

## 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"> <li>Meet with Track Leader prior to semester registration deadline.</li> <li>Complete <a href="#">course registration request form</a> and <a href="#">GRA I progress report form</a>.</li> <li>Submit completed forms to Academic Services Specialist to unlock registration.</li> <li>Log in to <a href="#">SURFS</a> and enroll in courses.</li> </ul>
	Lab Rotations	<ul style="list-style-type: none"> <li>Attend Professor Rounds.</li> <li>Meet with Track Leader and discuss potential lab rotation mentors.</li> <li>Meet with potential lab rotation mentors.</li> <li>Complete and submit <a href="#">lab rotation proposal form</a> to Academic Services Specialist.</li> <li>Participate and engage in lab rotation for 8-12 weeks.</li> <li>Submit <a href="#">lab rotation completion form</a> to Academic Services Specialist.</li> <li>Register for GPLS 609 in the fall semester following completion of rotations.</li> </ul>
Every fall semester	Molecular Medicine Seminar	<ul style="list-style-type: none"> <li>Attend required student seminar presentations.</li> <li>Notify seminar instructor <u>in advance</u> if a seminar presentation will be missed.</li> </ul>
Year 1, by the end of the summer semester	Mentor/Lab Selection	<ul style="list-style-type: none"> <li>Select a mentor/lab from 1 of the 3 completed rotations.</li> <li>Confirm that mentor has time and funding to support dissertation research.</li> <li>Inform Track Leader of your mentor choice.</li> <li>Complete and submit <a href="#">track/mentor selection form</a> to Academic Services Specialist.</li> <li>Complete and submit <a href="#">mentor agreement form</a> to Academic Services Specialist.</li> </ul>
Year 2, by March 15th	Qualifying Exam Part 1	<ul style="list-style-type: none"> <li>Follow all instructions in Appendix 3 and submit written proposal to Track Leader.</li> <li>If proposal is not accepted, revise and re-submit by assigned deadline.</li> <li>If proposal is accepted, begin scheduling oral exam.</li> </ul>
Year 2, by May 30th	Qualifying Exam Part 2	<ul style="list-style-type: none"> <li>Schedule and take oral exam.</li> <li>Complete any necessary remedial actions by assigned date.</li> <li>Re-take oral exam by date assigned, if necessary.</li> <li>Ensure <a href="#">qualifying exam form</a> is complete then submit to Academic Services Specialist.</li> <li>Complete the <a href="#">advanced to candidacy application</a> and submit to Graduate School.</li> </ul>
3-6 months after passing Qualifying Exam	Thesis Committee Selection & Approval	<ul style="list-style-type: none"> <li>Discuss potential thesis committee members with mentor. (<i>Be sure to consult Molecular Medicine Guidelines for committee composition requirements.</i>)</li> <li>Meet with Track Leader to go over potential committee members.</li> <li>Ask desired committee members to serve, confirm availability and inform them about required committee meetings every 6 months.</li> <li>Complete and submit <a href="#">thesis committee approval form</a>.</li> <li>Schedule first meeting (many students find doodle plans are useful for scheduling committee meetings).</li> </ul>
Within 6 months of committee approval and every 6 months until defense	Committee Meetings	<ul style="list-style-type: none"> <li>Organize, prepare and review <i>committee meeting record and individual development plan (IDP) form</i>.</li> <li>Meet with committee, present research, discuss progress/concerns and set goals to be met by next meeting.</li> <li>Complete and submit <i>post candidacy committee meeting record and IDP form</i>.</li> </ul>
Within 12-15 months of passing Qualifying Exam	Thesis Proposal	<ul style="list-style-type: none"> <li>Organize research and prepare grant application according to Molecular Medicine Guidelines.</li> <li>Schedule room and time to present proposal and inform Academic Services Specialist two weeks prior to presentation.</li> <li>Complete and submit <i>thesis proposal form &amp; IDP</i>.</li> <li>Students are also strongly encouraged to revise and submit grant applications for pre-doctoral funding.</li> </ul>
By fall of year 5	Molecular Medicine Seminar Presentation	<ul style="list-style-type: none"> <li>Sign up in late July/early August prior to fall semester of year 5</li> <li>Become familiar with <i>peer review criteria</i>.</li> <li>Prepare and present research in student seminar series.</li> </ul>
3-6 months prior to Dissertation Defense	Final Committee Meeting	<ul style="list-style-type: none"> <li>Inform committee of progress and thesis content.</li> <li>Obtain permission to write up and prepare final dissertation.</li> <li>Complete and submit <i>committee meeting record and IDP form</i>.</li> </ul>
Start of final semester	Graduate School Forms	<ul style="list-style-type: none"> <li>Follow all deadlines: <a href="#">Graduate School Deadlines</a></li> </ul>
Final Semester	Doctoral Dissertation Defense	<ul style="list-style-type: none"> <li>Organize and prepare dissertation according to Graduate School requirements: <a href="#">Thesis and Dissertation Style Guide</a></li> <li>Complete and submit <a href="#">pre-graduation checklist</a> and <a href="#">alumni update form</a> along with CV.</li> <li>Submit <a href="#">Certification of Completion of the Doctoral Dissertation form</a> signed by Readers to Program Director for signature.</li> <li>Submit all required graduation paperwork: <a href="#">Graduate School Deadlines</a></li> <li>Schedule room and time to defend. Be sure to inform Academic Services Specialist 2 weeks prior to defense.</li> </ul>
After successfully defending	Keep abreast of program activities and developments	<ul style="list-style-type: none"> <li>Connect with us on LinkedIn: <a href="http://www.linkedin.com/in/umbmolecularmedicine">www.linkedin.com/in/umbmolecularmedicine</a>.</li> </ul>

## 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"> <li>Select a mentor/lab from 1 of the 2 completed rotations.</li> <li>Confirm that mentor has time and funding to support dissertation research.</li> <li>Inform Track Leader of your mentor choice.</li> <li>Complete and submit <a href="#">mentor agreement form</a> to Academic Services Specialist.</li> </ul>
Every fall semester	Molecular Medicine Seminar	<ul style="list-style-type: none"> <li>Attend student seminar presentations. (Only 3 excused absences are allowed.)</li> <li>Notify seminar instructor <u>in advance</u> if a seminar presentation will be missed.</li> </ul>
Year 2, by July 16	Qualifying Exam Part 1	<ul style="list-style-type: none"> <li>Follow all instructions in Appendix 3 and submit written proposal to Track Leader.</li> <li>If proposal is not accepted, revise and re-submit by assigned deadline.</li> <li>If proposal is accepted, begin scheduling oral exam.</li> </ul>
Year 2, by September 30th	Qualifying Exam Part 2	<ul style="list-style-type: none"> <li>Schedule and take oral exam.</li> <li>Complete any necessary remedial actions by assigned date.</li> <li>Re-take oral exam by date assigned, if necessary.</li> <li>Ensure that <a href="#">qualifying exam form</a> is complete and submit to Academic Services Specialist.</li> <li>Complete the <a href="#">advance to candidacy application</a>. Submit to Graduate School.</li> </ul>
3 months after passing Qualifying Exam	Thesis Committee Selection & Approval	<ul style="list-style-type: none"> <li>Discuss potential thesis committee members with mentor. (<i>Be sure to consult Molecular Medicine Guidelines for committee composition requirements.</i>)</li> <li>Meet with Track Leader to go over potential committee members.</li> <li>Ask desired committee members to serve, confirm availability and inform them about required committee meetings every 6 months.</li> <li>Complete and submit <a href="#">thesis committee approval form</a>.</li> <li>Schedule first meeting- many students find Doodle plans are useful for scheduling committee meetings.</li> </ul>
Within 6 months of committee approval and every 6 months until thesis defense	Committee Meetings	<ul style="list-style-type: none"> <li>Organize, prepare and review <b>committee meeting record and individual development plan (IDP) form</b>.</li> <li>Meet with committee, present research, discuss progress/concerns and set goals to be met by next meeting.</li> <li>Complete and submit <b>committee meeting record and IDP form</b>.</li> </ul>
Within 12-15 months of passing Qualifying Exam	Thesis Proposal	<ul style="list-style-type: none"> <li>Organize research and prepare grant application according to Molecular Medicine Guidelines.</li> <li>Schedule room and time to present proposal and inform Academic Services Specialist two weeks prior to presentation.</li> <li>Complete and submit <b>thesis proposal form</b>.</li> <li>Students are also strongly encouraged to revise and submit grant applications for pre-doctoral funding.</li> </ul>
By fall of year 4-5	Molecular Medicine Seminar Presentation	<ul style="list-style-type: none"> <li>Sign up in late July/early August prior to fall semester of year 5.</li> <li>Become familiar with <b>peer review criteria</b>.</li> <li>Prepare and present research in student seminar series.</li> </ul>
3-6 months prior to Dissertation Defense	Final Committee Meeting	<ul style="list-style-type: none"> <li>Inform committee of progress and thesis content.</li> <li>Obtain permission to write up and prepare final dissertation.</li> <li>Complete and submit <b>committee meeting record and IDP form</b>.</li> </ul>
Start of final semester	Graduate School Paperwork	<ul style="list-style-type: none"> <li>Follow all deadlines: <a href="#">Graduate School Deadlines</a>.</li> </ul>
Final Semester	Doctoral Dissertation Defense	<ul style="list-style-type: none"> <li>Organize and prepare dissertation according to Graduate School requirements: <a href="#">Thesis and Dissertation Style Guide</a></li> <li>Complete and submit <a href="#">pre-graduation checklist</a> and <a href="#">alumni update form</a> along with CV.</li> <li>Submit <a href="#">Certification of Completion of the Doctoral Dissertation form</a> signed by Readers to Program Director for signature.</li> <li>Submit all required graduation paperwork: <a href="#">Graduate School Deadlines</a></li> <li>Schedule room and time to defend. Be sure to inform Academic Services Specialist 2 weeks prior to defense.</li> </ul>
After successfully defending	Keep abreast of program activities and developments	<ul style="list-style-type: none"> <li>Connect with us on LinkedIn: <a href="http://www.linkedin.com/in/umbmolecularmedicine">www.linkedin.com/in/umbmolecularmedicine</a>.</li> </ul>

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