IMP MD-PhD Student Timeline 2018-19

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 each milestone listed below.

All forms are available on the IMP website with the exception of the MD/PhD Advisor Agreement form. This table does not include required courses. For that information, 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 and DGS for reference)</td>
<td>Spring/Summer</td>
</tr>
<tr>
<td></td>
<td>Select Faculty Advisor</td>
<td>MD-PhD Dissertation Advisor Assignment Agreement (copy) &amp; IMP Advisor Agreement Addendum</td>
<td>September 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year G1</th>
<th>Milestone</th>
<th>Form</th>
<th>Form Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Qualifying Exam (January)</td>
<td>IMP Oral Qualifying Exam Form</td>
<td>Within 1 week of exam</td>
</tr>
<tr>
<td></td>
<td>First RIP (second semester)</td>
<td>N/A- sign up for day via Doodle Poll</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Select Dissertation Committee</td>
<td>LGS Dissertation Committee Form</td>
<td>Within week of RIP</td>
</tr>
<tr>
<td></td>
<td>(second semester)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dissertation Committee Meeting</td>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
<td>Within 1 week of meeting</td>
</tr>
<tr>
<td></td>
<td>(by July 1)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dissertation Proposal (by July 1)</td>
<td>Evaluation of Dissertation Proposal form &amp; pdf of actual proposal</td>
<td>Within 1 week of meeting</td>
</tr>
</tbody>
</table>
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.
- ~6 months before- Contact Cathy Quinones to find out what needs to be done to return to SOM and important deadlines on the SOM side of your work.
- ~4-6 months before- Review/familiarize yourself with the LGS Degree Completion requirements and policies. Of particular help at this time would be the “Completing Your Degree Insert Semester Here” document.
- ~4-6 months before- Register and pay off all academic fees during the semester in which you will graduate.
- Submit your LGS “Application for Degree” at the beginning of the same semester in which you will graduate. You may submit a hard copy to the LGS office or an electronic copy in OPUS.
- ~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.

<table>
<thead>
<tr>
<th>Year G2</th>
<th>Milestone</th>
<th>Form</th>
<th>Form Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Chapter</td>
<td>Electronic version of Intro Chapter</td>
<td>December 1</td>
<td></td>
</tr>
<tr>
<td>Dissertation Committee Meeting (w/i 1 year of first mtg.)</td>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
<td>Within 1 week of meeting</td>
<td></td>
</tr>
<tr>
<td>Annual RIP</td>
<td>N/A- Sign up for a day via Doodle Poll</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year G3+</th>
<th>Milestone</th>
<th>Form</th>
<th>Form Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dissertation Committee Meeting (6 months from last mtg.)</td>
<td>Dissertation Committee Meeting Summary and Progress Report</td>
<td>Within 1 week of meeting</td>
<td></td>
</tr>
<tr>
<td>Annual RIP</td>
<td>N/A- Sign up for a day via Doodle Poll</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>
REQUIRED: 2 weeks before- Send IMP Defense Notification Form to Program Administrator (electronic signatures from Director and DGS are acceptable)

REQUIRED: 2 weeks before- Send your flyer & program to the Program Administrator. Use GDBBS Defense Announcement Templates from the IMP 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 IMP 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
- Turn in to GDBBS office within 1 week after your oral defense

Committee Approval of Written Dissertation
- This is a signature page that requires signatures of all committee members, including mentor
- Info & signature page in “Submitting your Thesis or Dissertation” LGS document-bottom right-hand corner of LGS page.
- Submit copy to GDBBS office and turn original in to LGS office

Doctoral Degree Completion Report
- Info & link (Doctoral Completion Form) in bottom right-hand corner of LGS page
- Requires signatures of candidate, MMG Director, & GDBBS Director
- Turn in to GDBBS office for GDBBS Director signature. Monica Taylor will make a copy for you to take to LGS immediately, and then she will pass along original with Nael’s signature to LGS office once completed.

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

Dissertation Title Submission Form
- Info & link in bottom right-hand corner of LGS page
- Online Emory University survey for commencement

Written Dissertation Distribution Agreement
- Info & page in “Submitting your Thesis or Dissertation” LGS document- bottom right-hand corner of LGS page.
- Follow instructions and turn in to LGS office

ETD Repository Submission Form
a. Accessed via the ETD website and referenced in the “Submitting your Thesis or Dissertation” LGS document- bottom 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- bottom right-hand corner of LGS page.

Exit surveys
  a. Info & link in bottom left-hand corner of LGS page
  b. Online “Graduate Education Experience Survey”
  c. Online “SED” (Survey of Earned Doctorates)
  d. Print completion certificates and turn in to LGS office

○ STEP THREE: Take these items to the Director of Student Development in GDBBS within one week of oral defense.

  ✓ Committee Approval of the Oral Defense Examination form
  ✓ Copy of committee approval of written dissertation = coversheet w/ signatures
  ✓ Doctoral Degree Completion Report
  ✓ Schedule exit interview through Maureen Thomas to meet with Division Director, Nael McCarty (phone or in person)

○ STEP FOUR: Take these items to LGS after completing everything above but before the Degree Completion Date

  ✓ Committee approval of written dissertation = Coversheet w/ signatures
  ✓ Copy of Doctoral Degree Completion Report as provided by Monica Taylor
  ✓ Written Dissertation Distribution Agreement Coversheet (original)
  ✓ ETD Repository Submission Agreement
  ✓ Completion certificates from exit surveys

Congratulations! If you plan to participate in commencement, be sure to communicate that to the GDBBS 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.

Last Revision 8/8/18