

WHEN	WHAT	RESPONSIBLE PARTY(IES)
<b>Pre-Year 1</b>		
By January 15	Apply to program	Prospective Student
Spring	Offer decision communicated	Admissions Committee
Spring	Respond to offer	Prospective Student
June	Receive acceptance letter; financial assistance plan established	
Aug	Mentor appointed	Student, Faculty Mentor (Program Director acts as mentor until selection is made)
Aug	Submit request for consideration of transfer credit (if any)	Student, Faculty Mentor
Aug	Submit Preliminary <i>Study Plan</i> (list of classes, independent studies, research activities, ideas for Master's project possibilities, areas of interest for PhD dissertation research)	Student, Faculty Mentor
July/Aug	Register for Fall classes; establish full-time student status	Student, Academic Coordinator, Program Director or Faculty Mentor (if selected)
Late Aug	Orientation week; TA training	
Late Aug	Receive Fall TA assignment(s)	Program Director, in conjunction with Departments
<b>Year 1</b>		
During Year 1	Take core courses (all core courses must be completed by the end of Year 2)	Student
At least 2 weeks prior to start of each Quarter	Register for classes; establish full- time student status	Student, Academic Coordinator, Program Director or Faculty Mentor
End of Winter Quarter	Transfer Credit decision communicated (subject to successful advancement to candidacy)	Program Director, based on recommendation of Admissions Committee

Spring	Submit Master's level research project summary and plan (~1 page) to Mentor	Student, Faculty Mentor
Mid-June	Annual student presentations (20-minute talk) to AST Faculty and other students	Student, Faculty Mentor, AST Faculty
Late-June	Annual Review feedback provided	Faculty Mentor, Program Director
Aug 31	Submit revised Study Plan (if required).	Student, Mentor
<b>Year 2</b>		
During Year 2	Complete Core Courses, Master's Level Research Project	Student
During Year 2	Begin thinking about Dissertation Proposal	Student, Mentor
Spring	Identify Dissertation Advisor	Student, Mentor, Dissertation Advisor, Program Director
Early-June	Take written Qualifying Exam	Student
Mid-June	Take oral examination of master's level project (based on 40 minute presentation)	Student, Qualifying Exam Committee
June 30	Qualifying Exam result & feedback communicated (decision on advancement to PhD candidacy)	Qualifying Exam Committee
Late Aug	Retake Written/Oral Exam if required	Student, Qualifying Exam Committee
Aug 31	Submit updated Study Plan (if required)	Student, Dissertation Advisor
Aug	Select Dissertation Committee	Student, Mentor, Dissertation Advisor, Program Director (Dean, Provost approval required)
<b>Year 3 through Start of Final Year</b>		
Throughout	Brief Dissertation Committee on progress every quarter	Student
Mid-June	Present yearly progress and research highlights talk (20 mins) to Faculty and other Students	Student, Dissertation Advisor, AST Faculty

Late-June	Annual Review feedback provided	Dissertation Advisor, Program Director
4 weeks prior to proposal defense	Circulate Dissertation Proposal (5-10 pages, including draft thesis outline) to committee	Student
At least 6 months prior to PhD defense	Defend Dissertation Proposal	Dissertation Committee
At least 6 months prior to PhD defense	PhD course/credit requirements audit	Advisor, Program Director
<b>Final Year</b>		
Throughout Final Year	Brief Dissertation Committee on progress every quarter	Student
At least 4 weeks prior to defense	Announce Dissertation Defense Date/Time/Location	Student, Advisor
At least 4 weeks prior to defense	Circulate Dissertation to committee	Student, Advisor
By mid-Spring Qtr*	Defend Dissertation	Student, Dissertation Committee (A defense can occur at anytime during the year. Mid-spring quarter is the latest a student should plan a defense if they wish to participate in Commencement that May.)
May 1*	Dissertation submitted to the library and UMI/ProQuest and proof of submission delivered to the Program Director.	Student (May 1: deadline to participate in commencement)
End of Spring Quarter*	PhD Requirements Certification	Program Director (degree certification occurs only at the end of a quarter)
*These dates assume that student wants to finish in time to receive degree at Commencement.		