Graduate Student Handbook
MS-Plan A, MS-Plan B
2012-2013

Department of Biomedical Engineering

University of Minnesota

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**Google Apps, E-mail, and Wireless Accounts**

Through a partnership with Google, University of Minnesota students, faculty, and staff can access a suite of Google-powered communication and collaboration tools designed to enhance our ability to work together. The suite includes email, calendar, document sharing, instant messaging, and Web site publishing tools. See [http://www.oit.umn.edu/google](http://www.oit.umn.edu/google) for details.

E-mail is the University’s official means of communication with students, and the Office of Student Finance (OSF) uses e-mail as the means of sending tuition bills to all University of Minnesota-Twin Cities students. Those who primarily use a different e-mail account (e.g., hotmail, personal Gmail, etc.) are encouraged to forward their University-assigned e-mails to another preferred account. See [http://www.oit.umn.edu/google/using-gmail](http://www.oit.umn.edu/google/using-gmail) for more information. **Students are responsible for all information sent to their umn.edu email account, including attachments.**

Students who choose to use their personal computers on campus must register their machines with U-Network at [http://www.oit.umn.edu/wireless](http://www.oit.umn.edu/wireless) in order to access the University’s wireless network.
**Responsible Conduct of Research**

The Graduate School mandates that all graduate students receive the equivalent of eight hours of instruction in Responsible Conduct of Research. All graduate students in BME are required to attend Responsible Conduct of Research instruction as follows:

- Complete four hours of Research Ethics Training (part of BME Department Orientation, must be completed prior to commencing work on the MS project/thesis)
- Attend one Center for Bioethics Seminar each semester in which you take the BME Graduate Seminar (BMEn 8601/8602)

Contact the Graduate Program Assistant and Advisor (bmengp@umn.edu) with any questions about the Responsible Conduct of Research requirements.

**Lab Access, Safety Training**

Not all MS students will require lab access. Only authorized personnel will be granted access to lab areas, at the discretion of the advisor.

To prevent delays in the event that access is eventually required, it is highly advisable for all students to complete the following basic lab safety training modules during the first semester of the program:

- Chemical Safety [https://moodle2.umn.edu/course/view.php?id=4928](https://moodle2.umn.edu/course/view.php?id=4928) (enrollment key = CHEMSAFETY)
- Bloodborne Pathogens - Introduction [https://eresearch.umn.edu/bbp/trainee](https://eresearch.umn.edu/bbp/trainee)

Additional training modules may be required for different lab facilities, so students should check with their advisors for a complete list of requirements.

*Lab access will not be granted until after all required training modules are complete AND the advisor has submitted an access request to the appropriate building/facility management office.*
Advising Information

General Advising
At the start of graduate study in the BMEGP, students will be able to consult as necessary with the Director of Graduate Studies (DGS) or with the Graduate Program Assistant and Advisor.

The DGS serves as the initial advisor for all incoming graduate students and can assist with course planning, advisor selection, etc.

The Graduate Program Assistant and Advisor can assist students with most administrative matters, such as Graduate School paperwork, departmental policies, or course permission numbers.

Links to Graduate School and BME Department forms are available on our website at http://bme.umn.edu/grad/forms.html.

Students are responsible for keeping their BME Graduate Program Handbook until they have graduated from the program, since the handbook contains the particular degree requirements that pertain to each entering class. Students are also responsible for knowing and adhering to the Graduate Education policies outlined in the University-wide Policy Library (http://policy.umn.edu/Policies/Education/index.htm#ctgeducation), and the relevant rules and procedures on One Stop (http://onestop.umn.edu/).

Choosing an Advisor
All students must eventually identify a permanent advisor, who will guide advisees in choosing their remaining coursework, thesis/project research, and examination committees.

There is no formal advisor pairing or selection process for MS students. For a complete list of eligible advisors, go to http://bme.umn.edu/people and click on the Graduate Faculty tab. Students are responsible for narrowing down their potential advisors, contacting their top choices, and ultimately securing approval from the faculty member to serve as the advisor. Upon identifying an advisor, students must notify the Graduate Program Assistant and Advisor, who will submit the Advisor Update/Change form to the Graduate School.

Part-Time Students
Part-time students should have an advisor assigned by no later than one semester prior to taking the thesis/project credits. Until that time, the DGS will continue to serve as the advisor.

Full-Time Students
Full-time MS students must identify a permanent advisor before the start of their second semester in the program.
**Course Registration**

Registration for each semester begins approximately one month prior to the end of the previous term. Each student is required to register every fall and spring semester to maintain active status in the Graduate School. Students must re-apply for admission to the Graduate School if their student status becomes inactive. For more information see the policy at [http://policy.umn.edu/Policies/Education/Education/MAPHOBJECTIVES.html](http://policy.umn.edu/Policies/Education/Education/MAPHOBJECTIVES.html).

The deadline for Fall 2012 registration is Monday, September 3, 2012 (the day before classes start). Students registering after this date will be assessed a late fee. Please see the One Stop registration web site at [http://onestop.umn.edu/registration](http://onestop.umn.edu/registration) for complete information about fall semester registration. To register online, click on “Web registration,” and log in using the X.500 and password.

**Holds**

Students must clear all registration holds each semester before they will be permitted to register. Students can monitor their holds by going to the One Stop registration website ([http://onestop.umn.edu/registration](http://onestop.umn.edu/registration)) and clicking on “Holds” on the right (under “Self service”). Only the office/department that placed the hold will be able to clear it.

**Student Fees and Payment**

Students are responsible for paying all fees by the due dates defined on the original fee statement. Fee statements are sent to students shortly after registration. Billing and payment information can be found at [http://onestop.umn.edu/finances](http://onestop.umn.edu/finances).

**Course Numbering System**

The University of Minnesota uses a four-digit course numbering system. Graduate students must fulfill their course requirements by registering for courses at the 5000 and 8000 levels. In some cases (e.g., research-related coursework in a field/department that is outside the student’s previous experience), and with pre-approval of the advisor and DGS, a 4000-level course may be used toward degree course requirements. DGS pre-approval may be granted occasionally for a course at the 6000 or 7000 levels.

**Transferring Courses**

University policy states that M.S. students must complete at least 60% of the course credits for their degree while formally enrolled in a University of Minnesota Graduate School academic program. See [http://policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html](http://policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html) for policy details.

Students interested in counting transfer credits toward their degree requirements should schedule an appointment to discuss transfer options with the DGS during the first semester in the program.
Approvals/Permissions
Registration for some courses may require approval in the form of a permission number. The BME Graduate Program Assistant and Advisor can only issue permission numbers for courses with the BMEn designator, and only with direct authorization of the instructor. Outside the BMEn designator, students must contact the department/instructor offering the course.

Graduate Education Policies and Requirements
In addition to the program requirements listed on the following pages, students are responsible for knowing and adhering to the policies and procedures set forth by the Graduate School. The following resources will be of use to students:

- [http://www.grad.umn.edu/students/masters](http://www.grad.umn.edu/students/masters)
  Information for Current Master’s Students - Includes links to forms, timelines, checklists, completion and graduation procedures, thesis submission guidelines, and other information that is essential for timely completion of the degree.

- [http://www.grad.umn.edu/deans-office/policies_goverance](http://www.grad.umn.edu/deans-office/policies_goverance)
  Graduate Student Education Policies - Provides links to and information on policies related to graduate education. Additional policies will be posted as they are approved.
**Master's-Plan A (thesis) Degree Requirements**

These requirements are also posted online at [http://bme.umn.edu/grad/msa.html](http://bme.umn.edu/grad/msa.html). Course lists are available at [http://bme.umn.edu/grad/courses](http://bme.umn.edu/grad/courses).

**Coursework**

The M.S.-Plan A requires completion of at least 26 credits of classroom work, which must include the following:

- **BMEn Core** - 6 credits selected from the BMEn 5000-Level Core and/or BMEn 8000-Level Core lists ([http://bme.umn.edu/grad/courses/core-5000.html](http://bme.umn.edu/grad/courses/core-5000.html), [http://bme.umn.edu/grad/courses/core-8000.html](http://bme.umn.edu/grad/courses/core-8000.html))
- **BME Graduate Seminars** - 2 credits of BMEn 8601 and/or BMEn 8602 (seminars are 1 credit per semester and may be repeated for credit)
- **Biology Electives** - 6 credits of coursework with a primarily biological emphasis ([http://bme.umn.edu/grad/courses/bio.html](http://bme.umn.edu/grad/courses/bio.html))
- **Technical Electives** - 9 credits of engineering/physical science/mathematics coursework offered in the College of Science and Engineering; must include at least 3 credits of math-/stat-intensive coursework ([http://bme.umn.edu/grad/courses/tech.html](http://bme.umn.edu/grad/courses/tech.html), [http://bme.umn.edu/grad/courses/math.html](http://bme.umn.edu/grad/courses/math.html))
- **Free Science/Technical Electives** - 3 credits of coursework in a field of science or engineering ([http://bme.umn.edu/grad/courses/free.html](http://bme.umn.edu/grad/courses/free.html))

All core/elective courses must be at the 5000 level or higher, unless pre-approved by the DGS. Electives must include 6 credits of minor/supporting program coursework taken outside the major field. See **Minor/Supporting Program** below for more information.

**Minor/Supporting Program**

For Plan A students, the electives (Biology, Technical, and/or Free) must include 6 credits of minor or supporting program coursework to be completed outside the BMEn course designator in engineering, mathematics, the physical sciences, and/or the biological sciences.

If a minor is chosen, it will be included on the official transcript. A minor must be approved by the DGS of the program granting the minor. Students are advised to determine appropriate courses for fulfillment of minor requirements early in their graduate careers.

Students choosing a supporting program in place of a minor must take at least one 8000-level elective as part of the supporting program. A supporting program is not included on the official transcript.

**Thesis Credits**

In addition to the 26 credits of coursework, M.S.-Plan A students must complete 10 credits of BME Master’s Thesis (BMEn 8777). The thesis must be based on research done by the student in collaboration with his/her advisor. Thesis credits cannot be transferred from other institutions and cannot be used towards the minimum course requirements for the degree. An M.S. student may register for thesis credits during any semester, with the advisor’s approval.
**Advanced Master’s Status**
Upon completion of all M.S. coursework and thesis credits, students may be eligible for Advanced Master’s Status. Students whose applications are approved by the advisor, DGS, and Graduate School can maintain their full-time student status by registering for just one credit of BMEn 8333 (FTE: Master’s). This registration category is intended *only* for advanced M.S. students who have completed all their program coursework and required thesis credits, but are still working *full-time* on the research or writing of the thesis. These credits cannot be used to meet specific program course or credit requirements. Advanced Master’s Status applications are available at [http://policy.umn.edu/forms/otr/otr194.pdf](http://policy.umn.edu/forms/otr/otr194.pdf).

*Students must re-apply for Advanced Master’s Status prior to the posted deadlines for each semester in which they intend to register for BMEn 8333.*

**Thesis Defense and Submission**
Upon completion of the thesis and with the approval of the committee, all M.S.-Plan A students must perform a Final Oral Examination in defense of the thesis.

At least one month prior to the Thesis Defense/Final Examination, students must assign their examination committee members online by going to the Graduate School's [Forms for Master's Students](http://www.grad.umn.edu/students/masterscommittee) and clicking on "Master's Final Examination Committee." Committee requirements are posted at [http://www.grad.umn.edu/students/masterscommittee](http://www.grad.umn.edu/students/masterscommittee).

The Master's defense must be closed to the public; only the degree candidate and committee members may be present. The exam is not restricted to a discussion of the thesis, but will include questions related to coursework in the major and minor/supporting fields.

Master's students may submit the thesis in either electronic or paper format. See [http://www.grad.umn.edu/students/masters/submission](http://www.grad.umn.edu/students/masters/submission) for details from the Graduate School on the available options, formatting requirements, etc.

**Graduation and Commencement**
Graduate degrees are awarded on the last working day of the month in which the candidate completes all requirements. The degree award will appear on the candidate's transcript approximately 3 weeks following the official conferral date. Diplomas are mailed within 4-6 weeks of the official conferral date.

The Arts, Sciences, and Engineering Graduate Commencement is held each spring. Students wishing to participate in the commencement ceremony must apply to do so by the posted deadlines. See [http://gradcommencement.umn.edu/](http://gradcommencement.umn.edu/) for information, eligibility requirements, cap and gown information, and additional details.
**Master’s-Plan B (non-thesis) Degree Requirements**

These requirements are also posted online at [http://bme.umn.edu/grad/msb.html](http://bme.umn.edu/grad/msb.html). Course lists are available at [http://bme.umn.edu/grad/courses](http://bme.umn.edu/grad/courses).

**Coursework**
The M.S.-Plan B requires completion of at least 31 credits of coursework, which must include the following:

- **BMEn Core** - 6 credits selected from the BMEn 5000-Level Core and/or BMEn 8000-Level Core lists ([http://bme.umn.edu/grad/courses/core-5000.html](http://bme.umn.edu/grad/courses/core-5000.html), [http://bme.umn.edu/grad/courses/core-8000.html](http://bme.umn.edu/grad/courses/core-8000.html))
- **BME Graduate Seminars** - 2 credits of BMEn 8601 and/or BMEn 8602 (seminars are 1 credit per semester and may be repeated for credit)
- **Biology Electives** - 6 credits of coursework with a primarily biological emphasis ([http://bme.umn.edu/grad/courses/bio.html](http://bme.umn.edu/grad/courses/bio.html))
- **Technical Electives** - 9 credits of engineering/physical science/mathematics coursework offered in the College of Science and Engineering; must include at least 3 credits of math-/stat-intensive coursework ([http://bme.umn.edu/grad/courses/tech.html](http://bme.umn.edu/grad/courses/tech.html), [http://bme.umn.edu/grad/courses/math.html](http://bme.umn.edu/grad/courses/math.html))
- **Free Science/Technical Electives** - 6 credits of coursework in a field of science or engineering ([http://bme.umn.edu/grad/courses/free.html](http://bme.umn.edu/grad/courses/free.html))
- **BMEn 8820 Plan B Project** - 2-3 credits (see **Plan B Project** section below)

All core/elective courses must be at the 5000 level or higher, unless pre-approved by the DGS. Electives must include 6 credits of minor/supporting program coursework taken outside the major field. See **Minor/Supporting Program** below for more information.

**Industrial Internship**
With the consent of the DGS, a Plan B student may arrange an industrial internship (BMEn 8720), which requires a minimum of 3 hours per week per credit of supervised lab or industrial experience unrelated to the student’s normal employment. Students must submit the BMEn 8720 Tracking Form ([http://bme.umn.edu/grad/pdf/bmen8720.pdf](http://bme.umn.edu/grad/pdf/bmen8720.pdf)) for approval before they will be allowed to register. A maximum of 6 credits of BMEn 8720 may be counted toward the degree requirements (3 Technical elective credits + 3 Free elective credits).

**Minor/Supporting Program**
For Plan B students, the electives (Biology, Technical, and/or Free) must include 6 credits of minor or supporting program coursework to be completed outside the **BMEn course designator** in engineering, mathematics, the physical sciences, and/or the biological sciences.

If a minor is chosen, it will be included on the official transcript. A minor must be approved by the DGS of the program granting the minor. Students are advised to determine appropriate courses for fulfillment of minor requirements early in their graduate careers.
Students choosing a supporting program in place of a minor must take at least one 8000-level elective as part of the supporting program. A supporting program is not included on the official transcript.

Plan B Project
As part of the required 31 credits for the M.S.-Plan B degree, students must complete 2-3 credits of BMEn 8820-Plan B Project. The project should entail approximately 50-75 hours of work per credit, performed in collaboration with a faculty advisor. Students must submit a written report of approximately 10 double-spaced pages per credit to the advisor, who will assign a letter grade for BMEn 8820 based on the report. The report must then be defended before the student’s committee (see the Final Oral Examination section on the following page).

M.S.-Plan B students may register for Plan B Project credits during any semester, with the advisor’s approval.

Project Committee and Defense
Upon completion of the project report, all M.S.-Plan B students must perform a Final Oral Examination in defense of the project.

At least one month prior to the Project Defense/Final Examination, students must assign their examination committee members online by going to the Graduate School website at http://www.grad.umn.edu/students/forms/masters and clicking on "Assign/Update Examining Committee." The Graduate School’s requirements for Master’s committee assignments are posted at http://www.grad.umn.edu/students/masterscommittee.

The Master's defense must be closed to the public; only the degree candidate and committee members may be present. The exam is not restricted to a discussion of the project, but will include questions related to coursework in the major and minor/supporting fields.

Graduation and Commencement
Graduate degrees are awarded on the last working day of the month in which the candidate completes all requirements. The degree award will appear on the candidate's transcript approximately 3 weeks following the official conferral date. Diplomas are mailed within 4-6 weeks of the official conferral date.

The Arts, Sciences, and Engineering Graduate Commencement is held each spring. Students wishing to participate in the commencement ceremony must apply to do so by the posted deadlines. See http://gradcommencement.umn.edu/ for information, eligibility requirements, cap and gown information, and additional details.
**Satisfactory Progress**

The Biomedical Engineering Graduate Program requires a minimum grade of B- for any course to be counted toward the M.S. degree. Non-seminar/-internship classes taken S-N may be included on the degree plan only if the student provides written confirmation from the instructor that the grade would have been at least a B- on the A-F scale. In addition, the overall GPA of degree coursework must be at least 2.8.

All BME students are required to demonstrate their satisfactory progress by completing the Annual Progress Report (APR), which will be distributed by the BME Graduate Program Assistant and Advisor each summer. The student’s advisor must review the APR, evaluate the student’s progress, and discuss the APR with the student. After the advisor and student sign the form, it must be submitted to the program office for review by the DGS.

It is crucial that all M.S. students frequently consult the Graduate School’s *Information for Master’s Students* ([http://www.grad.umn.edu/students/masters](http://www.grad.umn.edu/students/masters)), paying special attention to deadlines in order to ensure timely completion of the degree.

In addition to these general requirements, students must also meet the satisfactory progress requirements specific to their MS degree type, listed in the following sections. A summary table is also included on page 14.

*Failure to meet the requirements for satisfactory progress as described in this document is grounds for dismissal from the program.*

**Full-Time Combined BBmE/MS and MD/MS (Plans A and B)**

Students in the Combined BBmE/MS or MD/MS programs must take at least 13 credits in the first semester of their Master’s year. Before the start of the second semester, students should submit the Graduate Degree Plan ([http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)) and the MS-Plan A ([http://bme.umn.edu/grad/pdf/msasupp-2012.pdf](http://bme.umn.edu/grad/pdf/msasupp-2012.pdf)) or MS-Plan B Degree Supplement ([http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf](http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf)).

All coursework and project/thesis credits must be completed within 2 semesters. Students must defend the project/thesis and graduate within 1 year of matriculation in the MS program.

**Full-Time MS-Plan A**

Full-time students in the freestanding MS-Plan A program (i.e., *not* part of the combined BBmE/MS or MD/MS programs) must take at least 13 credits in their first semester. By the end of the second semester, students should submit the Graduate Degree Plan ([http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)) and the MS-Plan A Degree Supplement ([http://bme.umn.edu/grad/pdf/msasupp-2012.pdf](http://bme.umn.edu/grad/pdf/msasupp-2012.pdf)). All course credits must be completed within 2 semesters.
Thesis research should be initiated in the second semester of study. Students must complete their thesis credits, defend and submit the thesis, and graduate with the MS degree within 3 semesters (not including summer), or 1.3 years from initial enrollment in the program.

**Full-Time MS-Plan B**

Full-time students in the freestanding MS-Plan B program (i.e., *not* part of the combined BBmE/MS or MD/MS programs) must take at least 13 credits in their first semester. By the end of the second semester, students should submit the Graduate Degree Plan ([http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)) and the MS-Plan B Degree Supplement ([http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf](http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf)).

Students must complete all course and project credits, defend the Plan B Project, and graduate with the MS degree within 3 semesters (not including summer), or 1.3 years from initial enrollment in the program.

**Part-Time MS-Plan A**

Part-time students in the Plan A program must take 3-6 credits per fall and spring semester in order to maintain satisfactory progress. Students who plan to take fewer than 3 credits in a given semester should contact the Graduate Program Assistant and Advisor at least two weeks before the semester begins. All coursework should be completed within 3.5 years.

Students should initiate their thesis research in or before their 4th year in the program. The Graduate Degree Plan ([http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)) and MS-Plan A BME Degree Supplement ([http://bme.umn.edu/grad/pdf/msasupp-2012.pdf](http://bme.umn.edu/grad/pdf/msasupp-2012.pdf)) must be submitted and approved at least one semester prior to the thesis defense.

All MS students must graduate within 5 years from initial enrollment, per University policy ([http://www.policy.umn.edu/Policies/Education/Education/MASTERSPERFORMANCE.html](http://www.policy.umn.edu/Policies/Education/Education/MASTERSPERFORMANCE.html), Section III-b).

**Part-Time MS-Plan B**

Part-time students in the Plan B program must take 3-6 credits per fall and spring semester in order to maintain satisfactory progress. Students who plan to take fewer than 3 credits in a given semester should contact the Graduate Program Assistant and Advisor at least two weeks before the semester begins. All coursework should be completed within 4 years.

Students should initiate their project research in or before their 4th year in the program. The Graduate Degree Plan ([http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)) and MS-Plan B BME Degree Supplement ([http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf](http://bme.umn.edu/grad/pdf/msbsupp-2012.pdf)) must be submitted and approved at least one semester prior to the thesis defense.

All MS students must graduate within 5 years from initial enrollment, per University policy ([http://www.policy.umn.edu/Policies/Education/Education/MASTERSPERFORMANCE.html](http://www.policy.umn.edu/Policies/Education/Education/MASTERSPERFORMANCE.html), Section III-b).
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<td>MS-A</td>
<td>3</td>
<td>1 semester before thesis defense</td>
<td>3.5 years</td>
<td>4\textsuperscript{th} year</td>
<td>5 years</td>
</tr>
<tr>
<td></td>
<td>MS-B</td>
<td>3</td>
<td>1 semester before project defense</td>
<td>4 years</td>
<td>4\textsuperscript{th} year</td>
<td>5 years</td>
</tr>
</tbody>
</table>
**Graduate Fellowships, Assistantships, and Financial Support**

Please note that this section applies only to students who were offered financial support from the department in their letters of admission.

All students holding graduate assistant/fellowship positions at the University of Minnesota should be familiar with the policies governing graduate student employment as outlined by the Office of Human Resources (200 Donhowe Building) at [http://www1.umn.edu/ohr/gae](http://www1.umn.edu/ohr/gae). Any questions about payroll, health benefits, or tuition benefits should be directed to the BME Department Administrator.

Financial support for students in Biomedical Engineering is broken down into three categories: Fellowships, Research Assistantships, and Teaching Assistantships.

**Fellowships**

Students who have been awarded service-free fellowships (e.g., MD/MS students on the Augustine Scholarship) must abide by the terms of their awards, as outlined in their offer letters.

**Research Assistantships**

Students who are admitted directly into a research lab will be paid almost entirely from the advisor’s research grant(s) as a Research Assistant (RA). This is a service-based assistantship requiring students to perform research related to the advisor’s grant-funded projects while also completing coursework for the degree.

**Teaching Assistantships**

Normally Master’s students do not serve as TAs, unless the advisor specifically requests it. At the beginning of summer, students who have been identified for the TA pool are asked to indicate the course(s) for which they would like to TA during the next academic year. Final TA appointments are assigned by the Department Head. An attempt is made to balance the TA service among all students during their residence, within the constraints created by certain fellowships and traineeships. Depending on the TA assignment, students will be expected to spend an average of 7-27 hours per week on instruction-related duties.

**New TA Orientation**

All students will be required to attend the New TA Orientation offered by the University’s Center for Teaching and Learning at the start of the fall semester preceding their first TA assignment, as directed by the DGS. Students typically complete this orientation at the beginning of their second year in the program.

**International Students: English Language Proficiency for Teaching Assistants**

University policy states, “All nonnative English speaking graduate and undergraduate Teaching Assistants (TAs) will demonstrate proficiency in spoken English appropriate to the demands of their teaching assistantship.” ([http://policy.umn.edu/Policies/hr/Performance/LANGUAGE.html](http://policy.umn.edu/Policies/hr/Performance/LANGUAGE.html)).
To serve as a BME TA, students must achieve an English Language Proficiency (ELP) rating of ‘1.’ Those who get a lower score will be required to enroll in supplemental English language skills coursework until they get the required score. (Students must cover their own tuition for English skills coursework if registration for those credits will delay completion of program requirements and progression to Advanced Status beyond the timeline stipulated in the Satisfactory Progress section of this handbook.) For more information on ELP testing, see http://www1.umn.edu/ohr/teachlearn/graduate/itap/settaeligibility/, or contact the Center for Teaching and Learning (612-625-3041; teachlrn@umn.edu).

Those who do not fulfill the departmental requirements for TA eligibility jeopardize their continued graduate assistantship funding, so achieving the necessary ELP rating is extremely important.

Compensation
Paychecks are issued every other Wednesday. The first paycheck of the fall semester will be issued September 19, 2012. The pay period/pay day schedule is available online at http://www1.umn.edu/ohr/pay/statement/paydays. Students should complete a Direct Deposit Authorization Form (available in the orientation packet or from the Department Administrator) to have their pay deposited directly into a bank account. Those who opt for direct deposit can view their pay statements online at http://hrss.umn.edu/.

Health Benefits
All new and continuing students holding a University of Minnesota fellowship or at least a 25% graduate assistantship are eligible for coverage on the Graduate Assistant Health Plan. See the Department Administrator for an Enrollment Packet. Submit the Enrollment Form as soon as possible to the Office of Student Health Benefits (N323 Boynton Health Service, 612-624-0627). The deadline to submit an enrollment form for fall semester coverage for most students is Monday, September 10, 2012. All graduate assistants who are eligible for the graduate health insurance will be charged a monthly premium fee.

The University will contribute to the summer premium for graduate assistants who were enrolled in the plan during the spring semester, unless they fill out a Change or Cancellation of Coverage form (http://www.shb.umn.edu/twincities/graduate-assistants/graduate-assistant-health-plan.htm#changecancel). All BME graduate students are required to pay their portion of the graduate assistant health care plan premium costs.

Complete information regarding the graduate assistant health plan and dental coverage is available at http://www.shb.umn.edu/twincities/graduate-assistants. For information regarding enrollment, eligibility requirements, or general questions, contact the Office of Student Health Benefits (N323 Boynton Health Service, 612-624-0627, umgahbo@umn.edu).

Should a student suffer an injury while performing duties as a graduate assistant, s/he must notify the supervisor as soon as physically possible following the injury. The supervisor will assess the situation, assist with arranging proper medical care, and begin the injury reporting process. Further information on the U’s Workers Compensation policy is available at http://policy.umn.edu/Policies/hr/Benefits/WORKERSCOMP.html.
**Full-Time Status for Graduate Assistants/Fellows**

Students who hold graduate assistantships/fellowships must be registered as *full-time* students during each fall and spring semester in order to maintain their eligibility, tuition benefits, health benefits, etc. The registration requirements for maintaining full-time student status in BME are as follows:

**Fall/Spring**

Before they have completed their thesis credits, students must register for 13-14 credits each fall and spring semester. The graduate assistant tuition benefit is capped at 14 credits per semester, so *those who register for more than 14 credits will be responsible for paying the additional tuition themselves.*

After finishing all required course and thesis credits, students may be eligible for Advanced Master’s Status (BMEn 8333). Those approved for Advanced Status need only register for 1 credit each fall and spring in order to be considered full-time students. Additional information on Advanced Status is located in the *MS-Plan A Degree Requirements* section of this handbook.

**Summer**

Students who are supported on graduate assistantships or fellowships SHOULD NOT register for any summer credits without the explicit, written instruction of the Director of Graduate Studies or the Graduate Program Assistant and Advisor. Students do not need to register for any credits over the summer in order to remain eligible for financial support: their assistantships, health benefits, wages, etc., will continue through the summer. Those who do register for summer classes will need to pay for those credits themselves—*the department does not cover summer tuition.* There are exceptions, but a student (or advisor) who has questions about summer eligibility should contact the Graduate Program Assistant and Advisor *before* registering!

**Ending a TA/RA Appointment**

Students who end their graduate assistant appointments in the middle of the semester *for any reason (including graduation!)* may be responsible for a portion of their tuition and health insurance coverage. Advisors may choose to cover these charges, but they are not required to do so. Students should be sure to discuss their graduation and appointment termination plans with their advisors well in advance. Questions about the impact of mid-semester graduation and/or appointment termination on student benefits may be directed to the Department Administrator or the Graduate Program Assistant and Advisor.
**Additional Campus Resources**

Boynton Health Service  
612-625-8400  
[http://www.bhs.umn.edu/](http://www.bhs.umn.edu/)

Boynton Mental Health Services  
612-624-1444  
[http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm](http://www.bhs.umn.edu/east-bank-clinic/mental-health-services.htm)

Center for Teaching and Learning Services  
University Office Plaza, Suite 400  
612-625-3041  
[teachlrn@umn.edu](mailto:teachlrn@umn.edu); [http://www1.umn.edu/ohr/teachlearn/](http://www1.umn.edu/ohr/teachlearn/)

Opportunities for International TA’s, SETTA  
University Office Plaza, Suite 400  
612-625-3041  
[teachlrn@umn.edu](mailto:teachlrn@umn.edu); [http://www1.umn.edu/ohr/teachlearn/graduate/itap/index.html](http://www1.umn.edu/ohr/teachlearn/graduate/itap/index.html)

Graduate Assistant Employment  
170 Donhowe Bldg.  
612-624-7070  
[http://www1.umn.edu/ohr/gae/](http://www1.umn.edu/ohr/gae/)

Office of Student Health Benefits  
N323 Boynton Health Service  
612-624-0627  
[http://www.shb.umn.edu/twincities/graduate-assistants.htm](http://www.shb.umn.edu/twincities/graduate-assistants.htm)

Graduate School Student Services  
160 Williamson Hall  
612-625-3490  
[http://www.grad.umn.edu/](http://www.grad.umn.edu/)

International Student and Scholar Services  
190 Hubert H. Humphrey Center  
612-626-7100  
[isss@tc.umn.edu](mailto:isss@tc.umn.edu); [http://www.isss.umn.edu](http://www.isss.umn.edu)

Registrar, Student Services Center  
200 Fraser Hall  
612-624-1111  
[http://onestop.umn.edu/registration](http://onestop.umn.edu/registration)

One Stop, Financial  
200 Fraser Hall  
612-624-1111  
[http://www.onestop.umn.edu/finances](http://www.onestop.umn.edu/finances)

Student Conflict Resolution Center  
254 Appleby Hall  
612-624-SCRC (7272)  
[sos@umn.edu](mailto:sos@umn.edu); [http://www.sos.umn.edu/students](http://www.sos.umn.edu/students)