PhD 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 as soon as possible

2. **Advisory Committee**
   a. Student submits on GradStatus by the end of their second semester
   b. Please see Graduate Handbook for specific requirements

3. **Preliminary Program of Study**
   a. Student submits form to Graduate Coordinator or Graduate Coordinator Assistant by end of their first year

4. **Final Program of Study**
   a. Should be submitted 6 months prior to Oral Comprehensive Exam
   b. Submit draft to Graduate Coordinator Assistant for approval
   c. Once approved, student submits on GradStatus

5. **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

6. **Oral and Written Comprehensive Examinations**
   a. Taken by the end of the 2nd or 3rd year of residency
   b. This is coordinated with the students Major Professor and Committee members
   c. At least 4 weeks prior to Oral Exam, student will notify the Graduate Coordinator and Graduate Coordinator Assistant the following information:
      i. **Oral Exam date, time, building and room number, title of dissertation, student’s name, 81#, and full names of Major Professor and Advisory Committee members.**

7. **Report of Written and Oral Comprehensive Examination**
   a. This form will be sent directly to the students Major Professor from the Graduate School or the Graduate Coordinator Assistant
   b. All committee members will complete this form and return it to the student
   c. The student will send completed form to the Graduate Coordinator or Graduate Coordinator Assistant

8. **Application for Admission to Candidacy**
   a. After Comprehensive Exams are complete student submits “Application for Admission to Candidacy for Doctoral Degrees (G162)” on GradStatus **before** submission of form in #7.

9. **Application for Graduation**
   a. Please see Graduate School website for submission deadline: https://grad.uga.edu/index.php/current-students/important-dates-deadlines/
10. **Dissertation Format Check**
   a. Submit one complete copy of Dissertation 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/

11. **Final Defense of Dissertation**
   a. This should be held at least 6 weeks prior to Graduation
   b. At least 4 weeks in advance, the student notifies the Graduate Coordinator and  
      Graduate Coordinator Assistant of the following information:
      i. *Defense date, time, building and room number, title of dissertation, student’s  
         name, 81#, and full names of Major Professor and Advisory Committee  
         members.*

12. **Approval Form for All Doctoral Dissertation and Final Oral Examination**
   a. Prior to Defense date, student submits “Approval Form for Doctoral Dissertation and  
      Final Oral Examination (G164)” on GradStatus

13. **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 Handbook [https://www.fcs.uga.edu/fdn/graduate](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/](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/](https://grad.uga.edu/index.php/current-students/forms/)