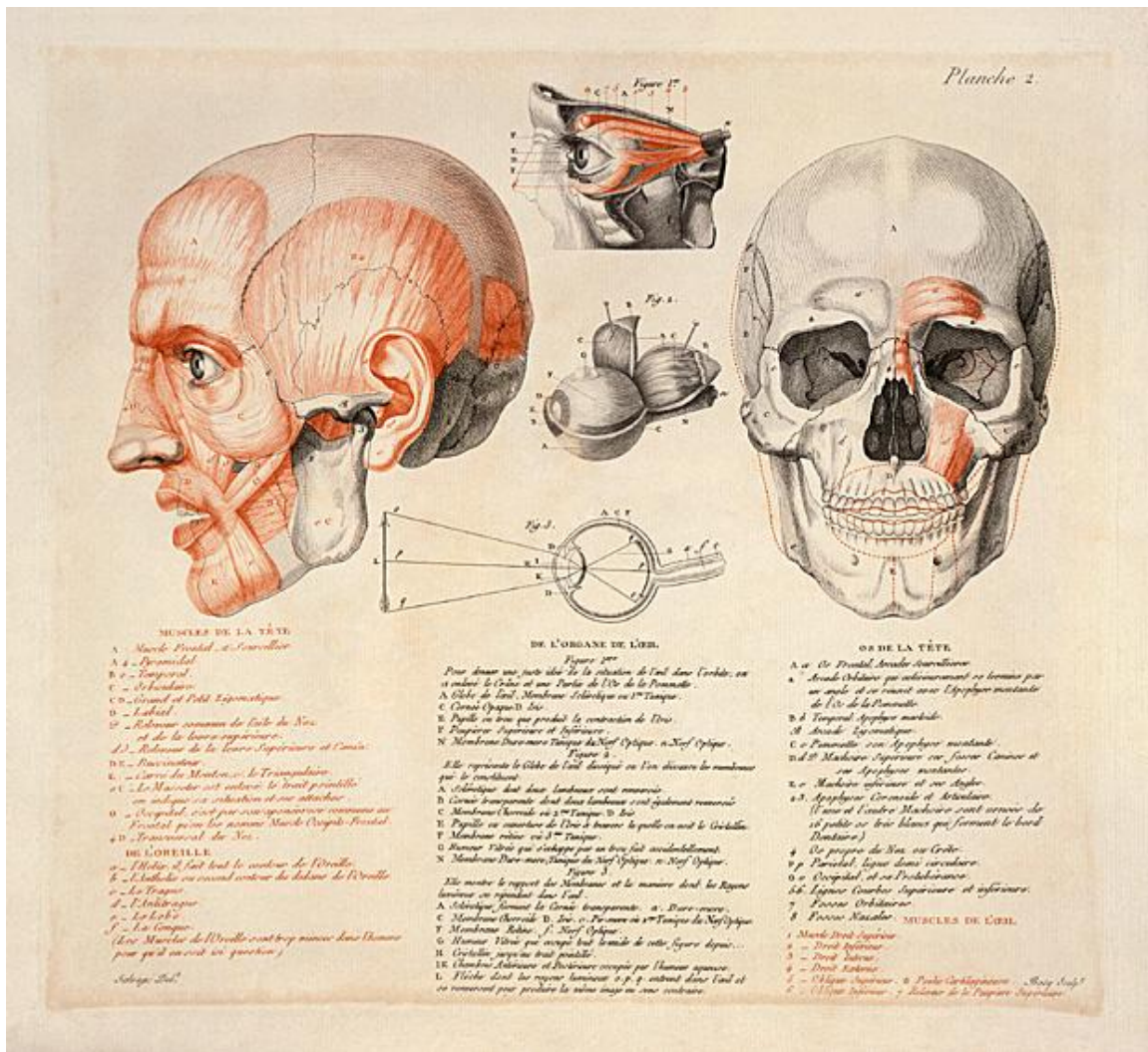


THE BIOMEDICAL ENGINEERING GRADUATE PROGRAM

GRADUATE ADMISSIONS PROCEDURE



UNIVERSITY OF CONNECTICUT

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This document supplements the Biomedical Engineering (BME) Graduate Handbook and the BME Faculty Bylaws, and is meant to clarify the Graduate Application Procedure for incoming graduate students.

1.0 APPLICATION SUBMISSION

All graduate students submit a complete graduate application with application fee directly to the Graduate School. Also, three Letters of Recommendation and a Personal Statement are sent to the Graduate School. The Letters of Recommendation should be from individuals familiar with the academic and industry performance of the candidate.

1.1 Expected Applicant Background

Students with a B.S. degree in either engineering or physical sciences or mathematics are welcome to seek admission to the BME Program at the University of Connecticut. Students with life science undergraduate degrees admitted into the BME graduate program must take remedial course work in basic and advanced engineering and mathematics; these courses do not count toward the graduate program degree requirements. Students with engineering (non BME) undergraduate degrees admitted into the BME graduate program must take undergraduate course work in life sciences and biomedical engineering; these courses do not count toward the graduate program degree requirements.

1.2 Application Form and Preliminary Review of Applications

An application form for graduate study is available online at:

<http://www.grad.uconn.edu/apply.html>

The BME graduate program does not require or review preliminary applications. All students interested in applying to the program (domestic and international students) should download the application as if their address was within the United States. Hard copies of the application forms may be obtained by writing to:

Graduate Admissions
Whetten Graduate Center
438 Whitney Road, Unit 1006
University of Connecticut
Storrs, CT 06269-1006

The application form, fee, and transcript should be sent to the Graduate School at the above address.

There are no areas of concentration in the program selectable from the online application. However, we do have the following areas of concentration in the program:

Biochemical Engineering
Biomaterials
Biomechanics
Bioinstrumentation
Biosensors
Biotechnology
Bioinformatics
Cellular and Tissue Engineering
Clinical Engineering
Ergonomics
Imaging and Biosignal Processing
Physiological and Biomedical Modeling.
Rehabilitation Engineering

Applicants are also required to submit to the Graduate School:

- ❑ Three letters of recommendation (preferably from members of the academic profession)
- ❑ A personal letter from the student describing their interest in biomedical engineering and any other information that might be helpful for evaluation purposes

In your personal statement indicate the area of concentration you wish to pursue selected from the following list: Biochemical Engineering; Biomaterials; Biomechanics; Rehabilitation Engineering; Ergonomics; Bioinstrumentation; Biosensors; Biotechnology; Cellular and Tissue Engineering; Clinical Engineering; Imaging and Biosignal Processing; Physiological and Biomedical Modeling. In addition to selecting an area of concentration, applicants to the Industrial Internship Program should also write *Industrial Internship Program*.

Graduate applications are received throughout the year and processed as they are received.

1.3 Required Documents In The Application Package

1.3.1 GRE

Graduate applicants with a degree outside of the United States or Canada are required to submit a GRE Score for Verbal, Analytical and Quantitative. Usually, the program expects a score in the upper 700's out of 800 in the Quantitative test as a measure of suitability.

Generally, applicants without the required GRE are not evaluated until the scores are received from the applicant or GRE directly. The UConn institutional code number for the GRE is 3915.

1.3.2 TOEFL

Non-English speaking applicants must also take the TOEFL and meet the minimum Graduate School score of 550. The application for candidates not meeting this requirement are not released by the Graduate School until the minimum score is satisfied.

1.3.3 Official Transcript Evaluation Form from the Graduate School

The Graduate School provides an analysis of the transcript provided by the student and makes recommendation as to the admission classification of the applicant (Too Low for admission, Regular, Provisional (MS only) and Language Conditional). An analysis by the Graduate School translates the GPA from the student's transcript to a 4.0 scale. The minimum GPA to be considered for entry into the BME Graduate Program is 3.0 out of 4.0. Most of the applicants who enter the program have substantially above a 3.0 GPA.

1.3.4 Application Processing Fee

A non-refundable application fee must accompany the application. It may not be applied toward other charges. This fee must accompany every application submitted and may not be waived. The only exception is for individuals applying for the doctoral degree program after having completed a MS degree in BME from UConn.

1.3.5 Letters of Recommendation and Personal Statement

An application package without *Letters of Recommendation* and a *Personal Statement* is generally not sent out for evaluation by the Graduate Admissions Committee until these items are received. On rare occasions, a graduate application package is distributed for review by the Graduate Admissions Committee without the Letters of Recommendation and Personal Statement.

1.3.6 Exceptions

On occasion, a student is admitted as a Provisional Graduate Student to the BME Master's Graduate Program with a GPA slightly below a 3.0 due to extenuating circumstances. When this happens, a detailed memo is sent to the Graduate School by the BME Program Director with a request to waive the minimum GPA of 3.0. Provisional graduate students are not eligible for any financial assistance and must maintain a GPA at or above a 3.0. When the provisional graduate student has completed 12 credit hours of course work with a GPA at or above a 3.0, the student is then admitted into the Regular Graduate Program and is then eligible for financial support.

2.0 FINANCIAL SUPPORT

Financial support is offered by the BME Graduate Program in the form of research assistantships. Research assistantships are provided directly from the BME faculty. Applicants communicate directly with the faculty members who best match their research

interests to learn about research assistantship opportunities. **There is no financial aid form used by the BME graduate program.**

3.0 INTERNATIONAL APPLICANTS

Students who are not United States citizens or permanent resident aliens must meet additional requirements before their admission is finalized.

1. They must present documentary evidence of their ability to meet all expenses for at least the first year of study and an acceptable plan for financing the remainder of their program.
2. Students whose native language is not English must show evidence of proficiency in the English language by having earned either a computer-based score of at least 213 or a written score of at least 550 on the TOEFL (Test of English as a Foreign Language), administered by the Educational Testing Service, Princeton, New Jersey 08541-6151. University policy requires that all graduate students who will be serving as teaching assistants will be required to present evidence of competence in spoken English. This may take the form of a score of 50 or better on the Test of Spoken English if the student does not hold a degree from an Anglophone college or university.
3. The Graduate Record Examination General Test is required.

4.0 DOMESTIC APPLICATION DEADLINES

Students are advised to file the application for admission several months in advance of the first semester of course work. All credentials, including official transcripts covering all undergraduate and graduate work taken up to the time of application, as well as the non-refundable processing fee, must also have been received in the Graduate Admissions Office by these dates. Because research assistantships are filled far in advance of the international application deadline for fall and spring admission, prospective students are encouraged to submit their applications for admission as early as possible.

5.0 INTERNATIONAL APPLICATION DEADLINES

Applications and credentials from all international students, except permanent residents of the United States, must be received by the Graduate Admissions Office by April 1 for the fall semester and by October 1 for the spring semester. Because research assistantships are filled far in advance of the application deadline for fall and spring admission, prospective students are encouraged to submit their applications for admission as early as possible.

6.0 GRADUATE ADMISSIONS COMMITTEE

The admission process is managed by the BME Graduate Admission Committee. The current Graduate Admissions Committee consists of all members of the BME Graduate Program. The

current Chair of the Committee is the BME Program Director. The committee may subsequently have separate subcommittees for admission of M.S. and Ph.D. students. This committee develops criteria and streamlines the procedures for admission of students to the BME graduate program. Admission criteria must be voted on and approved by the BME faculty.

In the future, selected members of the BME Graduate Faculty will serve on the Graduate Admissions Committee with representatives from all BME tracks. A Graduate Admissions Chair will be elected from this Committee, and the Committee will assume all responsibility for admitting graduate students.

All applications are eligible to be reviewed by the entire Faculty. However only the Faculty in the BME track of the applicant are expected to evaluate the application. The Graduate Admissions Committee will decide on admissions based on Faculty input, and assign a major advisor for each graduate student upon consent of the Faculty member.

7.0 REVIEW OF GRADUATE APPLICATIONS

- The Program Assistant creates a PDF document for each complete application to the BME Graduate Program.
- The Graduate Admissions Chair initially reviews the application to ensure minimum program standards.
- The PDF Graduate Application is placed in a secure location and faculty are sent an email with a request to review the application if it is in their field of interest or concentration. The message that is sent with the to the faculty is listed in Figure 1.
- The review of the application takes approximately 10 minutes.
 - **Section A.** Faculty provide a qualitative description of the adequacy of the candidate. Comments concerning GPA, GRE, TOEFL and past experiences are usually noted here.
 - **Section B.** An admission recommendation is provided. Unless there is something uniquely wrong (GPA is above a 3.0 but the GRE or TOEFL is below normal standards), most candidates are given the “Accept-Regular” recommendation. Students who have a GPA at or above a 3.0, and adequate GRE and TOEFL, are not eligible for the “Accept Provisional” recommendation.

Candidates without the prerequisite backgrounds (e.g., Biology Undergraduate BS Degree) can be admitted to the “Regular Program” as long as the minimum GPA, GRE and TOEFL requirements are satisfied, but remedial coursework is necessary before starting the Graduate Program; the recommended remedial courses should be listed in Section C.

Students who do not meet the minimum standards are given the “Reject”

BME Faculty,

Please complete the evaluation form below and return it back to me. Complete only sections A and B if you recommend rejection.

Reviewer's Name:

A. Reviewer's Overall Impressions of Candidate

B. Recommendation (Check one of the following)

- Reject
 Accept-Regular
 Accept-Provisional

Note: Use Provisional only for applicants with less than a 3.0 GPA

C. Coursework That Should Be Taken Before Beginning Graduate Program

D. Advise (Check one of the following)

- Want to Advise
 Willing to Advise
 Others

E. Detail Funds Available to Support the Applicant

Figure 1. Email Message Requesting Review of Graduate Application

recommendation. Typically, one faculty recommending “Reject” is sufficient for rejection of the application unless there are compelling reasons to further consider the application.

- **Section C.** Here remedial coursework is listed that is required before the candidate begins the BME Graduate Program. Many times, students can take a few remedial courses concurrently with the BME Graduate courses. Students without a BME BS typically need to take some undergraduate life-science and BME courses (those with an Engineering BS) or BME (and others) courses (those with a life-science BS). The purpose of the remedial coursework is not to provide a BS degree in the area, but provide sufficient background necessary to complete the BME Graduate Program successfully.
 - **Life Science Backgrounds.** Students should all have a minimum of 3- semesters of calculus plus a course in differential equations. In addition, 1-year of chemistry, and at least a semester of biology and organic chemistry is required.

Physiological Modeling (BME 3100), Statics & Dynamics for BMEs (BME 3150), Electrical Circuits (ECE 2001W), Materials Science & Engineering I

Decisions as to who will be the major advisor when several Faculty wish to work with a graduate student are based on input from the candidate and the financial package given to the candidate.

Every Graduate Student must have a major advisor before being admitted into the program. If no major advisor is identified after evaluation by the Faculty, then the student is "Rejected" automatically. The rejection of students without a major advisor takes place at the end of each academic year in May.