

PBGG Checklist for Ph.D.

Name _____

First semester of residence _____

Major Professor _____

YEARLY:

- Report presentations, first-author publications (including all submissions) to 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 10/21/2024

Date Completed	Check Requirements Completed	Deadline
	Appointment of Major Professor	Within the first semester of residence
	Appointment of Advisory Committee Via Enrolled Student Progress Portal (the AdvCmte tab) <div style="margin-top: 10px;"> <input type="checkbox"/> Composed of major professor who serves as chair, and 4 other faculty. <input type="checkbox"/> Students with co-Major Professors must have five faculty members on their Advisory Committee, consisting of the two co-Major Professors and three other faculty members. At least one committee member must be from outside the Institute. No more than two co-major professors are allowed. <input type="checkbox"/> Chair and at least two other members of the committee must be a members of the graduate faculty. Faculty must be in the rank of at least Assistant Professor or equivalent. One member can be non-UGA faculty, who must hold the terminal degree in his/her field of study. </div>	Before the end of the first year of residence (3 semesters) (see Grad School deadlines)
	First Committee Meeting	Before the end of the first year in residence
	Preliminary Program of Study (Preliminary Doctoral Program of Study form required : download, complete, and have your committee DocuSign. Send a signed copy to pbgg@uga.edu to retain for your records) <div style="margin-top: 10px;"> <input type="checkbox"/> The program constitutes a logical whole and includes a minimum of 16 hours at the 8000 or 9000 level (not counting research, independent study or dissertation hours). <input type="checkbox"/> Shows all graduate courses relevant to the doctoral program (including courses for the master's degree and transferred courses). <input type="checkbox"/> Carries a minimum of 30 hr of course work for PhD with MS or 36 hr for PhD without MS, three hours of which are dissertation (9300). </div> <div style="text-align: right; margin-top: 10px;"><i>Continued...</i></div>	A preliminary Program of Study by the end of the first year of residence. The Program of Study must be approved by the Advisory Committee and the Graduate Coordinator and then submitted to the Administrative Manager (Preliminary Program of Study not required by Grad School but highly suggested by PBGG)

	<p>Must include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> GradFIRST seminar (1hr - for students starting Fall 2022 or after) <i>*requirement is satisfied if taken at UGA in MS program</i> <input type="checkbox"/> PBGG 8860 (1hr) <input type="checkbox"/> PBGG 8861 (1hr) <i>*requirement is satisfied if taken at UGA in MS program</i> <input type="checkbox"/> PBGG 6000 (3h) <i>*requirement is satisfied if taken at UGA in MS program</i> <input type="checkbox"/> PBGG 8140 (3h) <input type="checkbox"/> Plant Genetics (PBIO 8100 or PBGG 8890 or comparable) <input type="checkbox"/> Statistics (PBGG 8010, PBIO(PATH) 8250 or STAT 8200 or comparable) <input type="checkbox"/> PhD without MS must also satisfy all PBGG MS course requirements 	
	<p>Research Prospectus</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approval of written research proposal approved by the Advisory Committee at a scheduled committee meeting <input type="checkbox"/> Copy emailed to Administrative Manager at pbgg@uga.edu for student file 	Before significant research is undertaken and no later than the end of the student's second year (24 months).

Timeline: Doctoral students must complete all course work on their approved program of study and be admitted to candidacy within six-years of matriculation. The six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

	<p>Residency Requirement</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum residence requirement is one academic year (two semesters of full-time study). 	
	<p>Final Program of Study (Final Program of Study form required) <i>Final Program of Study form (POS) form submission is required prior to Comprehensive Exams.</i></p>	Submit when residency has been met. Required prior to comprehensive exams & Application for Admission to Candidacy.
	<p>Comprehensive Examination <i>*Notify Admin Manager as soon as Comps are scheduled. An announcement to the Grad School on your behalf (Form G118).</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> Written portion administered by the Advisory Committee and successfully completed. <input type="checkbox"/> Oral portion scheduled with PBGG Administrative Manager so Records and Graduation office has at least 2 weeks notice. Oral is announced by Grad School w/ form G118 (open to all university personnel). <input type="checkbox"/> All members of the Advisory Committee are present to administer the oral exam. <input type="checkbox"/> Student Performance Evaluation Form required to be completed by all committee members after oral exam (password will be provided by Administrative Manager). <input type="checkbox"/> Once Comps are complete, Grad School will initiate <i>Form 168, Written and Oral Comprehensive Examination form</i>, to Committee members to indicate passing of Comps. 	<p>The written comprehensive examination is given after a student has completed the bulk of their course work.</p> <p>This should be taken before the start of the third year in residence in the doctoral program. The oral comprehensive examination should follow soon thereafter.</p> <p>Results must be reported to the Graduate School within 2 weeks of the examination. Due 3 weeks before end of semester.</p>

	Application for Admission to Candidacy (Application for Admission to Candidacy form required – Form G162) <ul style="list-style-type: none"> <input type="checkbox"/> A 3.0 average maintained on all graduate courses taken. <input type="checkbox"/> All prerequisites set as a condition to admission completed. <input type="checkbox"/> Research skills requirement met. <input type="checkbox"/> Final Program of study approved by the Grad school. <input type="checkbox"/> Written and oral comprehensive examinations passed and reported to Graduate School (Form G168, see section above). <input type="checkbox"/> Residency requirement met. <input type="checkbox"/> Advisory Committee is confirmed with any changes reported to the Graduate School. 	<p>Request immediately after successful completion of the oral exam and all other conditions for candidacy.</p> <p>Due at least 2 months prior to graduation, check Grad School deadlines for clarification on exact date.</p>
	One Semester Minimum <p>After admission to candidacy, a student must register for a combined minimum of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using UGA facilities, and/or faculty or staff time.</p>	
	Application for Graduation (form required) Link for Instructions	<p>Submit no later than Friday of the second full week (the first full week for summer) of classes in the semester that you plan to graduate</p> <p>(see Grad School deadlines)</p>
	Exit Seminar <ul style="list-style-type: none"> <input type="checkbox"/> Exit seminar should immediately precede defense <input type="checkbox"/> Provide title and appropriate photos to Administrative Manager at least two weeks prior to exam 	<p>Prior to graduation</p>

	Dissertation Announcement, Approval & Defense <ul style="list-style-type: none"> <input type="checkbox"/> Registration requirement of at least 3 hrs during the semester thesis is completed and submitted. <input type="checkbox"/> Dissertation approved by major professor and distributed to advisory committee at least 3 weeks prior to exam. <input type="checkbox"/> Final oral defense scheduled with department and Graduate School at least 2 weeks prior to exam. Notify PBGG Administrative Manager about exam date, time, and location, dissertation title, and committee members. Announcement of defense to Grad School will be made on your behalf (Form G119) <input type="checkbox"/> Submit GradStatus form 164 - Approval Form for Doctoral Dissertation and Final Oral Examination . Committee members will indicate passing status here. 	<p>Results of the defense must be reported to the Graduate School at least 1 week prior to graduation</p> <p>Please also see Grad School deadlines for requirements for format check dates and ETD Submission Approvals.</p>
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	<input type="checkbox"/> Dissertation approved by advisory committee. <input type="checkbox"/> Oral defense approved by advisory committee. <input type="checkbox"/> Final approval of dissertation by Major Professor; format approved by Graduate School. <input type="checkbox"/> Submission of an Electronic Thesis and Dissertation (ETD Submission Approval form required – form G129) <input type="checkbox"/> Student Performance Evaluation Form required (password will be provided by Administrative Manager. Must be completed by all committee members at the time of oral defense). <input type="checkbox"/> Electronic copy of Thesis submitted to Administrative Manager	
	Exit Interview <input type="checkbox"/> Exit Questionnaire - Obtain Qualtrics password from Program Manager. Complete prior to graduation. <input type="checkbox"/> Schedule Exit Interview with Institute Director	Prior to graduation
	Commencement (form required) <input type="checkbox"/> Submit Doctoral Commencement information form to Graduate School	According to Graduate School deadlines