Appendix L
MSc Thesis Student Schedule of Dates & Deadlines

Semester 1

☐ **Course Selection**
please see the Graduate Calendar for course selection dates. You will register for your courses using WebAdvisor.

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via WebAdvisor.

☐ **Graduate Student Evaluation**
the Graduate Student Progress Report must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using Gryph Forms. The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.

Semester 2

☐ **Course Selection**
please see the Graduate Calendar for course selection dates. You will register for your courses using WebAdvisor.

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via WebAdvisor.

☐ **Establish Advisory Committee and Program Degree Form**
the Advisory Committee Appointment & Program Degree Form must be submitted to the Graduate Program Assistant by the 10th class day of the 2nd semester. Failure to submit this form will result in blocked registration in the following semester. This signed form represents a contract between the student and the university program.
A new Advisory Committee Appointment & Program Degree Form must be submitted if there are changes to the Advisory Committee or if there are program changes.

☐ **Research Seminar Presentation**
students will present in Research Seminar in either semester 2 or semester 4 based on random assignment. MSc presentations are 15 minutes long with a 10 minute discussion period in small group.

☐ **Graduate Student Evaluation**
the Graduate Student Progress Report must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using Gryph Forms. The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.

DEPARTMENT OF
**FAMILY RELATIONS
AND APPLIED NUTRITION**

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Please note that most required forms can be found under Graduate Records Forms on the Office of Graduate & Postdoctoral Studies website

Semester 3

☐ **Course Selection**
please see the [Graduate Calendar](#) for course selection dates. You will register for your courses using [WebAdvisor](#).

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via [WebAdvisor](#).

☐ **Thesis Proposal**
the [Thesis/Major Research Paper Proposal Approval Form](#) is due by the end of the 3rd semester.

☐ **Graduate Program Degree Form Review**
Student and Advisor should review student's Graduate Program Degree Form to ensure that all required courses have been or will be taken.

☐ **Graduate Student Evaluation**
the [Graduate Student Progress Report](#) must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using [Gryph Forms](#). The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.

Semester 4

☐ **Course Selection**
please see the [Graduate Calendar](#) for course selection dates. You will register for your courses using [WebAdvisor](#).

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via [WebAdvisor](#).

☐ **Research Seminar Presentation**
students will present in Research Seminar in either semester 2 or semester 4 based on random assignment. MSc presentations are 15 minutes long with a 10 minute discussion period in small group.

☐ **Graduate Student Evaluation**
the [Graduate Student Progress Report](#) must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using [Gryph Forms](#). The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.

Semester 5

☐ **Course Selection**
please see the [Graduate Calendar](#) for course selection dates. You will register for your courses using [WebAdvisor](#).

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via WebAdvisor.

☐ **Apply to Graduate**
students must review Graduation Information and apply to graduate.

☐ **Graduate Student Evaluation**
the Graduate Student Progress Report must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using Gryph Forms. The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.

Semester 6

☐ **Course Selection**
please see the Graduate Calendar for course selection dates. You will register for your courses using WebAdvisor.

☐ **Financial Registration**
required for registering for each semester. Students may choose to pay their tuition via payroll deduction from their GTA or scholarship funding. You will do this via WebAdvisor.

☐ **Thesis Defence**
students must submit the Examination Request Form to the Graduate Program Assistant a minimum of **3 weeks** before the scheduled examination date. Students and Advisors must also forward three names for a possible Defence Chair at this time.
*Please note: In total, there must be **4** faculty members present at the defence: Chair, Advisor, Committee Member and one additional faculty member.*
*Please see the **FRAN MSc Defence Checklist** for more information*

☐ **Graduate Student Evaluation**
the Graduate Student Progress Report must be completed at the end of each semester and signed by all members of the Advisory Committee and the student. This evaluation is started by the student using Gryph Forms. The evaluation needs to be signed electronically by all Advisory Committee members and is due no later than the first Friday of the following semester.