

PhD Course Planning

Part 1 – Instructions & Policies

PhD students and their faculty advisor review the PhD Course Planning form together during the first semester of study. Part 2 is to be completed, and a copy of the completed form is due to the Academic Coordinator **by October 15 for Fall admits**, and **March 15 for Spring admits**. A copy should be retained for the student and advisor. This form is meant to be a guideline to follow in order to graduate within 4 years. If major changes to the course plan are to be made, an updated Course Planning Worksheet should be completed and submitted to the department.

PhD Coursework Formula:

LECTURE	INFORMAL (optional)	DISSERTATION	TOTAL
30 Credits	12 Credits (max) *	12-30 Credits (max)**	
4 BE courses required = 12 cr. (Including BE 501 and BE 502) Additional credits can be BE courses and/or <u>approved</u> outside BE courses	BE 598 Individual Problems <i>and/or</i> BE 596 Graduate Internship	BE 699 PhD Dissertation	72

*If no informal courses are taken, those credits must be made up from additional lecture courses.

**No more than 30 credits of Dissertation will count toward degree. If less than 30 credits of Dissertation are taken, the remaining credits must be made up from additional lecture courses.

Credit Enrollment with Assistantships:

- Teaching/Research Assistants – cannot register for more than 12 credit hours per semester.

Full-Time Enrollment:

- Students must be registered full-time (9 credits with assistantship, 12 credits without assistantship) each semester for at least 2 semesters. Students needing full-time status certification for purposes of immigration status, student loan, etc. will not be approved until the Preliminary Exam is passed. The Preliminary Exam is not completed until at least 2 semesters of full-time study have been completed.

Planning Your Enrollment:

- Typically, PhD students should take full lecture course enrollment for the first 2 semesters
- Dissertation credits commonly begin in the 2nd year of the program
- Below are a few examples of 4-Year Credit Completion Plans for PhD students:

Fall 1	Spring 1	Fall 2	Spring 2	Fall 3	Spring 3	Fall 4	Spring 4
12 credits	12 credits	12 credits	12 credits	9 credits	9 credits	3 credits	3 credits

Fall 1	Spring 1	Fall 2	Spring 2	Fall 3	Spring 3	Fall 4	Spring 4
9 credits							

Master’s Degree Credit

- Students who are currently active in, or have completed, a Master’s degree program must follow the policies on the BME website regarding **Course Sharing and Use of Prior Coursework**, and **Outside UB Transfer Credits**. Please work with the BME Academic Coordinator to ensure your course planning meets all requirements.

Part 2 – BME PhD Course Planning Worksheet

Student Name: _____ Person Number: _____

Faculty Advisor Name: _____ Term/Year Admitted: _____

Year 1 – Semester 1		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
BE 501	Human Bio for Biomed Eng	3
<i>Total Credits:</i>		

Year 1 – Semester 2		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
BE 502	Quantitative Analysis in BE	3
<i>Total Credits:</i>		

Year 2 – Semester 1		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Year 2 – Semester 2		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Year 3 – Semester 1		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Year 3 – Semester 2		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Year 4 – Semester 1		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Year 4 – Semester 2		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
<i>Total Credits:</i>		

Student Signature: _____

Advisor Signature: _____

Date Completed: _____