INSTRUCTIONS TO STUDENT AND RESEARCH ADVISOR

This report serves two purposes. First, since research credits are required for the BME minor program, the University guidelines require the department to keep a record of each student’s work in every course of the undergraduate minor program. Second, it affords a means whereby each student will receive appropriate approval for and assistance in planning a BME research studies.

POLICIES AND CRITERIA FOR APPROVAL OF RESEARCH FOR BME MINOR

BME research is a required component for undergraduates BME minor program. Students are required to take 6 credits of research and they may pursue one or a combination of the following options in order to fulfill the requirement:

1. Senior design courses
2. Departmental undergraduate research course (4994)
3. BMES 4994

The project must be related to BME and approval must be required using the Petition and Authorization for BME Project Approval. The research project must be a significant body of knowledge and/or work relevant to biomedical engineering. The study cannot duplicate work in any course previously taken while the student is earning a degree.

PROCEDURE

1. A BME-relevant research study must have advance approval of the student’s research advisor and the SBES Associate Head for Undergraduate Studies. Directed research must be under the advisor’s supervision unless arrangements are made in advance for some other faculty member to direct the study.

2. The student must confer with his or her research advisor before requesting approval. The proposed research study must be carefully planned, the availability of necessary materials should be verified, and the procedure for certifying credits (i.e., special examination report) should be agreed upon. Petition and Authorization for BME Project Approval forms that do not provide detailed course descriptions will NOT be approved.

3. SBES Undergraduate Committee with review all requests and students will receive a decision within 2 weeks of submitting.
BME MINOR

Guidelines for Research Project Approval for BME Minor

1. Prior to registering for research credits, a research advisor must be identified by the student.

2. The student and research advisor must complete and file a Petition and Authorization for BME Project Approval form
   a. Please print the research advisor's name after the signature and identify his/her home department.
   b. The form must describe the outline of the course, significance of the course to BME, and manner in which the course is to be evaluated. Detailed information should be provided.
   c. The number of credits should total 6 for the BME minor requirement.

3. The Petition and Authorization for BME Project Approval form must be approved by the research advisor and the SBES Associate Head for Undergraduate Studies (Dr. Pamela VandeVord; pvord@vt.edu) in order that have credits be used in minor program.

4. The research advisors are responsible for submitting the final grade for the research credits at the end of the term. If for any reason, the student is to be given a deferred grade at the end of the term, the research advisor should email this information to the SBES Associate Head for Undergraduate Studies.