

# Molecular Medicine (MOME) Track

## Biomedical Sciences Program

Name: \_\_\_\_\_

Advisor: \_\_\_\_\_

Program Forms	Timeframe	Person Responsible – Submission	Received
MOME Track Orientation	First week of classes for new incoming students	College of Medicine Grad Programs, Dr. Andrew Beavis, MOME Program Director; Tera Otto, Admin Assistant	
<a href="#">Plan of Study for Doctoral Degree</a>	As soon as lab and major advisor are determined – prior to start of year 2	MOME Student and Major Advisor <i>Submit to College of Graduate Studies and notify of any changes thereafter.</i>	
Chair Support Letter	When an advisor is chosen	This is an internal form. The Chair from each department is responsible.	
<a href="#">Graduate Research Advisory (GRAD) Committee Approval &amp; Assurances Form</a>	As soon as lab and major advisor are determined – prior to beginning research	MOME Student and Dissertation Committee Chair <i>Submit to College of Graduate Studies. May add committee members later but must fill out new form if anything else changes.</i>	
<a href="#">Report of the Qualifying Exam</a>	Taken before the end of 2 <sup>nd</sup> year fall semester.	MOME Student and Advisory Committee <i>Submit to Assoc Dean of COMLS Grad Programs.</i>	
Defense Forms	Timeframe	Person Responsible – Submission	Received
<a href="#">Acceptance of Thesis or Dissertation for Defense</a>	At least 15 business days prior to scheduled defense	MOME Student and Dissertation Committee Chair <i>Submit to College of Graduate Studies. Electronic signatures accepted – may submit to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a>.</i>	
<a href="#">Intellectual Protection and Patent Sign-Off Form</a>	At least 15 business days prior to scheduled defense – should accompany Accept of Thesis or Dissert for Defense form	MOME student. If patentable subject, the defense will not be public and no announcement flyer will be sent out. <i>Submit to College of Graduate Studies. Electronic signatures accepted – may submit to <a href="mailto:etdsvcs@utoledo.edu">etdsvcs@utoledo.edu</a>.</i>	
<a href="#">Approval of Dissertation Report of Dissertation Exam</a>	By last day of term in which degree will be awarded	MOME Student and Dissertation Committee <i>Submit to College of Graduate Studies.</i>	
Graduation Checklist	All final forms must be on file with COGS	Person Responsible – Submission	
<a href="#">Application for Graduation</a>	Prior to the filing deadline for the semester in which you plan to graduate	MOME Student	
<a href="#">Approved Plan of Study for Doctoral Degree</a>	Courses need to show a grade C or higher on transcript	MOME student is responsible for updating <i>Must match transcript for courses &amp; credit hours</i>	
Transcripts	All official transcripts must be on file with the Registrar's Office	MOME student <i>All grades are posted by the term grading deadline. Students may not have a PR or IN on their transcript. Cumulative GPA is 3.0 or above.</i>	
<a href="#">Final GRAD Committee Approval &amp; Assurances Form</a>	Completed with signatures of Advisor and Committee	MOME Student is responsible for updating, obtaining signatures and filing with College of Graduate Studies	
<a href="#">Report of the Dissertation Examination</a>	Completed with signatures of Advisor, Committee, Grad Faculty Rep	Graduate Student is responsible for updating, obtaining signatures and filing with Associate Dean for CMLS Graduate Program	

**MOME Program Information:** <http://www.utoledo.edu/med/grad/biomedical/cvmd/curriculum.html>  
**College of Graduate Studies – Important Deadlines:** <http://www.utoledo.edu/graduate/deadlines.html>  
**College of Graduate Studies:** <http://www.utoledo.edu/graduate/>

**All changes must be approved by Program Director and Department Chair**