

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
 - b. Preliminary Program of Study Form: https://grad.uga.edu/wp-content/uploads/2022/09/body_prephdprg.pdf
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>
- 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/>