



IMP PhD 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”.

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

Year 1

Milestone	Form	Form Due Date
Lab Rotation 1 (Sep. 25-Nov.17)	IMP Laboratory Rotation Notification IMP Rotation Summary Report	September 22 November 17
Lab Rotation 2 (Nov. 27- Jan. 26)	IMP Laboratory Rotation Notification IMP Rotation Summary Report	November 27 Jan. 26
Lab Rotation 3 (Feb. 5-March 30)	IMP Laboratory Rotation Notification IMP Rotation Summary Report	Feb. 5 March 30
Lab Rotation 4 (if needed)	IMP Laboratory Rotation Notification IMP Rotation Summary Report	April 13 TBD w/ DGS
Select Faculty Advisor	GDBBS Mentor Agreement Form & IMP Mentor Agreement Addendum	April 13

Year 2

Milestone	Form	Form Due Date
Qualifying Exam (January)	IMP Oral Qualifying Exam Form	Within 1 week of exam
First RIP (second semester)	N/A- sign up for day via Doodle Poll	N/A
Select Dissertation Committee (second semester)	LGS Dissertation Committee Form	Within week of RIP
Dissertation Committee Meeting (by July 1)	Dissertation Committee Meeting Summary and Progress Report	Within 1 week of meeting
Thesis Proposal (by July 1)	Evaluation of Thesis Proposal form & pdf of actual proposal	Within 1 week of meeting
Apply for Candidacy	LGS Candidacy Signature Form	End of spring or

		summer term
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Year 3		
Milestone	Form	Form Due Date
Introduction Chapter	Electronic version of Intro Chapter	December 1
Apply for Candidacy	LGS Application for Admission to Candidacy	First week of January
Dissertation Committee Meeting (w/i 1 year of first mtg.)	Dissertation Committee Meeting Summary and Progress Report	Within 1 week of meeting
Annual RIP	N/A- Sign up for a day via Doodle Poll	N/A

Year 4+		
Milestone	Form	Form Due Date
Dissertation Committee Meeting (6 months from last mtg.)	Dissertation Committee Meeting Summary and Progress Report	Within 1 week of meeting
Annual RIP	N/A- Sign up for a day via Doodle Poll	N/A

Planning for Graduation

For IMP

- Complete the IMP Defense Notification form **at least 2 weeks prior to your defense.**
- Send your committee your dissertation 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.
- Make financial arrangements with your advisor if you'll be leaving mid-semester and communicate those to Margie Varnado in the main GDBBS office.
- Print & have committee members complete the "Committee Approval of the Oral Defense Examination" form at your oral defense. Submit to GDBBS following oral defense.

For Laney

- Use the website: <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.