

Appendix O

PhD 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.
- Establish the Qualifying Examination Committee**
by the end of the 2nd semester, and submit the [Qualifying Examination Committee Appointment Form](#). Please also see the [Qualifying Exam \(QE\) Process](#) on our department website.
- 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.

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](#).
- **PhD QE Contextual Statement and Reading List Approval Form**
The [PhD QE Contextual Statement and Reading List Approval Form](#) is submitted to the Graduate Program Assist by the first week of June. QE committee and student receives the final approved version of Contextual Statement and Reading List document.
- **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 4 or semester 5 and again in either semester 7 or 8 based on random assignment. PhD presentations are 20 minutes long with a 15-minute discussion period in large group.
- **Complete 4 Qualifying Examination (QE) Take-Home Questions**
submit written responses to the 4 selected questions to QE Committee Members 4 weeks after receipt of take-home exam question.
- **Qualifying Examination Oral Defence**
students complete their QE oral defence. Please see [PhD Qualifying Examination Process](#) on our department website.
- **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](#).
- ❑ **Research Seminar Presentation**
students will present in Research Seminar in either semester 4 or semester 5 and again in either semester 7 or 8 based on random assignment. PhD presentations are 20 minutes long with a 15-minute discussion period in large group.
- ❑ **Thesis Proposal**
students will begin work on their thesis proposals. The [Thesis/Major Research Paper Proposal Approval Form](#) is due by the end of the 6th semester. Please also see the [FRAN Thesis and Defence Guidelines](#).
- ❑ **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](#).
- ❑ **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 7

- ❑ **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 4 or semester 5 and again in either semester 7 or 8 based on random assignment. PhD presentations are 20 minutes long with a 15-minute discussion period in large 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 8

- ❑ **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 4 or semester 5 and again in either semester 7 or 8 based on random assignment. PhD presentations are 20 minutes long with a 15-minute discussion period in large group.
- ❑ **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 9

- ❑ **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 **8 weeks** before the scheduled examination date. Students and Advisors must also forward three names for a possible External Examiner at this time.

*Please see the **FRAN PhD 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.