<table>
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<tr>
<th>Ph.D. Timeline</th>
<th>Step towards degree</th>
<th>Actions to be taken</th>
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| First 3 semesters | Coursework | - Meet with Track Leader prior to semester registration deadline.  
- Complete course **registration request form** and **GRA I progress report form**.  
- Submit completed forms to Program Manager to unlock registration.  
- Log in to **SURFS** and enroll in courses. |
| | Lab Rotations | - Attend Professor Rounds  
- Meet with Track Leader and discuss potential lab rotation mentors.  
- Meet with potential lab rotation mentors  
- Fill out **lab rotation proposal form** and submit to Program Manager.  
- Participate and engage in lab rotation for 8-12 weeks.  
- Submit **lab rotation completion form** to Program Manager.  
- Register for GPLS 609 in the fall semester following completion of rotations |
| Every fall semester | Molecular Medicine Seminar | - Attend student seminar presentations. (Only 3 excused absences are allowed.) |
| | Mentor/Lab Selection | - Select a mentor/lab from 1 of the 3 completed rotations.  
- Confirm that mentor has time and funding to support dissertation research.  
- Inform Track Leader of your mentor choice  
- Complete and submit **mentor agreement form** to Program Manager. |
| Year 1, by the end of the summer semester | Qualifying Exam Part 1 | - Follow all instructions in Appendix 3 and submit written proposal to Track Leader  
- If proposal is not accepted, revise and re-submit by assigned deadline.  
- If proposal is accepted, begin scheduling oral exam. |
| Year 2, by March 15th | Qualifying Exam Part 2 | - Schedule and take oral exam.  
- Complete any necessary remedial actions by assigned date.  
- Re-take oral exam by date assigned, if necessary.  
- Ensure that **qualifying exam form** is complete and submit to Program Manager.  
- Complete the **Advance to Candidacy Application**. Submit to Graduate School |
| Year 2, by May 30th | Thesis Committee Selection & Approval | - Discuss potential thesis committee members with mentor (Be sure to consult Molecular Medicine Guidelines for committee composition requirements.)  
- Meet with Track Leader to go over potential committee members  
- Ask desired committee members to serve, confirm availability and inform them about required committee meetings every 6 months.  
- Complete and submit **thesis committee approval form**.  
- Schedule first meeting- many students find doodle plans are useful for scheduling committee meetings. |
| 3-6 months after passing Qualifying Exam | Committee Meetings | - Organize, prepare and review **committee meeting record and individual development plan (IDP) form**.  
- Meet with committee, present research, discuss progress/concerns and set goals to be met by next meeting.  
- Complete and submit **committee meeting record and IDP form**. |
| Within 6 months of committee approval and every 6 months until defense | Thesis Proposal | - Organize research and prepare grant application according to Molecular Medicine Guidelines  
- Schedule room and time to present proposal and inform Program Manager two weeks prior to presentation  
- Complete and submit **thesis proposal form**.  
- Students are also strongly encouraged to revise and submit grant applications for pre-doctoral funding. |
| Within 12-15 months of passing Qualifying Exam | Molecular Medicine Seminar | - Sign up in late July/early August prior to fall semester of year 5  
- Become familiar with **peer review criteria**  
- Prepare and present research in student seminar series |
| By fall of year 5 | Final Committee Meeting | - Inform committee of progress and thesis content.  
- Obtain permission to write up and prepare final dissertation.  
- Complete and submit **committee meeting record and IDP form**. |
| 3-6 months prior to Dissertation Defense | Graduate School Forms | - Follow all deadlines: **Graduate School Calendar** |
| Start of final semester | Doctoral Dissertation Defense | - Organize and prepare dissertation according to Graduate School requirements: **Thesis and Dissertation Style Guide**  
- Submit Completion of Dissertation form signed by Readers and CV to Program director for signature.  
- Submit all required graduation paperwork: **Graduate School Calendar**  
- Schedule room and time to defend. Be sure to inform Program Manager 2 weeks prior to defense. |
| Final Semester | After successfully defending | - Complete and submit **alumni form**  
- Keep abreast of program activities and developments |
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| Year 1, by the end of the summer semester | Mentor/Lab Selection                      | - Select a mentor/lab from 1 of the 2 completed rotations.  
- Confirm that mentor has time and funding to support dissertation research.  
- Inform Track Leader of your mentor choice  
- Complete and submit **mentor agreement form** to Program Manager. |
| Every fall semester                       | Molecular Medicine Seminar                | - Attend student seminar presentations. (Only 3 excused absences are allowed.)  
- Notify seminar instructor **in advance** if a seminar presentation will be missed.                                                                                                                         |
| Year 2, by July 16                         | Qualifying Exam Part 1                    | - Follow all instructions in Appendix 3 and submit written proposal to Track Leader  
- If proposal is not accepted, revise and resubmit by assigned deadline.  
- If proposal is accepted, begin scheduling oral exam.                                                                                                                                                    |
| Year 2, by September 30th                 | Qualifying Exam Part 2                    | - Schedule and take oral exam.  
- Complete any necessary remedial actions by assigned date.  
- Re-take oral exam by date assigned, if necessary.  
- Ensure that **qualifying exam form** is complete and submit to Program Manager.  
- Complete the **Advance to Candidacy Application**. Submit to Graduate School.                                                                                                                         |
| 3 months after passing Qualifying Exam     | Thesis Committee Selection & Approval     | - Discuss potential thesis committee members with mentor. (Be sure to consult Molecular Medicine Guidelines for committee composition requirements)  
- Meet with Track Leader to go over potential committee members  
- Ask desired committee members to serve, confirm availability and inform them about required committee meetings every 6 months.  
- Complete and submit **thesis committee approval form**.  
- Schedule first meeting- many students find doodle plans are useful for scheduling committee meetings.                                                                 |
| Within 6 months of committee approval and every 6 months until thesis defense | Committee Meetings                        | - Organize, prepare and review **committee meeting record and individual development plan (IDP) form**.  
- Meet with committee, present research, discuss progress/concerns and set goals to be met by next meeting.  
- Complete and submit **committee meeting record and IDP form**.                                                                                                                                         |
| Within 12-15 months of passing Qualifying Exam | Thesis Proposal                          | - Organize research and prepare grant application according to Molecular Medicine Guidelines  
- Schedule room and time to present proposal and inform Program Manager two weeks prior to presentation  
- Complete and submit **thesis proposal form**.  
- Students are also strongly encouraged to revise and submit grant applications for pre-doctoral funding.                                                                                                      |
| By fall of year 4-5                        | Molecular Medicine Seminar Presentation   | - Sign up in late July/early August prior to fall semester of year 5  
- Become familiar with **peer review criteria**  
- Prepare and present research in student seminar series                                                                                                                                                    |
| 3-6 months prior to Dissertation Defense   | Final Committee Meeting                   | - Inform committee of progress and thesis content.  
- Obtain permission to write up and prepare final dissertation.  
- Complete and submit **committee meeting record and individual development plan form**.                                                                                                                     |
| Start of final semester                    | Graduate School Paperwork                 | - Follow all deadlines: **Graduate School Calendar**.                                                                                                                                                                  |
| Final Semester                             | Doctoral Dissertation Defense             | - Organize and prepare dissertation according to Graduate School requirements: **Thesis and Dissertation Style Guide**  
- Submit Completion of Dissertation form signed by Readers and CV to Program director for signature.  
- Submit all required graduation paperwork: **Graduate School Calendar**  
- Schedule room and time to defend. Be sure to inform Program Manager 2 weeks prior to defense.                                                                                        |
| After successfully defending               | Keep abreast of program activities and developments | - Complete and submit **alumni form**.                                                                                                                                                                                 |