Master's Thesis Student Checklist

1. **Policy on Ownership and Publication of Research Data Form**
    a. Provided at new student orientation and located in the Graduate Handbook on page 21
    b. Student obtains Major Professors signature and submits to Graduate Coordinator or Graduate Coordinator Assistant asap
2. **Advisory Committee**
    a. Student submits on GradStatus by the end of their first semester
    b. Please see Graduate Handbook for specific requirements
3. **Program of Study**
    a. Submitted by the end of their first semester
    b. Student sends draft to Graduate Coordinator Assistant for approval
    c. Once approved, student submits on GradStatus
4. **Recommended Change in Program of Study**
    a. If a Program of Study needs to be amended but has already been approved on GradStatus, student fills out the form and submits to the Graduate Coordinator Assistant for approval.
    b. Recommended Change in POS Form: https://grad.uga.edu/wp-content/uploads/2022/07/body_recochgprog.pdf
5. **Application for Graduation**
    a. Please see Graduate School website for application deadline: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/
6. **Thesis Format Check**
    a. Submit one complete copy of Thesis for a format check
    b. Please see Graduate School website for deadlines and format check link: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/
7. **Final Defense of Thesis**
    a. Held at least 6 weeks prior to graduation
    b. Student will the submit the following information to the Graduate Coordinator Assistant at least 4 weeks in advance:
        i. D*efense date, time, building and room number, title of dissertation, student's name, 81#, and full names of Major Professor and Advisory Committee members*
8. **Approval Form for Master's Thesis**
    a. Prior to Defense date, student submits "Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)" on GradStatus
9. **ETD Form**
    a. Please see Graduate School website for submission deadline: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/
    b. Student submits "ETD Submission Approval (G129)" on GradStatus

Important Links:

- **Graduate Manual https://www.fcs.uga.edu/fdn/graduate**
- **Important dates and deadlines from Graduate School website: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/**

Forms on Graduate School website: https://grad.uga.edu/index.php/current-students/forms/