

NonThesis MS/ME Final Comprehensive Examination Form

Biomedical Engineering

INSTRUCTIONS

In addition to the required outlined coursework with appropriate GPA, all non-thesis Master's degree candidates must successfully complete a **Final Comprehensive Examination** (also known as a Capstone Project) to graduate.

To complete their Final Comprehensive Examination, the following steps are required:

1. **Designation of Supervisory Chair and Capstone Election:** Submission of a completed and signed *Masters Non-Thesis Supervisory Chair and Capstone Election* form (see website for form). This should be completed ***no later than the end of their 2nd term of enrollment***.
2. **Defining Capstone Requirements (Page 2 document):** Meet and discuss with your Supervisory Chair their expectations for completion of the Capstone project. This discussion will help guide you as to the requirements for completion of your project. A summary of these requirements should be written out in the *BME 6907 Enrollment Form* (Page 2 of this document). It is essential that the expectations of the Supervisory Chair is explicitly written out, so that it is clear what needs to be completed to satisfactory finish your project.
3. **Enrollment in BME 6907:** To enroll in BME 6907, you must submit a completed and signed *BME 6907 Enrollment Form* (Page 2 of this document), as well as a *Semester Registration Form* (see website for form), to the GAO office. Students should only enroll in BME 6907 when they are ready to complete their Capstone project, as ***BME 6907 can be taken no earlier than the semester preceding their final graduating term.***, per UF Graduate School policy.
4. **Submission of Certificate of Completion by the Final Exam deadline (Page 3):** To demonstrate completion of your Final Comprehensive Examination, you must submit a completed and signed *Certificate of Completion* (Page 3 of this document) to the GAO office **no later than 5 working days prior** to the UF Graduate School deadline posted for MS Nonthesis Final Exam forms to be uploaded to GIMS. This deadline will be strictly enforced. UF Graduate School deadlines are posted on their academic calendar (designed as "Deadline for final exam forms to be posted to GIMS for dissertation or non-thesis". Note this deadline is typically ***3-4 wks prior to the Final Examinations for coursework***.
5. **Submission of Final Exam Evaluation (Page 4):** For accreditation of our program, all MS Final Projects must be evaluated by the Chair. This is documented by completion of Page 4. All Chairs must complete Page 4 and submit this directly to the graduate office. This form must be submitted for the student to meet graduate requirements, so the student should ensure this form is submitted to the graduate office prior to end of the graduation term.

Note that all forms can be processed electronically, with fillable PDF forms provided and electronic signatures accepted (and encouraged). All forms can be directly emailed to grad@bme.ufl.edu.

NonThesis MS/ME Final Comprehensive Examination Form
Biomedical Engineering
BME 6907 ENROLLMENT FORM

Instructions: This form must be completely filled out *prior* to enrollment in BME 6907. Submit this completed and signed document, along with the Semester Registration Form (see website), to grad@bme.ufl.edu. Electronic signatures are accepted and encouraged.

Student's Name:	
UFID #:	
Semester:	FALL SPRING SUMMER Year: _____
Graduation:	Are you planning to graduate this Semester? *REQUIRED INFO* YES NO My estimated term of graduation is: _____
Student Signature:	

Project Title:	
Description of Project:	

As Supervisory Chair to the named student, my signature below serves as a commitment to fully supervise and grade the student's Final Examination for completion of MS Nonthesis requirements. I have met with this student to outline the expectations (time commitments and milestones) for successful completion of this Final Examination. I will provide periodic feedback to the student during the semester to ensure sufficient progress during this term and will serve to provide final certification of completion of examination.

Approval of Enrollment in BME 6907		
Committee Chair Name		Signature:
Co-Chair Name (If Applicable)		Signature:

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CERTIFICATION OF COMPLETION

Fill out this page only upon completion of the project. Strict deadlines are enforced, see page 1 for detailed instructions.

Student's Name:	
UFID #:	

Project Title:	
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SECTION TO BE FILLED BY SUPERVISORY CHAIR ONLY

As Supervisory Chair to the named student, this student has completed a project under my supervision that serves as their Final Exam for MS Nonthesis. They have turned in a Final Report, which I will retain on record. A brief summary of work conducted to serve as Final Examination is provided below:

<u>Write out brief description of work completed and format of report provided:</u>

As Supervisory Chair to the named student, my signature below **affirms satisfactory completion of the final non-thesis project by the above student and recommends the student for graduation.**

Approval of Final Examination	
Committee Chair Name	Signature:
Co-Chair Name (If Applicable)	Signature:

Departmental Use Only:	Uploaded Final Exam into GIMS
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NonThesis MS/ME Final Comprehensive Examination Form
Biomedical Engineering
Assessment for the MS THESIS Final Project Report in Biomedical Engineering

INSTRUCTIONS: This assessment form is **REQUIRED** for all MS nonthesis students (thesis is also required but in a separate format). The form should be completed **by the Supervisory Chair** immediately after completion of the MS Final Project (signing off on Page 3). **The Chair should forward this directly to the GAO office via email (grad@bme.ufl.edu) or deliver in person.**

Student's Name:		UFID #	
Supervisory Chair Name		Term/Year	

Criteria	Assessment : 1(poor) - 5 (superior)*
A. Demonstrates a breadth of knowledge relevant to biomedical engineering.	
B. Demonstrates the ability to read and critique relevant literature.	
C. Identifies, analyzes and solves BME problems.	
D. Designs and conducts experiments and analyzes and interprets data.	
F. Demonstrates the ability to communicate effectively and work collaboratively.	

*Assessment shall be based on an objective evaluation of the student's performance based on past faculty experience relative to student performances over the past 10 years, or the maximum of a faculty members experience using the following criteria:

- 1 Poor, Performance is unsatisfactory
- 2 Subpar, less than 30th percentile
- 3 Average, 30-60 percentile
- 4 Good, 60-80 percentile
- 5 Superior, 80-100 percentile

Additional Notes: