

MIP GRADUATE STUDENT CHECKLIST

YEAR 1: SUMMARY CHECKLIST

- Complete course work and maintain ≥ 3.0 average
- Complete 3 – 4 lab rotations with satisfactory review from faculty
- Choose a laboratory
- Present a seminar
- **FORM CHECKLIST for Student's Record folders**
 - Lab rotation I summary report
 - Lab rotation II summary report
 - Lab rotation III summary report
 - Lab rotation IV summary report (optional)
 - Seminar critique
 - Selection of mentor

YEAR 2: SUMMARY CHECKLIST

- Complete course work and maintain ≥ 3.0 average
- Choose Dissertation committee
- Pass qualifying exam
- Present a seminar
- Present at a journal club
- Commence committee meetings
- **FORM CHECKLIST for Student's Record folder**
 - Dissertation committee member list
 - Report/ summary of qualifying exam by qualifying committee chair
 - Report of 1st committee meeting
 - Seminar critique

YEAR 3: SUMMARY CHECKLIST

- Dissertation Committee meeting every 6 months
- Preliminary examination
- Present a seminar
- Present at a journal club
- **FORM CHECKLIST for Student's Record Folder**
 - Summary report of result of preliminary exam by mentor for committee and student
 - Report of committee meeting year 3 (1)
 - Report of committee meeting year 3 (2)
 - Seminar critique
- **FORM CHECKLIST for School of Graduate Studies**
 - Request for exam form 2 weeks before exam
 - Report of Preliminary examination signed by committee

YEARS 4/5: SUMMARY CHECKLIST

- Dissertation Committee meeting at least every 6 months
- Presentation of seminar in MIP yearly
- Presentation at journal club yearly
- Submission of manuscript to peer reviewed journal
- **FORM CHECKLIST for Student's Record Folder**
 - Report of committee meeting year 4 (1)
 - Report of committee meeting year 4 (2)
 - Report of committee meeting year 5 (1)
 - Report of committee meeting year 5 (2)
 - Seminar critique year 4
 - Seminar critique year 5

- **FORM CHECKLIST for DISSERTATION DEFENSE**
 - Request for Dissertation Defense and Abstract to School of Graduate Studies 2 weeks prior to defense
 - Dissertation Seminar Title, location publicly posted school wide 2 weeks prior to defense
 - Dissertation distributed to committee 2 weeks prior to defense
 - Dissertation completion (pass) paperwork submitted to School of Graduate Studies; Submit corrected dissertation to School of Graduate Studies

CONGRATULATIONS!