

American Museum of Natural History

Richard Gilder Graduate School

Important Dates and Deadlines

Fall Progress Report (Annual)

- Fall Progress Report: Student Section Due by **November 1**
- Meet with Advisors/Dissertation Committee by first week of November
- FINAL Fall Progress Report with Advisor Report Due by **November 15**
- First Year Students Meetings with CBPPC: **early December**

Annual Progress Report (Annual)

- Annual Progress Report: Student Section Due by **April 1**
- Meet with Advisors/Dissertation Committee by second week of April
- FINAL Annual Progress Report with Advisor Report Due by **April 15**
- First Year Students Meetings with CBPPC and Advisors: **mid-May**

Research Budget

- RGGS Deadline to Submit Purchase Orders: **May 1**
- RGGS Deadline for Reimbursements: **June 1**
- End of Current Fiscal Year: **June 30**
 - All goods must be received, and all travel and services must be completed by June 30th
- Start of New Fiscal Year: **July 1**

Directed Research Credits

- Due Date advisor **pre-APPROVAL** of research plan:
*No later than 1 week after the **start** of each term*
- Due Date for **FINAL GRADE** for Directed Research:
*No later than 2 week after the **end** of the semester*

Independent Study Course (Annual)

- Due Date for Course Proposals:
 - **July 1** (Fall),
 - **November 1** (Winter)
 - **December 1** (Spring)
 - **March 1** (Summer)

- Due Date for FINAL Course Proposals:
 - **August 1** (Fall)
 - **December 1** (Winter)
 - **January 1** (Spring)
 - **April 1** (Summer)

Fall Registration (Annual)

- Submit Extramural Course Request: **July 31**
- Start of Registration: **September 1**
- Last day to Add a Course: **October 1**
- Last Day to Drop a Course: **November 1**

Winter Registration (Annual)

- Submit Extramural Course Request: **September 30**
- Start of Registration: **November 1**
- Last day to Add a Course: **January 1**
- Last Day to Drop a Course: **January 1**

Spring Registration (Annual)

- Submit Extramural Course Request: **November 30**
- Start of Registration: **January 1**
- Last day to Add a Course: **February 1**
- Last Day to Drop a Course: **March 15**

Summer Registration (Annual)

- Submit Extramural Course Request: **March 31**
- Start of Registration: **May 1**
- Last day to Add a Course: **June 1**
- Last Day to Drop a Course: **July 15**

Extramural Course Enrollment

Extramural enrollment must be approved by the student's Principal Advisor or Dissertation Committee Chair and the Comparative Biology Ph.D. Program Committee. The following must be submitted to RGGS for CBPPC review and approval before the student can register for the course:

- Course Information (Name, Number, Credits)
- Dissertation Chair's Approval
- Syllabus
- Instructor's Approval

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Dissertation Committee Formation and Application to Candidacy (1st Year)

- Student Completed Form due by **April 1**
- Dean review and pre-approval by **May 1**
- Committee signatures due by **June 1**

Qualifying Examination (2nd Year)

- Mid-Late August (Date TBD, near the beginning of Fall Term of second year)

Graduate Research Fellowship Program (GRFP)

Deadlines: **TBD**

- November 10, 2025: Life Sciences
- November 14, 2025: Geosciences

Teaching Assistantship Proposals: Informal TA-ship or Formal TA-ship at a Partner Institution

- Due Date for Fall Term: **July 1**
- Due Date for Spring Term: **December 1**
- Due Date for Summer Term: **April 1**

Teaching Assessment

- Two weeks after the end of Teaching Assistantship term

Dissertation Proposal and Proposal Exam (2nd Year)

- Dissertation Proposal Due to Committee and RGGs by **February 1**
- Dissertation Proposal Exam by **March 1**
 - If any Dissertation Committee member's schedule precludes them from participating in the Exam in February, you must submit a Petition for an Exam Extension to the Director of Administration by first week in January (your Dissertation Proposal will still be due on February 1)

Student Symposium (2nd Year)

- Late November/Early December (Date TBD)

COMMENCEMENT: Late-September to late-October

- **September 28, 2026**
- September 29, 2025
- September 24, 2024
- September 27, 2023
- September 14, 2022
- October 14, 2021
- September 22, 2020--CANCELED

- September 25, 2019
- October 1, 2018
- September 27, 2017
- October 5, 2015
- October 27, 2014
- September 30, 2013

RGGs Dissertation Completion Timeline/ Checklist

Requirements the student must fulfill in the leadup to their Defense Target Date

No less than 5 weeks prior to the intended defense date:

- 1) Submission of the dissertation to the Dissertation Committee Chair (and Co-Chair, if relevant).
- 2) Submission of the title of the dissertation to the Director of Administration, and the student's intended author name (e.g., Sally Jane Doe-Smith or S. J. Doe-Smith, M.Sc.)

No less than 4 weeks prior to the intended defense date:

- 1) The Dissertation Committee Chair/Co-Chair, in consultation with the student, must make a preliminary determination that the dissertation is considered "defensible," and communicate that (via email) to the Director of Administration.
- 2) Once defensibility determination is made, the student must submit the dissertation to the entire Dissertation Committee.

No less than 3 weeks prior to the intended defense date:

- 1) Submit to the Director of Administration 2 dissertation abstract (short version up to 300 words and long version up to 400 words), as well as photos for the public defense announcement:
 - Photos of student conducting field work or in the lab
 - Photos of specimens worked with
- 3) Advise the Departmental Administrator of the location for the closed-door defense examination. The Dean's Conference Room may be used if available.

No less than 2 weeks prior to the intended defense date:

- 1) The student must ensure that the Dissertation Committee Chair submits the signed Dissertation Reviewers Report Form to Director of Administration, certifying that the dissertation is "ready for defense," allowing for RGGs to officially schedule and announce the defense.
- 2) The student must send the Director of Administration an electronic version of the dissertation.