Milestones of BMI Master’s (MS) Degree Requirements
Arizona State University Biomedical Informatics Program

**MS students:** Check the box next to the milestones you have completed to date. Please review future milestones with your faculty advisors.

*Important Milestones in the Master of Science Plan of Study*

**YEAR ONE**

**Fall**
- Meet with faculty program advisor (assigned at new student orientation) and preliminary research advisor (assigned at new student orientation)
- Meet with Academic Advisor Coordinator to create Plan of Study
- Register for BMI 501, BMI 502, BMI 504, and BMI 570
- Investigate/ apply for grant, fellowship, and funding opportunities outside of the Department and ASU

**Spring**
- Register for BMI 505, BMI 570 and two BMI electives
- Meet with faculty program advisor and research advisor to discuss first semester experience and research interests based on initial coursework
- By March 3 – Identify supervisory committee chair
  - Chair (BMI Core Faculty):
  - Member (BMI Core Faculty):
  - Member (BMI Core Faculty):
  - Member (optional):
  - Member (optional):
- By end of semester – identify supervisory committee
- By end of semester - submit Plan of Study (iPOS) online.
- By end of semester – Submit Scientific Paper Prospectus to supervisory committee
- Obtain approval of Scientific Paper Prospectus from supervisory committee and get approval to register in BMI 592 for summer/fall

**YEAR TWO**

**Fall**
- Meet with faculty program advisor and research advisor to review progress and Plan of Study
- Enroll in BMI 540, BMI 592 and BMI electives
- Meet with Academic Advisor Coordinator to review Plan of Study
- Conduct research after registering for BMI 592

**Spring**
- Meet with faculty program advisor and research advisor to review Plan of Study
- Enroll in BMI 592 and other BMI electives
- Meet with supervisory committee to discuss research and scientific paper progress
- By Feb/March deadline- Apply for graduation through myASU. For important graduation deadlines, see [http://graduate.asu.edu/graddeadlines.html](http://graduate.asu.edu/graddeadlines.html)
☐ Scientific Paper: At least four weeks prior to commencement, submit draft of scientific paper to supervisory committee members for review. Allow two weeks for supervisory committee members to provide suggestions for revision.
☐ Revise scientific paper to incorporate comments of members of the supervisory committee.
☐ Submit revised scientific paper to supervisory committee for final review allowing at least 1 week for review of the revision.

☐ Obtain signatures of members the supervisory committee on Report of Final Master’s Culminating Experience approving the final revised scientific paper
☐ Submit approved scientific paper to BMI Chair for approval.
☐ Obtain signature of BMI Chair signature on Report of Final Master’s Culminating Experience.
☐ Submit Report of the Final Master’s Culminating Experience to Academic Advisor Coordinator who will forward to the Graduate College
☐ Submit approved scientific paper to Academic Advisor Coordinator

Discuss any remaining questions you may have about degree requirements with your Faculty Program Advisor or the BMI Academic Advisor Coordinator.

Signatures:
Student: _____________________________________________ Date: _____________________
Faculty Program Advisor: _______________________________ Date: _____________________
Faculty Research Advisor: _____________________________ Date: _____________________