IMP MD/Ph.D Student Timeline

The table below outlines a typical student timeline in the IMP program. Please use this guide to track and review your progress. **Students should meet the requirements on time and turn in any related paperwork promptly to the Program Administrator.** Students should refer to the handbook for detailed information regarding expectations about each milestone listed below.

All forms are available on the program website under “Resources” → “Forms and Documents” with the exception of the MD/Ph.D Advisor Agreement form.

*For information on required coursework, please refer to the IMP Handbook.*

<table>
<thead>
<tr>
<th>Year M2</th>
<th>Milestone</th>
<th>Form</th>
<th>Form Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Rotations</td>
<td>MD/PhD Rotation Form (email copy to IMP program administrator, <a href="mailto:emily.morran@emory.edu">emily.morran@emory.edu</a>)</td>
<td>Spring/Summer</td>
</tr>
<tr>
<td></td>
<td>Select Faculty Advisor</td>
<td>MD-PhD Dissertation Advisor Assignment Agreement &amp; IMP Advisor Agreement Addendum (Email a copy to the IMP Program Administrator)</td>
<td>September 1</td>
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<table>
<thead>
<tr>
<th>Year G1</th>
<th>Milestone</th>
<th>Form</th>
<th>Form Due Date</th>
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<tbody>
<tr>
<td></td>
<td>Qualifying Exam</td>
<td>IMP Oral Qualifying Exam Form</td>
<td>Within 1 week of exam</td>
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<tr>
<td></td>
<td>(January)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>First RIP (second semester)</td>
<td>N/A- sign up for day via Doodle Poll</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Select Dissertation Committee (second semester)</td>
<td>LGS Dissertation Committee Form</td>
<td>Within week of RIP</td>
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<tr>
<td></td>
<td>Dissertation Committee Meeting (by July 1)</td>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
<td>Within 1 week of meeting</td>
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<tr>
<td></td>
<td>Thesis Proposal (by July 1)</td>
<td>Evaluation of Thesis Proposal form &amp; pdf of actual proposal</td>
<td>Within 1 week of meeting</td>
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<tr>
<td></td>
<td>Apply for Candidacy</td>
<td>LGS Candidacy Signature Form</td>
<td>End of spring or summer term</td>
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<td>Year G2</td>
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<td>---------------------------------------------</td>
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<td><strong>Milestone</strong></td>
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<tr>
<td>Introduction Chapter</td>
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<tr>
<td>Apply for Candidacy</td>
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<tr>
<td>Dissertation Committee Meeting (w/i 1 year of first mtg.)</td>
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<tr>
<td>Annual RIP</td>
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<tr>
<td><strong>Form</strong></td>
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<tr>
<td>Electronic version of Intro Chapter</td>
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<tr>
<td>LGS Application for Admission to Candidacy</td>
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<tr>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
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<td>N/A- Sign up for a day via Doodle Poll</td>
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<td><strong>Form Due Date</strong></td>
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<td>December 1</td>
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<td>First week of January</td>
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<td>Within 1 week of meeting</td>
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<th>Year G3+</th>
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<tbody>
<tr>
<td><strong>Milestone</strong></td>
</tr>
<tr>
<td>Dissertation Committee Meeting (6 months from last mtg.)</td>
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<tr>
<td>Annual RIP</td>
</tr>
<tr>
<td><strong>Form</strong></td>
</tr>
<tr>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
</tr>
<tr>
<td>N/A- Sign up for a day via Doodle Poll</td>
</tr>
<tr>
<td><strong>Form Due Date</strong></td>
</tr>
<tr>
<td>Within 1 week of meeting</td>
</tr>
<tr>
<td>N/A</td>
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**Planning for Graduation**

**For MD/PhD Office**
- Notify Cathy Quinones Maeso and Erica Weaver of your plans to return to SOM & find out about any requirements on their end for this process.

**For IMP**
- Complete the IMP Defense Notification form **at least 2 weeks prior to your defense.**
- Send your committee your thesis in final form **at least 2 weeks prior to your defense.**
  (Per the handbook, this is done ideally before you even set a date.)
- Contact the Program Administrator if you need help scheduling a room.
- Make your flyer and program (templates available on the GDBBS intranet under "Students" and "Forms")
  - A. Send your flyer & program to the Program Administrator **at least two weeks prior to your defense.**
  - B. Print your programs to have available at your defense

**For GDBBS**
- You must be registered and have paid off all academic fees in the semester in which you defend.

**For Laney**
- Use the website: [http://gs.emory.edu/academics/policies/completion.html](http://gs.emory.edu/academics/policies/completion.html) for resources regarding submitting your dissertation and to check other pertinent Laney information.
- File “Application for Degree” by the deadline in the semester in which you will defend.
- Note emails from Melissa Gilstrap with defense deadlines.
- Contact Monica Taylor if you need help or clarification regarding Laney requirements