

PBGG CHECKLIST FOR Ph.D.

Name _____

First semester of residence _____

Major Professor _____

Date completed	Check Requirements Completed	Deadline
_____	Appointment of Major Professor	Within the first semester of residence
_____	Appointment of Advisory Committee <i>(form required)</i> _____ Composed of major professor who serves as chair, and 4 other faculty. _____ If student has co-advisors, then a sixth member is required. Both co-advisors need to pass the student in order for the student to graduate. _____ 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.	Before the end of the first year of residence
_____	First Committee Meeting and Thesis Proposal submission to Committee and Administrative Manager	Before the end of the first year in residence
_____	Preliminary Program of Study <i>(form required)</i> _____ 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). _____ Shows all graduate courses relevant to the doctoral program (including courses for the master's degree and transferred courses). _____ Carries a minimum of 30 hr of course work for PhD with MS or 36 h for PhD without MS, three hours of which are dissertation (9300). _____ Includes 1 hr of PBGG 8860 & 1 hr of PBGG 8861 seminar (requirement is satisfied if taken at UGA in MS program). _____ Includes 3 hr of PBGG 6000 (requirement is satisfied if taken at UGA in MS program). _____ Includes 3 hrs of PBGG 8140. _____ Includes Plant Genetics (PBIO 8100 or PBGG 8890 or comparable) _____ Includes Statistics (PBGG 8010 or STAT 8200 or comparable) _____ PhD without MS must also satisfy all PBGG MS course requirements _____ Is approved by the advisory committee.	Before the end of the first year in residence

_____	Research Proposal _____ Approval or written research proposal approved by the Advisory Committee at a scheduled committee meeting (to be placed in student's file)	Before significant research is undertaken.
_____	Residency Requirement _____ At least two consecutive semesters of full-time work must be spent in resident study on any of UGA's 3 campuses (i.e., enrollment for a minimum of 30 hr of <i>consecutive</i> course work included on the program of study)	
_____	Final Program of Study (<i>form required</i>)	Submit when residency has been met & prior to comprehensive exam & application for admission to candidacy.
_____	Comprehensive Examination (<i>form required</i>) _____ Written portion administered by the Advisory Committee and successfully completed. _____ Oral portion scheduled with Grad Coordinator so Records and Graduation office has at least 2 wks notice. Oral is announced by Grad School (open to all university faculty). _____ All members of the Advisory Committee are present to administer the oral exam. _____ Performance Evaluation Form required to be completed by all committee members at oral exam.	The written comprehensive examination is given after a student has completed the bulk of his/her course work. 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. Results must be reported to the Graduate School within 2 weeks of the examination.
_____	Application for Admission to Candidacy (<i>form required</i>) _____ A 3.0 average maintained on all graduate courses taken. _____ All prerequisites set as a condition to admission completed. _____ Research skills requirement met. _____ Final Program of study approved by the Grad school. _____ Written and oral comprehensive examinations passed and reported to Graduate School. _____ Residency requirement met. _____ Advisory Committee is confirmed with any changes reported to the Graduate School.	Requested immediately after successful completion of the oral exam and all other conditions for candidacy.
_____	One Semester Minimum 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.	
_____	Application for Graduation (<i>form required</i>)	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.

_____	Dissertation Approval & Defense (<i>form required</i>) _____ Dissertation approved by major professor and distributed to advisory committee at least 3 weeks prior to exam. _____ Final oral defense scheduled with department and Graduate School at least 2 weeks prior to exam. Notify graduate coordinator about exam date, time, and location, dissertation title, and committee members. _____ Dissertation approved by advisory committee. _____ Oral defense approved by advisory committee _____ Final approval of dissertation by Major Professor; format approved by Graduate School. _____ Submission of an Electronic Thesis and Dissertation (ETD) Submission Approval Form _____ Registration requirement of at least 3 hr during the semester thesis is completed and submitted. _____ Performance Evaluation Form required to be completed by all committee members at oral defense. _____ Electronic copy submitted to Administrative Manager	Results of the defense must be reported to the Graduate School at least 1 week prior to graduation.
_____	Exit Seminar _____ Scheduled with department 2 weeks prior to presentation. (May be combined with final oral examination).	Prior to graduation.
_____	Exit Interview _____ Schedule Exit Interview with Institute Director	Prior to graduation.
_____	Commencement (<i>form required</i>) _____ Submit Doctoral Commencement information form to Graduate School	According to Graduate School deadline