All students who intend to graduate at the end of the semester must apply for graduation through the Student Admin/PeopleSoft system. Information on how to apply for graduation can be found on the Graduate School's website.

All BME Graduate Students must use the BME Graduate Conferral Checklist, found on the BME Graduate Program website at http://www.bme.uconn.edu/graduate-forms-documents.php. This form only goes to the BME Office, it does not get submitted to the Grad School. Along with the checklist, Master's students must submit the following to the BME Program Office:

A final Plan of Study, signed by your major advisor and at least two associate advisors, must be submitted and approved by the graduate program director in order to graduate. The plan of study form can be found at http://grad.uconn.edu/forms.html Plans of study must be completed and submitted to the BME Office in Bronwell 217 with original signatures. Your Plan of Study must be approved before the Report on the Final Exam (below) can be approved by your advising committee.

The Report on the Final Exam must be submitted after a final plan of study has been approved. The date of the exam, results of exam must be on the form. The Report must be approved by the same advisors as your plan of study.

The Report on the Final Exam form can be found at http://grad.uconn.edu/forms.html If you are Master's Plan A or PhD student, the Report on the Final Exam is your thesis/dissertation defense. The Report must be submitted after your defense.

PhD students must follow the information contained on the Graduate School website under "Current Students", "Doctoral Degree Programs" and "Dissertation Information" for all required documents that the BME office and Graduate School require.

The Conferral Checklist should also be submitted after the defense. The Report on the Final Exam must be completed and submitted to the BME Office in Bronwell 217 with original signatures.

Report on the Final Examination for the Master's/Doctoral Degree: an additional signature of the Program Director was added at the bottom. For the Graduate School, this replaces the Key Clearance Form. If the Program Director does not sign this line (because a student has not returned his/her keys, etc) then awarding of the student's degree is delayed until signed.

Clearance Notice: This form is now required only within the SOE/IMS. This form should NOT be sent to the Graduate School. The original should be kept by the Department/Program. This form must be submitted whether or not you have ever borrowed a key. If you have not borrowed keys, you may submit this form at any time before the end of the semester. If you do have keys, submit the form after you have returned the keys but before the deadline for paperwork submission.

The Graduate Student Survey is attached to this email for your convenience. Please also fill this out and hand it in to the BME Office.

Thesis Plan A students and doctoral students should read the specification and submission requirements under "Thesis Information" and "Dissertation Information" on the Graduate School website under "Current Students".

Information from the Grad School Website:

Apply for Graduation

Degree Completion Information

Degree conferral requires that the student be in good academic standing and that all requirements for the degree have been completed satisfactorily on or before the last day of the conferral period. Although there is only one annual graduate Commencement ceremony in May, degrees are conferred three times each year – in August, December, and May. For information about attending the Commencement ceremony, go to www.commencement.uconn.edu.

Students who qualify for degree conferral receive their diplomas by mail, normally within four months following conferral.

Planning to complete a degree this semester?

The application for graduation process is handled through the UConn Student Administration System. We will use this information to complete your degree, to mail your diploma to you, and to communicate with you in the future. To apply for graduation, log in to the Student Administration System and complete these steps:

1. **Apply for graduation**:
   Follow the instructions in this link
   http://www.peoplesofthelp.uconn.edu/student/st12cs90.html to submit your application for graduation.
2. **Check your name for correct spelling and form**:
   Follow the instructions in this link
   http://www.peoplesofthelp.uconn.edu/student/st18cs90.html to modify your name.
3. **Check your current mailing address**:
   Follow the instructions in this link
   http://www.peoplesofthelp.uconn.edu/student/st17cs90.html to modify your addresses. If you are planning to move following completion of your degree, enter your new address and the date your new address will be effective.
4. **Let us know your post-graduation plans**:
   Follow the instructions in this link
   http://www.peoplesofthelp.uconn.edu/student/st21cs90.html to add a work experience. Enter your employer's name, country, city, and state, along with your start date and job title. If you do not know all the information, complete as much as possible.

5. **Review your Records**:
   You should review your transcript to ensure that grades are posted for all courses listed on your plan of study. If any grades are missing or reflected as Incomplete, you should contact the instructor of the course to resolve the grade.

6. You should also review your plan of study to ensure that all courses listed on the plan accurately correspond to your transcript. If they do not, you will be required to submit a "Request for Changes in Plan of Study" form to the Graduate School.

IMPORTANT:

Refer to the Graduate School Academic Calendar for specific deadlines for submitting documentation required for your degree.

Refer to the Graduate School web page
http://graduatecatalog.uconn.edu/academic-calendar.html that corresponds with the degree/certificate you are planning to complete for information regarding the documentation that is required for a successful audit of your records.