

## PBGG Checklist for M.S.

Name \_\_\_\_\_

First semester of residence \_\_\_\_\_

Major Professor \_\_\_\_\_

### YEARLY:

- Report presentations, first-author publications (including all submissions) to [pbgg@uga.edu](mailto:pbgg@uga.edu)
- Complete an Annual Evaluation with your Major Professor by May of each year. You can find the link [here](#) as well as in the Graduate Student Handbook in Annual Progress Evaluations.

\* Please consult the [PBGG Graduate Student Handbook](#) for greater detail and information

Date Completed	Check Requirements Completed	Deadline
	<b>Appointment of Major Professor</b>	First Semester
	<b>Appointment of Advisory Committee</b> Via <a href="#">Enrolled Student Progress Portal</a> (the AdvCmte tab)  <input type="checkbox"/> Composed of major professor who serves as chair, and 2 other faculty. <input type="checkbox"/> The chair and at least one other member of the committee must be regular members of the graduate faculty. (If more than three members are appointed to the committee, a <b>majority</b> of Graduate faculty members must be maintained).	Before the end of the first year (3 semesters)
	<b>First Committee Meeting and Thesis Proposal</b> <input type="checkbox"/> submission to Committee and notification to Administrative Manager when approved	Before the end of the first year (4 semesters) from enrollment
	<b>Program of Study</b> ( <a href="#">Program of Study form required- G138</a> ) <input type="checkbox"/> Requires at least 30 hrs of graduate credit. <input type="checkbox"/> No more than 6 hrs of research (PBGG7000) can be applied to the 30-hour total. <input type="checkbox"/> At least 12 of the 30 hrs must be in courses open only to graduate students. (These hours cannot be satisfied by Master's research or independent study).  <u>Must include:</u> <input type="checkbox"/> GRSC 7001 (1h) taken the first year <input type="checkbox"/> PBGG 6140 (3h) <input type="checkbox"/> PBGG 8861(1h seminar) <input type="checkbox"/> PBGG 6000 (3h) <input type="checkbox"/> One Statistics course (STAT 6220 or STAT 6315 or FANR 6750 or higher) <input type="checkbox"/> PBGG 7300 (3h).  <input type="checkbox"/> Is approved by the advisory committee, major professor, graduate coordinator & graduate school.	Must be approved by the Advisory Committee and the Graduate Coordinator  Due to the Graduate School by the end of the second week of classes of the semester of graduation  Must be approved prior to Thesis Defense  (see Grad School <a href="#">deadlines</a> )

**Timeline:** All Graduate School requirements for a master's degree must be fulfilled within a six-year time frame, beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth year.

	<b>Residency Requirement</b> Minimum residence requirement is one academic year (two semesters of full-time study).	
	<b>Thesis</b> <input type="checkbox"/> Approved by major professor and distributed to advisory committee at least two weeks prior to defense. <input type="checkbox"/> Approved by advisory committee. <input type="checkbox"/> <a href="#">Format</a> approved by Graduate School ( <a href="#">deadline</a> ). <input type="checkbox"/> Registration requirement of at least 3hrs during the semester thesis is completed and submitted <input type="checkbox"/> Electronic copy submitted to Administrative Manager	<a href="#">ETD Submission Approval (Form G129)</a> required by Grad School - Final version must be electronically submitted to the Graduate School at least two weeks prior to graduation  (see Grad School <a href="#">deadlines</a> )
	<b>Exit Seminar</b> <input type="checkbox"/> Exit seminar should immediately precede defense <input type="checkbox"/> Provide title and appropriate photos to Administrative Manager at <a href="mailto:pbgg@uga.edu">pbgg@uga.edu</a> at least two weeks prior to exam for announcement/flyer	
	<b>Defense</b> <input type="checkbox"/> Oral defense of thesis with Major Professor and Advisory Committee must take place by the Graduate School Deadline <input type="checkbox"/> Submission of <a href="#">Approval Form for Master's Thesis and Final Oral Examination form required – G140</a> <input type="checkbox"/> <a href="#">Student Performance Evaluation Form</a> – disseminate to your committee; all committee members must fill one out after the exam (Password will be provided by Administrative Manager)	*Your Advisory Committee form and Program of Study must be completed and on file with the Graduate School prior to submitting the G140 form.  Please see Grad School <a href="#">deadlines</a> for all of these.
	<b>Application for Graduation (<a href="#">form required</a>)</b> Link for <a href="#">Instructions</a>	Prior to the deadline of the semester that you are graduating (see Grad School <a href="#">deadlines</a> )
	<b>Exit Interview</b> <input type="checkbox"/> <a href="#">Exit Questionnaire</a> - Obtain link from Administrative Manager <input type="checkbox"/> Schedule Exit Interview with Institute Director <input type="checkbox"/> Provide Administrative Manager with updated contact information and employment, as well as complete list of presentations and publications	Must be completed before graduation

