

Department of Physiology & Pharmacology
Molecular Medicine (MOME) Track
Biomedical Sciences Program

Name: _____

Advisor: _____

Program Forms	Timeframe	Person Responsible – Submission	Initial-Date
MOME Track Orientation	First week of classes for new incoming students	Dr. Bina Joe, Chair; Dr. Andrew Beavis, Program Director; Tera Otto, Admin Assistant	
Plan of Study for Doctoral Degree	As soon as lab and major advisor are determined	PhD Student and Major Advisor <i>Submit to College of Grade Studies. Notify COGS 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.	
Graduate Research Advisory (GRAD) Committee Approval & Assurances Form	As soon as lab and major advisor are determined – prior to beginning research	Graduate Student and Academic or Dissertation Committee – Chair & members <i>Submit to College of Graduate Studies. May add committee members later but must fill out new form if anything else changes.</i>	
Report of the Qualifying Exam	Taken before the end of 2 nd year summer semester. As of fall 2018, take before the end of 2 nd year fall semester.	Graduate Student and all Advisory Committee members <i>Submit to Associate Dean of College of Medicine and Life Sciences Grad Programs.</i>	
Defense Forms	Timeframe	Person Responsible – Submission	Initial-Date
Acceptance of Thesis or Dissertation for Defense	At least 15 business days prior to scheduled defense	Graduate Student and Dissertation Committee Chair <i>Submit to College of Graduate Studies. Electronic signatures accepted – so form may also be submitted via etdsvcs@utoledo.edu.</i>	
Intellectual Protection and Patent Sign-Off Form	At least 15 business days prior to scheduled defense – should accompany Accept of Thesis or Dissert for Defense form	PhD student. If patentable subject, the defense will not be public and no announcement flyer will be sent by COGS. <i>Submit to College of Graduate Studies. Electronic signatures accepted – so form may also be submitted via etdsvcs@utoledo.edu.</i>	
Approval of Dissertation	By last day of term in which degree will be awarded	Graduate Student and Dissertation Committee Chair and members <i>Submit to College of Graduate Studies.</i>	
Graduation Checklist	All final forms must be on file with COGS	Person Responsible – Submission	
Application for Graduation	Prior to the filing deadline for the semester in which you plan to graduate	PhD Student	
Approved Plan of Study for Doctoral Degree	Courses need to show a grade C or higher on transcript	PhD student is responsible for updating Must match transcript for courses & credit hours	
Transcripts	All official transcripts must be on file with the Registrar's Office	PhD student 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.	
Final GRAD Committee Approval & Assurances Form	Completed with signatures of Advisor and Committee	Graduate Student is responsible for updating, obtaining signatures and filing with College of Graduate Studies	

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