

MIP GRADUATE STUDENT CHECKLIST

YEAR 1: SUMMARY CHECKLIST

- Complete coursework and maintain ≥ 3.0 average
- Complete 3–4 lab rotations with satisfactory review from faculty
- Choose a laboratory for PhD research program
- Present a MIP seminar based on work in progress
- **FORM CHECKLIST for Student Record folders**
 - Lab rotation I Part I and Part II
 - Lab rotation II Part I and Part II
 - Lab rotation III Part I and Part II
 - Lab rotation IV Part I and Part II (optional)
 - Seminar critique
 - Selection of mentor

YEAR 2: SUMMARY CHECKLIST

- Complete coursework and maintain ≥ 3.0 average
- Finalize dissertation committee
- Pass qualifying exam
- Presentation of seminar in MIP
- Presentation at MIP journal club
- Commence committee meetings
- **FORM CHECKLIST for Student 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 at least once every 6 months
- Preliminary examination
- Presentation of seminar in MIP
- Presentation at MIP journal club
- **FORM CHECKLIST for Student 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 two weeks before exam
 - Report of Preliminary Examination signed by committee

YEARS 4/5: SUMMARY CHECKLIST

- Dissertation Committee meeting at least once every 6 months
- Presentation of seminar in MIP each year
- Presentation at MIP journal club each year
- Submission of at least one 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 two weeks prior to defense
 - Dissertation Seminar Title, location publicly advertised school-wide two weeks prior to defense
 - Dissertation distributed to committee two weeks prior to defense
 - Dissertation completion (pass) paperwork submitted to School of Graduate Studies;
 - Submit corrected dissertation to School of Graduate Studies