

# MCB Ph.D. Program – Milestones Checklist

Student's Name: \_\_\_\_\_

Matriculation Date: \_\_\_\_\_

Year 1

- Selection of Major Advisor - submit [Change to Graduate Major Advisor](#) form to MCB Graduate Program Coordinator.
- Formation of Graduate Committee (major advisor & four associate advisors)
- Meeting with Committee to discuss two page paper from MCB 5801 and sign the Plan of Study. The signed [Plan of Study](#) form submitted to MCB Graduate Program Coordinator.

- Major Advisor Form Submitted on: \_\_\_\_\_
- Graduate Committee Formed
- Plan of Study Submitted on: \_\_\_\_\_

Year 2

- 2<sup>nd</sup> Year Exam is taken and successfully completed prior to the end of May
- Signed report on the 2<sup>nd</sup> Year Exam is given to MCB Graduate Program Coordinator. This is required before you are able to register for the Fall semester of year 3.

- Completed 2<sup>nd</sup> Year Exam on: \_\_\_\_\_
- Corrective Actions Required? **Y** **N**
- Signed report on 2<sup>nd</sup> Year Exam Submitted: \_\_\_\_\_

Year 3

- After completing the 2<sup>nd</sup> Year Exam and any corrective actions, students need to take the General Exam before the end of August during year 3. The signed "[Report of the General Examination for the Doctoral Degree](#)" is given to the MCB Graduate Program Coordinator.
- Sign and submit [Dissertation Proposal for the Doctoral Degree](#) to the MCB Graduate Program Coordinator atleast 3 months prior to the public defense date.
- MCB Ph.D. students are required to give biennial 20-minute seminars on their research project in graduate student seminar (MCB5884) starting from the 5<sup>th</sup> semester or sooner.

- General Exam Completed on: \_\_\_\_\_
- Signed Report of the General Examination for the Doctoral Degree submitted on: \_\_\_\_\_
- Dissertation Proposal for the Doctoral Degree submitted on: \_\_\_\_\_

After Year 3

- Annual Committee Meeting
- At least two weeks before the defense, the "[Dissertation Tentative Approval Page](#)" must be submitted and the dissertation must be made publically available.
- The "[Report on the Final Examination for the Doctoral Degree](#)" is signed and submitted to the MCB Graduate Program Coordinator

- Dissertation Tentative Approval Page submitted on: \_\_\_\_\_
- Report on the Final Examination for the Doctoral Degree is submitted on: \_\_\_\_\_
- Defense scheduled & room reserved for: (Time/Date/Location) \_\_\_\_\_

Please retain a copy of all submitted forms for your records.