BCDB PhD Student Timeline 2021-22

The table below outlines a typical student timeline in the BCDB 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 BCDB Website. This table does not include required courses. For that information, refer to the BCDB Handbook.

Year 1		
Milestone	**Form**	**Form Due Date**
Lab Rotation 1 (Sept. 7-Nov. 19)	BCDB Laboratory Rotation Selection Form BCDB Rotation Summary Report	Fri. August 30 Fri. November 19
Lab Rotation 2 (Nov. 29-Feb.11)	BCDB Laboratory Rotation Selection Form BCDB Rotation Summary Report	Mon. November 22 Fri. Feb. 11
Lab Rotation 3 (Feb. 14-April 22)	BCDB Laboratory Rotation Selection Form BCDB Rotation Summary Report	Mon. Feb. 7 Fri. April 22
Post-Rotation Lab Experience (PLE)	BCDB Laboratory Rotation Selection Form BCDB Rotation Summary Report	Fri. April 22 TBD w/ DGS
Select Faculty Advisor	GDBBS Mentor Agreement Form & BCDB Mentor Agreement Addendum	Fri. April 22

Year 2		
Milestone	**Form**	**Form Due Date**
Qualifying Exam (March 1)	BCDB Qualifying Exam Part II Form	Within 1 week of exam
Select Dissertation Committee (December 1)	LGS Dissertation Committee Form	March 1
Dissertation Committee Meeting (6 months from Qualifying Exam II)	1.) Pre-meeting Progress Report 2.) BCDB Dissertation Committee Meeting Form	Send update as 1 merged pdf within 1 week of meeting
Apply for Candidacy	LGS Candidacy Signature Form	June 1

Year 3-5		
Milestone	**Form**	**Form Due Date**
Dissertation Committee Meeting	1.) Pre-meeting Progress Report	Send update as 1 merged pdf

(6 months from last mtg.)	2.) BCDB Dissertation Committee Meeting Form	within 1 week of meeting

Year 6+		
Milestone	**Form**	**Form Due Date**
Dissertation Committee Meeting (4 months from last mtg.)	1.) Pre-meeting Progress Report	Send update as 1 merged pdf
	2.) BCDB Dissertation Committee Meeting Form	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 BCDB 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 BCDB 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 BCDB 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

  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- top right-hand corner of [LGS page.](#)

  Doctoral Degree Completion Report
    a. Info & link (Doctoral Completion Form) in top right-hand corner of [LGS page](#)
    b. Requires signatures of candidate and BCDB Director or DGS.

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

  Written Dissertation Distribution Agreement
    a. Info & agreement 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](#).

  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 BCDB Director or DGS's signature. We will send this back to you after Nicole Gerardo signs it.
  - ✓ Schedule exit interview through Maureen Thomas to meet with Division Director, Nicole Gerardo (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 = Coversheet w/ signatures
- ✓ Doctoral Degree Completion Report with all signatures as provided by your Program Administrator.
- ✓ Written Dissertation Distribution Agreement Coversheet
- ✓ ETD Repository Submission Agreement
- ✓ Completion certificates from exit surveys