

Biological Sciences Graduate Student Handbook

University of Alabama, Department of Biological Sciences Graduate Timeline Checklist, Ph.D.

Student name: _____ **Date entered program:** _____

Timeline:	Degree Requirement:	Date Completed	Advisor Initials	Form to be filed:	Link to form:
Year 1-					
Prior to 1 st annual review	Research rotation(s) (optional)			none	
Prior to 1 st annual review	Research mentor chosen			none	
Prior to 1 st annual review	Ph.D. advisory committee chosen			APPOINTMENT OR CHANGE OF MASTER'S THESIS COMMITTEE	http://bsc.ua.edu/forms-for-graduate-students
Prior to 1 st annual review	Submit Plan of Study to Ph.D. Advisory Committee			none	
Prior to Dec. 15th	First annual evaluation: -Discuss progress -Discuss Plan of Study			Major advisor submits written evaluation to Department Chair	
Year 2-					
Prior to completing 30 graduate credit hours	Submit Plan of Study to Graduate School			OUTLINE OF PH.D. PROGRAM (PLAN OF STUDY)	http://bsc.ua.edu/forms-for-graduate-students
At least 1 week prior to 2 nd annual review	Submit Formal Research Proposal to Ph.D. Advisory Committee			none	

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Prior to Dec. 15th	Second annual evaluation: -Discuss progress -Defend Formal Research Proposal			Major advisor submits written evaluation to Department Chair	
Year 3-					
Complete by end of 5 th semester	Coursework			none	
Complete by end of 6 th semester	Oral and Written Preliminary Exams ¹			DOCTORAL QUALIFYING EXAMINATION FORM ¹	http://bsc.ua.edu/forms-for-graduate-students
After completion of Preliminary Exams	Admission to Candidacy			ADMISSION TO CANDIDACY FOR THE DOCTORAL DEGREE	http://bsc.ua.edu/forms-for-graduate-students
Prior to Dec. 15th	Third annual review: -Discuss progress			Major advisor submits written evaluation to Department Chair	
After completion of Preliminary Exams (6 th semester)	Take dissertation credits (BSC 699)			none	
Years 4 and 5-					
Prior to Dec. 15th	Fourth and fifth annual reviews: -Discuss progress			Major advisor submits written evaluation to Department Chair	
First week of last semester ^{1,2}	Submit Application for Degree to Graduate School			APPLICATION FOR DEGREE	http://bsc.ua.edu/forms-for-graduate-students
At least two weeks prior to dissertation defense	Submission of Dissertation to Ph.D. Advisory Committee			none	

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At least 8 weeks prior to graduation	Formal Departmental Seminar and Oral Defense ¹			DOCTORAL FINAL DEFENSE FORM	http://bsc.ua.edu/forms-for-graduate-students
At least 6 weeks prior to graduation ¹	Submit Dissertation (final form) to Graduate School ³			electronic submission ³	

¹For current year Graduate School deadline dates go to: <http://graduate.ua.edu/calendar/>

²Application for Degree must be submitted to the Graduate School during the first week of the semester in which the student will graduate.

³For instructions on preparing a Dissertation for electron submission go to: <http://graduate.ua.edu/etd/> and <http://graduate.ua.edu/etd/manual/index.html>