GDBBS Student Guidelines to Forms for Documenting Progress

Year	LGS Milestone & Form	GDBBS Milestone & Form	Program Milestone & Form
1st	None	**GDBBS Advisor-Advisee Agreement Form** • Submit within 2 weeks of last rotation • Establishes advisor-advisee match • Find form on Program website or GDBBS website • Submit to PA	**Rotation Agreements/Plans and Rotation Summaries** • See program handbook for details • Establishes rotation mentors • Notes where student is doing research in 1st year • Find on Program forms website (see links on pg. 3) • Submit to PA by Program due dates for each rotation **Program Mentor Addendum** • If applicable. See Program handbook for details. • Outlines Program's expectations of student & advisor. • Find on Program forms website (see links on pg. 3) • Submit to PA **1st year Advisor** • If applicable. See program handbook for details.
2nd	**LGS Dissertation Committee Form** • May submit spring or summer depending on Program requirements • Establishes committee • Submit when you form committee • Find form on LGS website • Upload to LGS once all signatures are collected • Program & GDBBS will receive details via the LGS form **LGS Candidacy Form** • May be eligible by summer • Establishes PhD Candidacy • Submit as soon as all requirements are met • Find form on LGS website • Upload to LGS once all signatures are collected • Program & GDBBS will receive details via LGS form	**GDBBS Teaching Assistant Request Form** • Submit as soon as match is made *(most will be submitted summer prior to start of 2nd year)* • Establishes TA match & duties • Find form on Program website or GDBBS website • Submit to Assistant Director of Student Affairs	**Qualifying Exam Form(s)** • Some programs may not utilize a form for documentation. See Program handbook for details. • Documents result(s) of qualifying exam(s) • Find on Program forms website (see links on pg. 3) • Submit to PA **First Committee meeting** • If applicable. See program handbook for details • Documents input from committee & student's satisfactory progress • Find on Program forms website (see links on pg. 3) • Submit to PA **Approval of Proposal** • If applicable. See program handbook for details • Find on Program forms website (see links on pg. 3) • Submit to PA

Year	LGS Milestone & Form	GDBBS Milestone & Form	Program Milestone & Form
3rd	**LGS Dissertation Committee Form** - ***Must be completed no later than end of summer of 3rd year per GDBBS unless Program has earlier deadline.*** - Establishes committee members - Submit when you form committee - Find form on [LGS website](#) - Upload to LGS once all signatures are collected - Program & GDBBS will receive details via the LGS form **LGS Candidacy Form** - ***Must be completed no later than start of 4th year per LGS unless eligible sooner.*** - Establishes PhD Candidacy - Submit as soon as all requirements are met - Find form on [LGS website](#) - Upload to LGS once all signatures are collected - Program & GDBBS will receive details via LGS form	None	**Committee meeting:** - ***First meeting must be held before end of summer term of 3rd year unless Program has earlier deadline*** - Documents input from committee & student's satisfactory progress - Find on Program forms website (see links on pg. 3) - Submit to PA May have additional Program requirements in 3rd year. Review handbook for details.
4th - 6th	None	None	**Committee meetings:** - ***Second meeting must be held by Dec. 31 of 4th year and every 6 months after that unless Program has stricter requirements*** - Documents input from committee & student's satisfactory progress - Find on Program forms website (see links on pg. 3) - Submit to PA

Year	LGS Milestone & Form	GDBBS Milestone & Form	Program Milestone & Form
7th+ & Grad Forms	**LGS Degree Application** • Should be submitted first • Check LGS calendar for deadline each term • Submit via OPUS **LGS Degree Completion Forms & Processes** • Check LGS calendar for degree completion deadline each term • Info available on LGS website • Multiple forms & processes • Read & familiarize yourself with them well before degree completion deadline • Upload to LGS once completed	**GDBBS Committee Approval of the Oral Defense** • Documents committee's approval of oral defense • Available on GDBBS "Nearing Graduation" website & most Program website • Submit to GDBBS Assistant Director of Student Affairs or PA *Students are strongly encouraged to meet with the Assistant Director of Student Affairs and/or their PA to discuss their defense and transition plans as they prepare to finish.*	**Committee meetings** • *Every 4 months starting in 7th year* • Documents input from committee & student's satisfactory progress • Find on Program forms website (see links on below) • Submit to PA **Program defense permission form(s) and/or provisional approval of dissertation** • If applicable. See program handbook for details. • Find form on Program forms website if form is needed. May document via email. • Submit to PA **Defense Flyer & Program** • For announcing your defense details • Template available on GDBBS Forms site and some Program websites • Submit to PA at least 2 weeks prior to defense

Program Forms Website Links

BCDB	**MMG**
CB	**MSP**
GMB	**NS**
IMP	**PBEE**

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