Milestones of BMI Doctoral (PhD) Degree Requirements
Arizona State University Biomedical Informatics Program

PhD Students: Check the box next to the milestones you have completed in Section I and Section II. Please review future milestones with your faculty advisors.

Section I: Important Milestones in the Doctoral Plan of Study

Each Semester
❑ Meet with faculty research advisor/supervisory committee chair to assess progress
❑ Meet with Academic Advisor Coordinator to develop/monitor Plan of Study

Each Fall
❑ Investigate/apply for grant, fellowship, and funding opportunities outside the department and ASU

Each Spring
❑ Seek out summer internship/research opportunities

Section II: Sample PhD Plan of Study: No Transfer of Credits

YEAR ONE
Fall
❑ Meet with faculty program advisor (assigned previously) AND preliminary research advisor
❑ Meet with Academic Advisor Coordinator to create Plan of Study if possible (no later than March of spring semester if not in fall)
❑ Register for BMI 501, BMI 502, BMI 504, and BMI 570
❑ Investigate and apply for grant, fellowship, and funding opportunities outside of the School and ASU

Spring
❑ Register for BMI 505, BMI 515, BMI elective and BMI 570
❑ Meet with faculty program advisor and Research advisor to discuss first semester experience and research interests based on initial coursework
❑ By March 1 – Identify supervisory committee chair
  Select dissertation committee (three members)
  Chair (BMI Core Faculty): ____________________
  Member (BMI Core Faculty): ____________________
  Member (BMI Core Faculty): ____________________
  Member (optional): ____________________________
  Member (optional): ____________________________

YEAR TWO
❑ Register for BMI 540 and two BMI electives
❑ Identify additional members of supervisory committee
❑ By March 1: submit Plan of Study online. Print out the course page and signature-approval page. Gather signatures and submit pages to Academic Advisor Coordinator for approval.
YEARS THREE, FOUR, FIVE

- Register for additional BMI electives
- TA 2 courses (BMI 560)
- Prepare for Comprehensive Examination: Compile bibliography with 600 word proposal and submit to supervisory committee for approval
- Take and pass comprehensive exam, collect relevant signatures, and submit form to Academic Advisor Coordinator
- Prepare dissertation prospectus
- Within six months of passing comprehensive examination, defend dissertation prospectus. Following approval of the prospectus, submit the completed “Results of the Doctoral Dissertation Proposal/Prospectus” form to the Academic Advisor Coordinator
- Apply for admission to candidacy; advance to candidacy; check candidacy status
- Register for BMI 792 Research (at least 12 credits, not more than 18 total)
- Conduct research
- Register for BMI 799 Dissertation (12 credits)
- Prepare dissertation
- Provide dissertation to supervisory committee for review prior to defense
- At least three weeks before dissertation defense, apply for graduation.
- At least 10 working days before defense, submit materials for format evaluation and schedule defense with Graduate College.
- Final Steps: hold oral defense of dissertation. Submit any revisions and forms required. Submit dissertation to ASU bookstore for binding. Important Graduate College Deadlines: http://graduate.asu.edu/graddeadlines.html

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: ___________________