# 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

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

## Year 2

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Form</th>
<th>Due to Committee</th>
<th>Due to P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select Dissertation Committee (prior to March 15)</td>
<td>LGS Dissertation Committee Form</td>
<td>N/A</td>
<td>N/A (on-line submission process)</td>
</tr>
<tr>
<td>Submit Dissertation Abstract</td>
<td>N/A</td>
<td>March 15</td>
<td>N/A</td>
</tr>
<tr>
<td>Submit Dissertation Proposal</td>
<td>N/A</td>
<td>2 weeks before Qualifying Exam Date</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### Year 2 Continued

<table>
<thead>
<tr>
<th>Qualifying Examination</th>
<th>MMG Qualifying Examination Forms</th>
<th>N/A</th>
<th>Completed forms due 1 week after Qualifying Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apply for Candidacy</td>
<td>LGS Candidacy Signature Form</td>
<td>N/A</td>
<td>N/A (on-line submission process-complete at end of spring semester)</td>
</tr>
</tbody>
</table>

### Year 3+

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

- ~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

- 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**
  a. Requires signatures of committee members
  b. Turn in to GDBBS office within 1 week after your oral defense

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

  **Doctoral Degree Completion Report**
  a. Info & link (Doctoral Completion Form) in bottom right-hand corner of [LGS page](#)
  b. Requires signatures of candidate, MMG Director, & GDBBS Director
  c. 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**
  a. Info & link in bottom right-hand corner of [LGS page](#)
  b. Online Emory University survey for commencement

  **Written Dissertation Distribution Agreement**
  a. Info & page in “Submitting your Thesis or Dissertation” LGS document- bottom right-hand corner of [LGS page](#).
  b. 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 Monica Taylor 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 Monica Taylor and your mentor. Watch your email for instructions on ordering commencement items, picking up your hood, and day-of locations and times.*