# GDBBS Student Guidelines to Forms for Documenting Progress

<table>
<thead>
<tr>
<th>Year</th>
<th>LGS Milestone &amp; Form</th>
<th>GDBBS Milestone &amp; Form</th>
<th>Program Milestone &amp; Form</th>
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| 1<sup>st</sup> | None | GDBBS Mentor Agreement Packet  
- Submit within 2 weeks of last rotation  
- Establishes mentor  
- Requires completed “Financial Worksheet” & “Other Support” Page  
- Requires final approval of Division Director before official  
- Find form on Program website or GDBBS website  
- Submit to GDBBS Assistant Director of Student Affairs or PA | Rotation Agreements/Plans and Rotation Summaries  
- See program handbook for details  
- Establishes rotation mentors  
- Notes where student is doing research in 1<sup>st</sup> 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 & mentor.  
- Find on Program forms website (see links on pg. 3)  
- Submit to PA with GDBBS mentor packet  
1<sup>st</sup> year Advisor  
- If applicable. See program handbook for details. |
| 2<sup>nd</sup> | 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 | None | 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 |
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| 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 | 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 |
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| 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**

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_Last Revision: 10/16/19_