

Appendix 1: Timeline for PhD Program in Molecular Medicine

PhD Timeline	Step towards degree	Actions to be taken
First 3 semesters	Coursework	<ul style="list-style-type: none"> Meet with Track Leader prior to semester registration deadline. Complete course registration request form and GRA I progress report form. Submit completed forms to Academic Services Specialist to unlock registration. Log in to SURFS and enroll in courses.
	Lab Rotations	<ul style="list-style-type: none"> Attend Professor Rounds. Meet with Track Leader and discuss potential lab rotation mentors. Meet with potential lab rotation mentors. Complete and submit lab rotation proposal form to Academic Services Specialist. Participate and engage in lab rotation for 8-12 weeks. Submit lab rotation completion form to Academic Services Specialist. Register for GPLS 609 in the fall semester following completion of rotations.
Every fall semester	Molecular Medicine Seminar	<ul style="list-style-type: none"> Attend required student seminar presentations. Notify seminar instructor <u>in advance</u> if a seminar presentation will be missed.
Year 1, by the end of the summer semester	Mentor/Lab Selection	<ul style="list-style-type: none"> 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 track/mentor selection form to Academic Services Specialist. Complete and submit mentor agreement form to Academic Services Specialist.
Year 2, by March 15th	Qualifying Exam Part 1	<ul style="list-style-type: none"> 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 May 30th	Qualifying Exam Part 2	<ul style="list-style-type: none"> Schedule and take oral exam. Complete any necessary remedial actions by assigned date. Re-take oral exam by date assigned, if necessary. Ensure qualifying exam form is complete then submit to Academic Services Specialist. Complete the advanced to candidacy application and submit to Graduate School.
3-6 months after passing Qualifying Exam	Thesis Committee Selection & Approval	<ul style="list-style-type: none"> Discuss potential thesis committee members with mentor. (<i>Be sure to consult Molecular Medicine Guidelines for committee composition requirements.</i>) 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 defense	Committee Meetings	<ul style="list-style-type: none"> Organize, prepare and review <i>committee meeting record and individual development plan (IDP) form</i>. Meet with committee, present research, discuss progress/concerns and set goals to be met by next meeting. Complete and submit <i>post candidacy committee meeting record and IDP form</i>.
Within 12-15 months of passing Qualifying Exam	Thesis Proposal	<ul style="list-style-type: none"> Organize research and prepare grant application according to Molecular Medicine Guidelines. Schedule room and time to present proposal and inform Academic Services Specialist two weeks prior to presentation. Complete and submit <i>thesis proposal form & IDP</i>. Students are also strongly encouraged to revise and submit grant applications for pre-doctoral funding.
Year 3-5	Molecular Medicine Seminar Presentation	<ul style="list-style-type: none"> Sign up in summer prior to fall of year 5 and winter prior to spring of year 3 and 4 Become familiar with <i>peer review criteria</i>. Prepare and present research in student seminar series.
3-6 months prior to Dissertation Defense	Final Committee Meeting	<ul style="list-style-type: none"> Inform committee of progress and thesis content. Obtain permission to write up and prepare final dissertation. Complete and submit <i>committee meeting record and IDP form</i>.
Start of final semester	Graduate School Forms	<ul style="list-style-type: none"> Follow all deadlines: Graduate School Deadlines
Final Semester	Doctoral Dissertation Defense	<ul style="list-style-type: none"> Organize and prepare dissertation according to Graduate School requirements: Thesis and Dissertation Style Guide Complete and submit pre-graduation checklist and alumni update form along with CV. Submit Certification of Completion of the Doctoral Dissertation form signed by Readers to Program Director for signature. Submit all required graduation paperwork: Graduate School Deadlines Schedule room and time to defend. Be sure to inform Academic Services Specialist 2 weeks prior to defense.
After successfully defending	Keep abreast of program activities and developments	<ul style="list-style-type: none"> Connect with us on LinkedIn: www.linkedin.com/in/umbmolecularmedicine.

Appendix 2. Timeline for MD/PhD Program in Molecular Medicine*

MD/ PhD Timeline	Step towards degree	Actions to be taken
Year 1, by the end of the summer semester	Mentor/Lab Selection	<ul style="list-style-type: none"> 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 Academic Services Specialist.
Every fall semester	Molecular Medicine Seminar	<ul style="list-style-type: none"> Attend student seminar presentations. (Only 3 excused absences are allowed.) Notify seminar instructor <u>in advance</u> if a seminar presentation will be missed.
Year 2, by July 16	Qualifying Exam Part 1	<ul style="list-style-type: none"> 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 September 30th	Qualifying Exam Part 2	<ul style="list-style-type: none"> 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 Academic Services Specialist. Complete the advance to candidacy application. Submit to Graduate School.
3 months after passing Qualifying Exam	Thesis Committee Selection & Approval	<ul style="list-style-type: none"> Discuss potential thesis committee members with mentor. (<i>Be sure to consult Molecular Medicine Guidelines for committee composition requirements.</i>) 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Organize research and prepare grant application according to Molecular Medicine Guidelines. Schedule room and time to present proposal and inform Academic Services Specialist 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.
Year 2 and 3	Molecular Medicine Seminar Presentation	<ul style="list-style-type: none"> Sign up in summer prior to fall of year 2 and winter prior to spring of year 3 Become familiar with peer review criteria. Prepare and present research in student seminar series.
3-6 months prior to Dissertation Defense	Final Committee Meeting	<ul style="list-style-type: none"> 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.
Start of final semester	Graduate School Paperwork	<ul style="list-style-type: none"> Follow all deadlines: Graduate School Deadlines.
Final Semester	Doctoral Dissertation Defense	<ul style="list-style-type: none"> Organize and prepare dissertation according to Graduate School requirements: Thesis and Dissertation Style Guide Complete and submit pre-graduation checklist and alumni update form along with CV. Submit Certification of Completion of the Doctoral Dissertation form signed by Readers to Program Director for signature. Submit all required graduation paperwork: Graduate School Deadlines Schedule room and time to defend. Be sure to inform Academic Services Specialist 2 weeks prior to defense.
After successfully defending	Keep abreast of program activities and developments	<ul style="list-style-type: none"> Connect with us on LinkedIn: www.linkedin.com/in/umbmolecularmedicine.

*Note: the MSTP Program may have additional program specific requirements