### MCB Ph.D. Program – Milestones Checklist

#### 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.

#### Year 2
- 2nd Year Exam is taken and successfully completed prior to the end of May
- Signed report on the 2nd 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.

#### Year 3
- After completing the 2nd 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 at least 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 5th semester or sooner.

#### 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 publicly available.
- The “Report on the Final Examination for the Doctoral Degree” is signed and submitted to the MCB Graduate Program Coordinator.

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