Appendix P

PhD AHN 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant 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.
- 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant no later than the first Friday of the following semester.

Semester 3

- Course Selection
  please see the Graduate Calendar for course selection dates. You will register for your courses using WebAdvisor.
- Financial Registration

*Please note that most required forms can be found under Graduate Records Forms on the Office of Graduate & Postdoctoral Studies website*
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 the Advisor's responsibility to complete and submit to the Graduate Program Assistant 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.

- **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 the Advisor's responsibility to complete and submit to the Graduate Program Assistant 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.

- **Establish the Qualifying Examination Committee**
  by the end of the 5th semester, PhD AHN students must establish and submit the Qualifying Examination Committee Appointment Form. Please also see the Qualifying Exam (QE) Process on our department website.

- **Thesis Proposal**
  the Thesis/Major Research Paper Proposal Approval Form is due by the end of the 5th semester. Please also see the FRAN Thesis and Defence Guidelines.

- **Qualifying Examination**
  Students must complete their Qualifying Exam (QE) by the end of the 5th semester. Please see PhD Qualifying Examination Process on our department website.

- **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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant 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 the Advisor’s responsibility to complete and submit to the Graduate Program Assistant no later than the first Friday of the following semester.