



MMG Student Timeline 2017-2018

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 program website under “Resources” → “Forms and Documents”. 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. 18-Nov. 17)	MMG Rotation Agreement Form MMG Final Rotation Report	September 18 November 24
Lab Rotation 2 (Nov. 27-Jan. 26)	MMG Rotation Agreement Form MMG Final Rotation Report	November 24 February 2
Lab Rotation 3 (Feb. 5-March 30)	MMG Rotation Agreement Form MMG Final Rotation Report	February 2 April 13
Lab Rotation 4 (if needed)	MMG Rotation Agreement Form MMG Final Rotation Report	April 13 TBD w/ DGS
Select Faculty Advisor	GDBBS Mentor Agreement Form	April 13

Year 2			
Milestone	Form	Due to Committee	Due to P.A.
Select Dissertation Committee (prior to March 15)	LGS Dissertation Committee Form	N/A	Prior to March 15
Submit Thesis Abstract	N/A	March 15	N/A
Submit Thesis Proposal	N/A	2 weeks before Qualifying Exam	N/A

Year 2 Continued			
Qualifying Examination	MMG Qualifying Examination Form	Signatures due 1 week after Qualifying Exam	Completed forms due 1 week after Qualifying Exam
Apply for Candidacy	LGS Candidacy Signature Form	N/A	Following Spring or Summer Term

Year 3+			
Milestone	Form	Due to Committee	Due to P.A.
Thesis 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 Thesis 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

- Be registered and paid off all academic fees during the semester in which you will graduate.
- Refer to the LGS calendar for graduation deadlines and due dates.
 - <http://gs.emory.edu/>
- Submit your LGS “Application for Degree” at the beginning of the same semester in which you will graduate.
<http://www.gs.emory.edu/academics/policies/completion.html>
- Review and complete all LGS Degree Completion requirements and policies.
 - <http://www.gs.emory.edu/academics/policies/completion.html>
 - See Monica Taylor in the GDBBS main suite for questions.
- At final committee meeting, obtain committee’s permission to schedule defense.
- Submit thesis to committee **at least two weeks prior to defense.**
- Create flyer and program and book room for defense.
 - Use GDBBS Defense Announcement Templates from the MMG website.
http://www.biomed.emory.edu/PROGRAM_SITES/MMG/academics/forms.html
 - Submit flyer and program electronically to Program Administrator as soon as possible, but **at least 2 weeks prior to defense.**
 - Contact Program Administrator if you need help booking a room.
- Print & have committee members complete the “Committee Approval of the Oral Defense Examination” form at your oral defense. Submit to GDBBS following oral defense.