



## MMG Student Timeline 2018-2019

The table below outlines a typical student timeline in the MMG 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 each milestone listed below.

All forms are available on the [MMG Program website](#). Exceptions include the Final Rotation Report and 1-page Progress Report as these can take a personalized format.

This table does not include required courses. For that information, refer to the MMG Handbook.

Year 1		
Milestone	Form	Due to P.A.
Lab Rotation 1 (Sep. 17-Nov. 16)	MMG Rotation Agreement Form MMG Final Rotation Report	Mon. September 17 Fri. November 23
Lab Rotation 2 (Nov. 26-Jan. 25)	MMG Rotation Agreement Form MMG Final Rotation Report	Fri. November 23 Fri. February 1
Lab Rotation 3 (Feb. 4-March 29)	MMG Rotation Agreement Form MMG Final Rotation Report	Fri. February 1 Fri. April 12
Lab Rotation 4 <i>(if needed)</i>	MMG Rotation Agreement Form MMG Final Rotation Report	Fri. April 12 TBD w/ DGS
Select Faculty Advisor	GDBBS Mentor Agreement & Finance Information Form	Fri. April 12

Year 2			
Milestone	Form	Due to Committee	Due to P.A.

Select Dissertation Committee (prior to March 15)	LGS Dissertation Committee Form	N/A	N/A (on-line submission process)
Submit Dissertation Abstract	N/A	March 15	N/A
Submit Dissertation Proposal	N/A	2 weeks before Qualifying Exam Date	N/A
Year 2 Continued			
Qualifying Examination	MMG Qualifying Examination Forms	N/A	Completed forms due 1 week after Qualifying Exam
Apply for Candidacy	LGS Candidacy Signature Form	N/A	N/A (on-line submission process-complete at end of spring semester)

Year 3+			
Milestone	Form	Due to Committee	Due to P.A.
Dissertation Committee Meetings (First mtg. w/i one year of qualifying exam. Meetings every 6 months following)	1.) 1-page Progress Report 2.) IDP Slides 3.) MMG Dissertation Committee Meeting Form	1) 1 week before 2) At meeting 3) Within 1 week of meeting	Entire packet (1-3) within 1 week of meeting

## Planning for Graduation- Phase One

***(Recommended to be completed ~ 6 months- 2 weeks prior to defense date. Everywhere you see "committee" below, this includes your mentor.)***

- ~6 months before anticipated graduation- Meet with committee to outline progress and plans. Get committee approval of completion plans.
- ~6 months before- write, write, write (*Note the formatting requirements under "Preparing your Manuscript" in the "Submitting your Thesis or Dissertation" document from [LGS](#)*) and network/ interview for post-doctoral or other post-degree positions
- ~6 months before- Refer to the [LGS calendar](#) for graduation deadlines and due dates. Note these and communicate with mentor and committee accordingly.

- ~4-6 months before- Review/familiarize yourself with the [LGS Degree Completion](#) requirements and policies.
- ~2-6 months before- Register and pay off all academic fees during the semester in which you will graduate.
- [Apply for your degree](#) at the beginning of the same semester in which you will graduate.
- ~3-4 months before- Set your date and time with your committee.
- ~3-4 months before- Book a room (Contact the Program Administrator if you need assistance.)
- REQUIRED: 2 weeks before- Submit dissertation to your committee
- REQUIRED: 2 weeks before- Send your flyer & program to the Program Administrator. Use GDBBS Defense Announcement Templates from the [MMG website](#).
- REQUIRED: ~1 week before- Print a stack of programs to make available to your audience.

## Planning for Graduation- Phase Two

*(Recommended to be completed the day of your defense through the Degree Completion Deadline for your semester of graduation)*

**\*NOTE:** While every attempt was made to provide a comprehensive overview of defense and graduations requirements, it is the student's responsibility to review all information from the MMG Program and LGS resources and ensure they complete the necessary requirements.

- **STEP ONE:** Print and take these items to your defense for signatures:  
[Committee Approval of Oral Defense Examination](#)- Requires signatures of committee members, including mentor.

### Committee Approval of Written Dissertation

- a. This is a signature page that requires signatures of all committee members, including mentor for final approval of written dissertation
- b. Info & signature page is within the "Submitting your Thesis or Dissertation" LGS document- top right-hand corner of [LGS page](#).

### Doctoral Degree Completion Report

- a. Info & link (Doctoral Completion Form) to form in top right-hand corner of [LGS page](#)
- b. Fill out candidate info and get MMG Director's signature.

- **STEP TWO:** Complete the following on your own before or after your defense and ***before*** submitting/uploading everything to GDBBS and LGS.

### Written Dissertation Distribution Agreement

- a. Info & page in "Submitting your Thesis or Dissertation" LGS document- top right-hand corner of [LGS page](#).

### ETD Repository Submission Form

- a. Accessed via the [ETD website](#) and referenced in the "Submitting your Thesis or Dissertation" LGS document- top right-hand corner of [LGS page](#).
- b. Requires signatures of candidate and advisor

ETD Upload (not until written dissertation is in **final** format)

- a. Upload your dissertation to the [ETD repository](#). Follow instructions/information provided in the “Submitting your Thesis or Dissertation” LGS document- top right-hand corner of [LGS page](#).

Exit surveys

- a. Info & link in top right-hand corner of [LGS page](#)
- b. Online “Graduate Education Experience Survey”
- c. Online “SED” (Survey of Earned Doctorates- link at end of first survey)
- d. Print completion certificates

- **STEP THREE:** Take these items to your Program Administrator after your defense and before the degree completion deadline.

- ✓ GDBBS Committee Approval of the Oral Defense Examination form
- ✓ A copy of committee approval of written dissertation = coversheet w/ signatures
- ✓ Doctoral Degree Completion Report with your signature and the MMG Program Director or DGS’s signature. We will send this back to you after Nael signs it.
- ✓ Schedule an exit interview through Maureen Thomas to meet with Division Director, Nael McCarty (phone or in person)

- **STEP FOUR:** [Upload these items to LGS](#) after completing everything above but before the Degree Completion Date

- ✓ Committee approval of written dissertation = Original Coversheet w/ signatures
- ✓ Doctoral Degree Completion Report with all signatures as provided to your Program Administrator
- ✓ Written Dissertation Distribution Agreement Coversheet
- ✓ ETD Repository Submission Agreement
- ✓ Completion certificates from exit surveys

*Congratulations! If you plan to participate in commencement, be sure to communicate that to the Division’s Director of Student Development and your mentor. Watch your email for instructions on ordering commencement items, picking up your hood, and day-of locations and times.*