

The BME MS Handbook

The MS Program in Biomedical Engineering

in

The McCormick School of Engineering and Applied Science at Northwestern University



Last Updated: July 2025

Northwestern University reserves the right to change without notice any statement in this publication concerning, but not limited to, rules, policies, tuition, fees, curricula, and courses.

In addition to TGS and program policies, graduate students are subject to and should be aware of [University policies pertaining to students](#). Failure to read this information does not excuse a student from knowing and complying with its content.

Table of Contents

Contents

Contact Information and Personnel	3
Degree Requirements	3
MS Degree Course-Only	4
Timeline for MS Degree Course-Only	5
MS Degree with Thesis.....	6
Selecting an Advisor	7
Committee Formation	8
Holding a Committee Update.....	8
Holding the Defense.....	8
Thesis/Dissertation Requirements	8
Timeline for MS Degree with Thesis	9
The Combined BS/MS Degree for Northwestern Undergraduates.....	11
Accelerated BS/MS Degree with Thesis	11
Grades.....	13
Registration.....	13
Financial Aid.....	13
Satisfactory Academic Progress	14
Degree Completion and Graduation.....	15

Contact Information and Personnel

Email: DMS_BME@northwestern.edu

Director of the MS Program

Chamille Lescott, PhD

chamille.lescott@northwestern.edu

Senior Student Program Coordinator

Mike Okun-Perlin

mike.op@northwestern.edu

Student Program Assistant

Rachel Jones

rachel.jones1@northwestern.edu

Degree Requirements

We have three different Master's programs, all of which lead to an MS. Switching between these programs, once started, requires approval of the Director of the MS Program.

- Master's degree course-only
- Master's degree with thesis
- A combined BS/MS program with or without Master's thesis

Completion of the Master's degree program may take as little as three quarters if doing the course-only option. With a thesis, there is a typical time for completion of two years. During the second year of study, thesis students do not pay full tuition. Thesis students qualify for enrollment in TGS_512 after completing coursework; this offers full-time status for \$100 per quarter while working on their research. Please see <http://www.tgs.northwestern.edu/about/policies/general-registration-policies.html> for more information about TGS_512.

Graduate programs are administered by The Graduate School, so students must satisfy both The Graduate School and Biomedical Engineering Department requirements to earn their degree. The detailed requirements of The Graduate School include but may not be limited to:

- Nine quality letter-graded (ABC, not P/NP - pass/no pass) courses.
- A grade average for all work presented for the degree of at least B (3.0).
- All courses must be taken as graduate credit and listed as "The Graduate School" under Course Career when searching in Caesar. Classes that are listed as undergraduate-level will not be counted toward your degree.

MS Degree Course-Only

The requirements for the degree of Master of Science Course-Only are as follows:

1. Completion of at least twelve 300-level or higher graduate courses (but no more than two units of 499 (research for credit); only 1 unit of 499 may be taken for credit in one term). Students **must** take the 495 version of all 395/495 combined courses. These courses must include a core curriculum of:
 - At least two of the following courses: BMD_ENG 304, 305, 306 (Quantitative Physiology requirement). Demonstration of proficiency in these can be established for these courses by filing out a petition that must be approved by the Director of the MS Program. To successfully petition out of a physiology course, the student must have taken a rigorous, quantitative course covering the same topical area. Students must submit the [petition form](#), syllabus of the similar course, and their transcripts to the Director of the MS Program when the Plan of Study is initially reviewed (during the fall quarter of the first year). Students with prior experience with quantitative physiology must complete classes from the pre-approved advanced life science course list to satisfy this requirement.
 - One advanced statistics course from the pre-approved list or other courses approved by the Director of the MS Program. A list of approved advanced statistics courses may be found on the [MS Program website and on Canvas](#).
 - Two math or quantitative engineering and science courses from the pre-approved list or other courses approved by the Director of the MS Program. These courses should have a significant mathematical component (e.g., math-intensive problem sets, etc.). Note that students should review course syllabi to avoid repeating courses like those taken at another institution. A list of approved quantitative engineering and science courses may be found on the [MS Program website or on Canvas](#).
 - Of the remaining courses, at least five must be engineering or science courses that complement other coursework. Courses in the following areas may **not** count: research for credit (BMD_ENG 499), global health (except BMD_ENG 380), business, design, NUvention (except for one quarter of NUvention Medical), seminar, or survey courses.
 - To clarify, NUvention Medical is a two-quarter sequence where one quarter may count as an engineering course. The second quarter would fulfill a restricted elective. BMD_ENG 380 will count as an engineering course.
 - Out of the twelve courses taken, seven must be engineering courses. Courses focused on business, design, global health (except BMD_ENG 380), research for credit (BMD_ENG 499), or survey courses will not count towards these seven courses. With respect to BMD_ENG 499 (research for credit), students must determine expectations from their advisor at the beginning of the quarter and turn in deliverables prior to the grading deadline.
2. All students are required to complete BMD_ENG 512 in the fall, winter, and spring quarters of their first year. If there are conflicts with seminar and another class, please reach out to the seminar instructor(s) to discuss options.
3. A student can satisfy The Graduate School requirement for a comprehensive final exam in one of two ways: 1) completion of a project (a minimum of one BMD_ENG 499) that includes a written report (length 25 pages or more) approved by a faculty member in the BME department, or 2) completion of three classes with significant project components from a list posted on the [MS Program website](#). Courses not listed will be reviewed on an individual basis. Significant project components include, but are not limited to, projects that took 2-4 weeks to complete and had a significant deliverable such as a 10-page paper, slides from a 15-min presentation, or a coding project.
4. Students are required to submit a Plan of Study, consistent with the above guidelines, no later than the end of the first week of the first quarter to the DMS email. This plan must be approved by the academic advisor. Note that this is just an initial plan; appropriate changes can be made with the approval of the advisor and the Director of the MS Program. Failure to submit the plan on time or to follow the approved plan may lead to a delay in graduation. By the end of their first quarter,

students must submit their Plan of Study through GSP. Failure to submit the plan on time or to follow the approved plan may lead to a delayed graduation.

5. Course-only students should enter Chamille Lescott as their Program Advisor in GSP.
6. All first-year students engaging in research are required to take Responsible Conduct of Research Training (RCR) through CITI. More information can be found on the Office for Research [website](#).

Timeline for MS Degree Course-Only

Fall Quarter

September – Review your anticipated degree path through Graduate Student Progress (GSP). Email DMS_BME@northwestern.edu to make appropriate changes.

September – Submit initial Plan of Study through GSP. Submit petitions (found on the [MS Program website](#) under “Curriculum”) and associated paperwork to the Director of the MS Program for approval prior to approval of the Plan of Study. Signed petitions must be uploaded to GSP under the “Documents” tab.

End of Quarter – Upload project deliverables (if any completed) to GSP prior to receiving your grades.

Winter Quarter

Week 5 – Indicate intent to graduate to the Director of the MS Program and Graduate Program Assistant by emailing DMS_BME@northwestern.edu and submit an Application for Degree (AfD).

End of Quarter – Upload project deliverables (if any completed) to GSP prior to receiving your grades.

Spring Quarter

By One Week Prior to Deadline on Academic Calendar – Complete an AfD through GSP if you believe you may graduate that quarter. If you later decide to change your graduation term, please withdraw your AfD and refile for the desired term.

By One Week Prior to Deadline on Academic Calendar – Complete Master’s Completion Form and upload deliverables for project courses to GSP under the “Documents” tab.

Academic Calendar: <https://www.registrar.northwestern.edu/calendars/academic-calendars/>

MS Degree with Thesis

The requirements for the degree of Master of Science (with thesis) are as follows:

1. Completion of at least nine 300-level or higher graduate courses (but no more than 1 unit of 499). Students **must** take the 495 version of all 395/495 combined courses. These courses must include a core curriculum of:
 - At least two of the following courses: BMD_ENG 304, 305, 306. Previous credit can be established for these courses by filing a petition approved by the Director of the MS Program but, if so, they must be replaced with other pre-approved advanced life science courses. To successfully petition out of a physiology course, the student must have taken a similarly rigorous quantitative course covering the same topical area. The student must submit the [petition form](#), syllabus of the similar course, and their transcript to the Director of the MS Program when the Plan of Study is initially reviewed (during the first fall quarter).
 - One advanced statistics course from the pre-approved list or approved by the Director of the MS Program. A list of approved advanced statistics courses may be found on the [MS Program website](#) and on Canvas.
 - Two math or quantitative engineering and science courses from the following list or approved by the Director of the MS Program. These courses should have a significant mathematical component (e.g., math-intensive problem sets, etc.) Note that students should review course syllabi to avoid repeating courses like those taken at another institution. A list of approved quantitative engineering and science courses may be found on the [MS Program website](#) and on Canvas.
 - Of the remaining courses, at least three must be engineering or science courses that complement other coursework. Courses in the following areas may not count: research for credit (BMD_ENG 499), global health (except BMD_ENG 380), business, design, NUvention (except for one quarter of NUvention Medical), seminar, or survey courses.
 - To clarify, NUvention Medical is a two-quarter sequence where one quarter may count as an engineering course. The second quarter would fulfill a restricted elective. BMD_ENG 380 will count as an engineering course.
 - The remaining course may be any graduate level course that complements the student's coursework, including NUvention, research for credit, global health, business, and design courses. This "restricted elective" course must be approved by the Director of the MS Program before enrolling and must be part of The Graduate School course career. Thesis students are not eligible to count Kellogg courses towards their degree as they are not part of The Graduate School.
 - Five of the nine courses taken must be engineering courses. Courses focused on business, design, global health (except BMD_ENG 380), research for credit (BMD_ENG 499), or survey courses will not count towards these five courses. With respect to BMD_ENG 499, students must determine expectations from their advisor at the beginning of the quarter and turn in deliverables prior to grades.
2. All students are required to complete BMD_ENG 512 in the fall, winter, and spring quarters of their first year. If there are conflicts with seminar and another class, please reach out to the seminar instructor(s) to discuss options.
3. Students are required to submit a Plan of Study, consistent with the above guidelines, no later than the end of the first week of the first quarter to the DMS email. This plan must be approved by the academic advisor. Note that this is just an initial plan; appropriate changes can be made with the approval of the advisor and the Director of the MS Program. Failure to submit the plan on time or to follow the approved plan may lead to a delay in graduation. By the end of their first quarter, students must submit their Plan of Study through GSP. Failure to submit the plan on time or to follow the approved plan may lead to a delayed graduation.
4. All first-year students engaging in research are required to take Responsible Conduct of Research (RCR) Training through CITI. More information can be found on the Office for Research [website](#).
5. MS thesis students must select an advisor by the 5th week of the second quarter. Students will work

with this advisor and other lab members to develop a thesis project. Advisors set the requirements and expectations for the students' thesis work. To ensure students are receiving the proper support, all PI-thesis student peers are required to complete a Mentor-Mentee agreement, that must be completed in GSP by the 5th week of the second quarter. MS thesis students work with their advisors to form an examination committee which consists of at least three faculty members with one, including the Chair, from core faculty from the department; a minimum of two, including the Chair, from The Graduate School faculty; and a minimum of two who are full-time members of the Northwestern faculty. All committees must be approved by the department during the spring quarter of the first year through GSP. If a student selects a research advisor who does not have an appointment in the Biomedical Engineering Department, it is incumbent upon the student to select a faculty member within the core faculty of the department who will chair the examination committee.

6. MS thesis students must meet and confer regularly with the committee chair regarding coursework and research progress. Students must upload a signed copy of their committee update slides to GSP no later than halfway through the quarter **before** the quarter the student wishes to graduate. For example, if you plan to graduate in Spring quarter, you need to hold a committee meeting by mid-Winter quarter.
7. Both proof of a successful defense and approved thesis document are required for graduation. An acceptable dissertation resulting from original research must conform to [requirements](#) set forth in by TGS. All committee members and the Director of the MS Program must receive a copy of the thesis at least one week prior to the defense date. Alternatively, a submitted (but not necessarily approved) first-author publication will suffice. Evidence of submission is required.

Upon successful completion of the defense, students must submit the MS Thesis Defense Approval Form in GSP for their committee to approval. This is also where you will upload your thesis and defense slides. After this form has been approved, you may submit the Master's Completion Form in GSP prior to deadline outlined on Northwestern's academic calendar.

8. Please note that transitions from the MS program to the PhD program are very rare. The application for transfer is only open to students in the MS with thesis option, and only students who have already entered the second year of study will be considered. Interested students must have a MS GPA greater than 3.5 to be considered, though a GPA of 3.5 does not guarantee admission. Please submit the following with your application:

- Three new letters of recommendation. These should not be the letters that you submitted with your MS application. One letter should be from the faculty member who will serve as your advisor and must include a commitment to provide full funding for the duration of the PhD. Transfer students are not eligible for departmental fellowships.
- Submit a letter of financial support from your advisor with commitment of funding for your entire PhD career to the BME Director of Graduate Admissions. This can be sent care of nubme@northwestern.edu, but request that this be forwarded to the Director of Graduate Admissions. Applications without this letter will not be considered.
- Statement of research that you plan to do in the PhD program (one page max)
- Northwestern University transcript.
- Plan of Study for all remaining courses relevant to the PhD.

Also, please conduct your MS thesis committee update by the middle of Winter quarter of the second year to evaluate research process. Again, being a BME MS student does not guarantee admission to the PhD program.

Selecting an Advisor

Those students participating in research are encouraged to consider possible areas of specialization before arriving on campus and to communicate directly with faculty members whose research interests match theirs. Research interests and emails of faculty are given on [our home page](#). Further, faculty from outside

the department in Feinberg, Northwestern Hospital, and Shirley Ryan, are often interested in recruiting MS students for theses or other research opportunities. The MS program team will compile a list of interested faculty and projects so incoming MS students can contact these faculty if their listed projects align with the students' research interests. Students must select their advisor by the end of their second quarter. Those students who do not have an advisor by spring quarter of their first year must switch to the non-thesis MS program. Please see the Satisfactory Academic Progress section below for more information.

Mentor/Mentee Agreement

Students must meet with their advisors to complete the MS Mentor/Mentee Agreement Form on GSP during the quarter they match. Instructions for completing and submitting the agreement may be found at the top of the document.

Committee Formation

Committees must be comprised of three members that meet the following requirements:

- Two committee members must be part of The Graduate School (typically tenure-track faculty).
- Two committee members must be full-time Northwestern faculty.
- The committee Chair must be [core BME faculty](#) and part of The Graduate School. If your primary research advisor is not part of the core BME faculty, please designate a core faculty member who is part of The Graduate School as your Chair for administrative purposes and have your research advisor listed as Co-Chair.

Please send invitations to your advisor and the committee through GSP. Make sure you select YES under "Ready for Review" for it to route to the Director of MS Program for review. You must have an approved committee by the end of spring quarter of the first year in the program. Any changes to the committee must be approved by the research advisor and implemented in GSP.

Holding a Committee Update

Committee meetings must take place halfway through the quarter **before** the quarter during which the student wishes to graduate (i.e., halfway through the Winter quarter for a spring graduation).

At the committee meeting, the student will typically present an introduction, 2-4 data slides, and future work with an expected timeline for completion. Committee members must sign a PDF version of the student's slides, and the student must upload to GSP under the "Documents" tab.

Holding the Defense

Students must coordinate a time for all three committee members to attend the thesis defense presentation. The completed thesis or submitted first-author journal article must be emailed to the student's committee at least one week in advance of the defense with the Director of the MS Program (bme_dms@northwestern.edu) copied. The defense must be completed successfully and the thesis approved or first-author journal article submitted (with proof of submission) prior to submitting the Master's Completion Form. The departmental deadline for the Master's Completion Form is one week prior to the TGS deadline listed on the [academic calendar](#). Upon successful completion of the defense, students must submit the MS Thesis Defense Approval Form in GSP for their committee to approval. This is also where you will upload your thesis and presentation slides.

Thesis/Dissertation Requirements

Upon written recommendation from the thesis committee and following a thesis committee meeting, a final thesis defense can be scheduled. All thesis committee members and the Director of the MS Program must receive a copy of the thesis at least one week prior to the defense. Failure to do so may result in the postponement of graduation. The thesis defense is open to all members of the Northwestern community and their guests.

An acceptable dissertation resulting from original research must follow the dissertation formatting requirements set forth [here](#). All edits must be made for the Master's Completion Form to be approved. If edits are not completed by the internal Master's Completion deadline, graduation will be postponed.

Timeline for MS Degree with Thesis

Fall Quarter (Year 1)

- **September** – Review your anticipated degree path on GSP and email with any changes. DMS_BME@northwestern.edu with any changes.
- **September** – Submit an initial Plan of Study through GSP. Submit petitions (found on the MS Program webpage under “Curriculum”) and associated paperwork to the Director of the MS Program for approval prior to the approval of the Plan of Study. Signed petitions must be uploaded to GSP under the “Documents” tab.
- **Throughout** – Find an advisor.

Winter Quarter (Year 1)

- **Week 5** – Indicate the advisor on GSP.

Spring Quarter (Year 1)

- **Beginning of Quarter** – Begin research.
- **Week 5** – Submit the committee on GSP.
- **End of Quarter** – Begin submitting quarterly Academic Progress Report in GSP on research progress.

Summer Quarter (Year 1)

- **Throughout** – Perform research.
- **End of Quarter** – Submit quarterly Academic Progress Report in GSP on research progress.

Fall Quarter (Year 2)

- **Throughout** – Perform research.
- **End of Quarter** – Submit quarterly Academic Progress Report in GSP on research progress.

Winter Quarter (Year 2)

- **Week 5** – Conduct the committee update, upload the signed slides to GSP.
- **End of Quarter** – Submit quarterly Academic Progress Report in GSP on research progress.

Spring Quarter (Year 2)

- **One Week Prior to the Deadline on Academic Calendar** – Complete Application for Degree by one week prior to the deadline on Northwestern's academic calendar through GSP. If you later decide to change your graduation term, please withdraw your Application for Degree and refile for the desired term.
- **Throughout** – Perform research.
- **Hold Defense** - Upon successful completion of the defense, students must submit the MS Thesis Defense Approval Form in GSP for their committee to approval. This is also where you will upload

your thesis and presentation slides.

- **At Least One Week Prior to TGS' Master's Completion Form Deadline on Academic Calendar** – After the program has approved your MS Thesis Defense Approval, you may submit the Master's Completion Form in GSP.

The Combined BS/MS Degree for Northwestern Undergraduates

There are two programs that offer combined BS/MS degrees to Northwestern undergraduates. Details of the requirements for the undergraduate degree and the determination of which courses count for undergraduate study and which courses for graduate study are determined by the McCormick Undergraduate Engineering Office, BME, and The Graduate School.

The first program is available to all students in McCormick. Students must have fewer than five courses remaining in their BS to apply. Also, students must have a GPA >3.0; however, a GPA of 3.0 does not guarantee admission.

Students entering this program may complete either the thesis or course-only option. The complete course-based program can be completed in four or five years, although five years is recommended. The graduate requirements for the thesis and course-only BS/MS programs are the same as detailed above with the following side note:

- Northwestern University students completing their BS in Biomedical Engineering do not need to take the Physiology (BME_ENG 304, 305, and 306) sequence as these were completed during the BS. Instead, they must take advanced life sciences courses approved by the Director of the MS Program.

The second program, as outlined in the section below, is an accelerated, thesis-based program for outstanding Biomedical Engineering undergraduates who have established research relationships with BME faculty members.

- Admission requirements (no exceptions):
 - 3.5 grade point average or higher in undergraduate studies.
 - Have conducted at least two quarters of undergraduate research (399 or paid research) with chosen advisor.
 - Approval by Director of the MS Program.

Accelerated BS/MS Degree with Thesis

The graduate requirements for the Accelerated BS/MS programs (with thesis) are as follows:

1. Completion of at least six 300 or 400-level graduate courses for a letter grade (i.e., P/N courses are not accepted) and none of these courses can be a 499 (research credit). Students must take the 495 version of all 395/495 combined courses. The student must also take three units of BMD_ENG 499. No more than three courses can be taken during the last year of study, and preferably only one or two courses will be taken. This is to allow a focus on completion of research during the final year. These courses must include a curriculum of:
 - a. One advanced statistics course. Note that students should review course syllabi to avoid repeating courses like those taken at the undergraduate level.
 - b. Two quantitative science and engineering courses as outlined above.
 - c. Of the remaining courses, at least two must be engineering or science courses that complement other coursework. Courses in the following areas may not count: global health (except BMD_ENG 380), business, design, seminar, NUvention (except one quarter of NUvention Medical) or survey courses. NUvention Medical is a two-quarter sequence where one quarter may count as an engineering course. The second quarter would fulfill a course in a restricted elective.
 - d. The remaining course may be any graduate level course that complements the student's coursework and research including global health, business, and design courses. This "restricted elective" course must be approved by the Director of the MS Program before enrolling and must be part of the Graduate School course career. Accelerated BS/MS with

thesis students are not allowed to count Kellogg courses towards their degree requirements as they are not part of The Graduate School course career.

2. All students performing research are required to take Responsible Conduct of Research Training (RCR) within their first year in the MS portion of the program. More information can be found on the Office for Research [website](#).
3. All students are required to complete three quarters of BMD_ENG 512. If there are conflicts with seminar and another class, please reach out to the seminar instructor(s) to discuss options.
4. Students must determine the appropriate deliverables for each BMD_ENG 499 course with their advisor at the start of the quarter enrolled. The deliverables must be submitted prior to the grade being awarded.
5. Students are required to complete and defend a Master's thesis to satisfy the requirement for a comprehensive exam. An examination committee for an MS thesis consists of at least three faculty members with one, including the Chair, from the department's core faculty; a minimum of two, including the Chair, from The Graduate School faculty; and a minimum of two who are full-time members of the Northwestern faculty. Committee formation and update meetings should be held at least the quarter before the graduation quarter. The committee must sign a copy of the committee update slides and the student should upload them to GSP.
6. An acceptable dissertation resulting from original research must conform to requirements set forth by TGS. An alternative deliverable is a submitted (but not necessarily approved) first-author publication with proof of submission. The dissertation or submitted journal article must be uploaded to GSP prior to submitting the Master's Completion Form. For more information about thesis procedures, please see the "MS Degree with Thesis" section above.

Grades

No P/NP registration will be accepted. A grade point average equal to a 3.0 is required for graduation for a Master's degree. A student whose overall grade average is below 3.0 does not meet academic standards and will be placed on probation. Students on academic probation are not allowed to graduate until probation has been lifted. Failure to remedy that situation may lead to dismissal by The Graduate School or the Biomedical Engineering Department. An incomplete grade (Y or K) for any course must be removed within one year of the official ending of the course. Please see the section about Satisfactory Academic Progress for more information.

Registration

Registration details and recommended patterns of registration can be found on [the Graduate School website](#).

TGS 512: Continuous Registration

- Required for all students who have completed their coursework and are continuing in their degree programs and are not registered in program coursework or any other TGS course. This course counts toward full-time student status.
- International students must be enrolled full-time at all times except in cases of academic difficulties, medical problems, or if they are in their last quarter at Northwestern; students who are in any of these circumstances and need to take a reduced course load must request a “[reduced course load](#)” accommodation from the International Office. Summers are not required for registration/visa purposes.

Financial Aid

There are no funding opportunities for MS students through the BME Department or The Graduate School. All full-time graduate students in good academic standing are eligible to apply for student loans. These loans are provided by the combined efforts of the federal government, Northwestern, and cooperating financial institutions, and should be regarded as supplemental financial resources rather than the primary means of financing advanced degrees.

Master's students are charged tuition per course. For loan purposes, they must be at least half-time enrolled (two credits per quarter) to be eligible for federal loan assistance. Students who are enrolled in less than two units per quarter may apply for private loans.

Graduate students should contact [Student Financial Services](#) if they have questions regarding loans eligibility, registration requirements, and available options.

Satisfactory Academic Progress

All MS students must make satisfactory academic progress as outlined by the criteria in the table below. If the student fails to meet the criteria, the corresponding consequences will be imposed. A probationary period will afford the student the opportunity to meet the standard for satisfactory academic progress. If students do not meet the standard for satisfactory academic progress, they will be excluded (dismissed) from the program with some exceptions noted in the “consequences” column of the table.

All academic-based exclusions are made by the BME Graduate Committee and/or TGS. For more information about the appeals process for those students who are placed on probation or excluded, please refer to [TGS’s website](#). Each student’s academic progress is reported annually by the BME department to the student and to TGS through GSP.

Criterion	Set by	Consequence for Failing to Meet Criterion	Probation Length	Appeal-Eligible
Students must maintain a cumulative GPA greater than 3.0	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Students must have 3 or fewer X/Y grades	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Students must complete the MS within five years from initial registration	TGS	Probation followed by exclusion if not remedied during probation	2 quarters	No
Thesis students must make satisfactory research progress (meet milestones as outlined in handbook as determined by committee and/or Director of MS Program)	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes
Thesis students must make satisfactory progress writing thesis (as determined by the committee and/or Director of MS Program)	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes
Students must communicate with program and/or advisor (as assessed by the committee and/or Director of MS Program)	BME	Probation followed by exclusion if not remedied during probation	5 weeks	Yes
Thesis students must have a research advisor by mid-Winter quarter of their first year.	BME	Probation followed by EITHER 1) exclusion or 2) switch to non-thesis program if not remedied during probation	5 weeks	Yes
Thesis students must submit a quarterly update on their research starting in their third quarter. This update will be submitted via the Academic Progress report in GSP.	BME	Probation followed by exclusion if not remedied during probation	5 weeks	Yes

Degree Completion and Graduation

Graduation procedures for both thesis and course-only students are as follows:

- Review the [academic calendar](#) for the deadline for the Application for Degree and Master's Completion Form. The internal deadline for the Master's Completion form is one week prior to the TGS deadline to allow for internal departmental review and approval by the BME Student Services Team. Both the Application for Degree and the Master's Completion Form are to be completed through GSP.
- Please also review the Graduation Checklist on Canvas as a guide for the following:
 - o Departmental review includes:
 - Confirmation that all degree requirements have been met (i.e., coursework, etc.).
 - Confirmation that the student has at least a 3.0 cumulative GPA and that X, Y, or NR grades have been resolved.
 - For thesis students only:
 - Confirmation of completed committee update meeting. Students must upload the committee meeting slide deck with committee signatures to GSP under "Documents".
 - Confirmation of successful defense and approved thesis. Students should submit the MS Thesis Defense Approval Form in GSP as confirmation of a successful defense. This form will also include your thesis and slides from your defense.
 - Completion of the Master's Completion Form in GSP.
 - For non-thesis students only:
 - Confirmation of project courses. The student should upload three project deliverables (10-page paper, slides from a 15-min presentation, or a coding project) to GSP under the "Documents" tab.
 - Completion of the Master's Completion Form in GSP. The student should indicate Chamille Lescott as their Program Advisor.
- Students are responsible for ordering regalia in advance of graduation. Students will receive information via email on how to do so.

Northwestern University prohibits discrimination on the basis of actual or perceived race, color, religion, creed, national origin, ethnicity, caste, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, height, weight, or any other class of individuals protected from discrimination under federal, state, or local law, regulation, or ordinance or any other classification protected by law in the matters of admissions, employment, housing or services or in the educational programs or activities it operates, as required by Title IX of the Education Amendments of 1972; Title III of the Americans with Disabilities Act of 1990, as amended in 2008; Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975; the Age Discrimination in Employment Act of 1967; and any other federal, state, or local laws, regulations, or ordinances that prohibit discrimination, harassment, and/or retaliation.

The University has designated the Associate Vice President for Civil Rights and Title IX Compliance to coordinate the University's compliance with federal and state civil rights laws regarding protected characteristics, including Title IX and those other laws and regulations references above:

Emily Babb

Associate Vice President for Civil Rights and Title IX Compliance | Title IX Coordinator
Office of Civil Rights and Title IX Compliance
1800 Sherman Ave., Suite 4500
Evanston, IL 60201
(847) 467-6165
OCR@northwestern.edu

Tiffany Little

Senior Director. Civil Rights and Title IX Compliance | Deputy Title IX Coordinator
Office of Civil Rights and Title IX Compliance
1800 Sherman Ave., Suite 4500
Evanston, IL 60201
(847) 467-6165
OCR@northwestern.edu

The University complies with all federal and state laws that protect individuals with disabilities from discrimination based on their disability or perceived disability status. As such, reasonable accommodations and auxiliary aids and services are available to individuals with disabilities when such modifications and services are necessary to access the institution's programs and services. The University's ADA/504 Coordinator is:

Laura Conway

Director, ADA Compliance | ADA Coordinator
Office of Civil Rights and Title IX Compliance
1800 Sherman Ave., Suite 4500
Evanston, IL 60201
(847) 467-6165
Accommodations@northwestern.edu

Sam Milgrom

Deputy ADA Coordinator
Office of Civil Rights and Title IX Compliance
1800 Sherman Ave., Suite 4500
Evanston, IL 60201
(847) 467-6165
Accommodations@northwestern.edu

Inquiries about Title IX or the University's prohibitions against discrimination, harassment, and retaliation can be directed to the Associate Vice President for Civil Rights and Title IX Compliance, the ADA/504 Coordinator (for disability-related questions) or to the U.S. Department of Education Office for Civil Rights at the contact information listed below: Complaints and inquiries regarding discrimination, harassment, and retaliation involving federal laws may be directed to:

U.S. Department of Education
Office for Civil Rights

John C. Kluczynski Federal Building
230 S. Dearborn St., 37th Floor
Chicago, IL 60604
(312) 730-1560
OCR.Chicago@ed.gov

U.S. Equal Employment Opportunity Commission
John C. Kluczynski Federal Building
230 S. Dearborn St., Suite 1866
Chicago, IL 60604
(312) 872-9777

Any person who believes that the University as a federal contractor has violated nondiscrimination or equal opportunity obligations may contact the Office of Federal Contract Compliance Programs (OFCCP) at

OFCCP
U.S. Department of Labor
200 Constitution Ave. NW
Washington, D.C. 20210
www.dol.gov
(800) 397-6251