

Ph.D. Timeline	Step towards degree	Actions to be taken
First 3 semesters	Coursework	-Meet with Track Leader prior to semester registration deadline. -Complete <i>course registration request form</i> and <i>student progress report form GRA I</i> . -Submit completed forms to Academic Services Specialist to unlock registration. -Log in to SURES 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. -Complete and submit <i>lab rotation proposal form</i> to Academic Services Specialist. -Participate and engage in lab rotation for 8-12 weeks. -Submit <i>lab rotation completion form</i> to Academic Services Specialist. -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.) -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	-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 <i>track/mentor selection form</i> to Academic Services Specialist.
Year 2, by March 15th	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 May 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 <i>qualifying exam form</i> is complete and submit to Academic Services Specialist. -Complete the Advance to Candidacy Application . Submit to Graduate School
3-6 months after passing Qualifying Exam	Thesis Committee Selection & Approval	-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 <i>thesis committee approval form</i> . -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	-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	-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.
By fall of year 5	Molecular Medicine Seminar Presentation	-Sign up in late July/early August prior to fall semester of year 5 -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	-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	-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 -Complete and submit <i>pre-graduation checklist</i> and <i>alumni update form</i> along with CV. -Submit <i>Certification of Completion of the Doctoral Dissertation form</i> signed by Readers to Program Director for signature. -Submit all required graduation paperwork: Graduate School Calendar -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	-Connect with us on LinkedIn www.linkedin.com/in/umbmolecularmedicine

M.D./ Ph.D. Timeline	Step towards degree	Actions to be taken
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 Academic Services Specialist.
Every fall semester	Molecular Medicine Seminar	-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	-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	-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	-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	-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 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.
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 -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 Calendar -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	-Connect with us on LinkedIn www.linkedin.com/in/umbmolecularmedicine