

# PhD DEGREE PROCESS & CHECKLIST

Fall 2024

## Steps toward degree and timeline for adequate progress:

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|---|---|
| <input type="checkbox"/> 1. Advisory Committee (Form G130)<br>[end of 2 <sup>nd</sup> semester] Must be approved by Grad School before Oral Comp Exam can be scheduled. A first committee member should be scheduled by the end of 2 <sup>nd</sup> semester | <input type="checkbox"/> 5. Admission to Candidacy (Form G162)<br>[end of 5 <sup>th</sup> semester]   |
| <input type="checkbox"/> 2. Program of Study (Form G138)<br>[end of 2 <sup>nd</sup> semester] Must be approved by Grad School before Oral Comp Exam can be scheduled  | <input type="checkbox"/> 6. Dissertation Defense<br>[end of 8 <sup>th</sup> semester]   |
| <input type="checkbox"/> 3. Comprehensive Exam: Written and Oral<br>[4 <sup>th</sup> or 5 <sup>th</sup> semester] All information must be provided to Graduate Coordinator's office at least three weeks prior to desired date for oral exam.               | <input type="checkbox"/> 7. Format Check<br>[end of 8 <sup>th</sup> semester]   |
| <input type="checkbox"/> 4. Dissertation Proposal<br>[end of 4 <sup>th</sup> semester]  | <input type="checkbox"/> 8. Doctoral Dissertation Approval (Form G164) [end of 8 <sup>th</sup> semester]  |
|   | <input type="checkbox"/> 9. ETD Submission Approval (Form G129)<br>[end of 8 <sup>th</sup> semester]. This requires a Format Check 2 weeks before ETD submission. |
|   | <input type="checkbox"/> 10. Graduation Application (Athena)<br>[8 <sup>th</sup> semester]  |

**\*\*\*Please check the Graduate School website for all deadlines for the semester you are completing and submitting any forms in\*\*\***

*Other important items to be aware of (some have deadlines):*

- Using Human Subjects: <https://research.uga.edu/hrpp/hso/>
- Request for Transfer Credit form
- Notifying the Graduate School of Graduation Ceremony attendance (Doctoral Graduation Ceremony Information Form)

## Details on each checklist step

### 1. Advisory Committee (Form G130)

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>, the links here will take you to GradStatus to complete

The Advisory Committee lists all the members of a Doctoral Committee, including a Major Professor, and a minimum of 3 additional members. These include: the student's major professor or advisor, who will serve as the chair of the committee. Additional voting members, with proper rank, may be appointed to the committee, including *no more than one non-UGA faculty*, who must hold the terminal degree in his/her field of study. If there are more than three members, more than 50% must be members of the Graduate Program Faculty, according to Graduate School guidelines.

Student must select a Major Professor at the beginning of the program. The Major Professor will assist student on the selection of the Advisory Committee members by the end of the second semester. These faculty members should meet with the students to review the student's dissertation plan and advise them in their dissertation research topics and methods. All committees must have a minimum of 4 members, and at least one Major Professor. The

Committee must be approved by the Program Coordinator and the Graduate School, who will sign Form G130 (Advisory Committee) to be submitted by student through GradStatus (<https://gradstatus.uga.edu/Forms/G130>).

2. Program of Study (Form G138)

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>, the links here will take you to GradStatus to complete the form

A preliminary Program of Study should be developed with the assistance of the Major Professor and the Advisory Committee. The Major Professor and the Advisory Committee will meet with the student to consider preliminary dissertation research plans and to approve the Preliminary Program of Study by the end of the second semester. After completion of the coursework, student must submit the Final Program of Study form approved by the Major Professor, the Advisory Committee, and the Graduate Coordinator. This should be done at least 3 weeks prior to the oral doctoral comprehensive exams. Courses should be listed in order taken (past, present, future). If a grade is not yet posted, leave it blank on the form. Student can login to Athena to copy the information from the transcript.

3. Comprehensive Exam (Form G118, to be submitted by PhD coordinator)

A student must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. Doctoral comprehensive exams are intended to demonstrate a competent level of knowledge on a set of topics in Environmental Design and Planning, as established by the Committee Members.

Before scheduling dates and times for the Comprehensive exams students must make sure to contact the Program coordinator, and supply the following information, so a Comprehensive Exam Announcement (G118) can be sent to the Graduate School:

UGA ID

Exam Details (date, time, exact location with room number)

Committee Details (major professor and each committee member names and affiliations)

This is particularly necessary for the oral examination when the student will meet with all committee members. With the recommendation of the Graduate Coordinator and the Advisory Committee, the deadline for completing the requirements may be extended. The Major Professor and/or student will let the Graduate Coordinator Assistant know when to schedule this through the Graduate School. The Graduate Coordinator Assistant will need to know the date, time, and room to request for the meeting. All members of the Advisory Committee must be present for the entire exam. The Graduate School must be notified if the exam is postponed or the student fails the exam.

The doctoral comprehensive examinations consist of two parts: a written section and an oral section. These examinations are administered by the student's advisory committee. The Written and Oral Doctoral Comprehensive Exams can be taken prior or subsequent to the

formal Dissertation Proposal Defense. The student must pass the written section before he/she is eligible to take the oral exam.

The **written comprehensive exams** are arranged and administered by the Advisory Committee, who will decide on the structure and length of the written comprehensive exam. The major professor will solicit questions from all members of the Advisory Committee to be included on the written exam to ensure adequate coverage and focus for the exam. All members of the Advisory Committee will see and approve the exam before it is given. The major professor will administer the written exam. The written exam will be graded by the appropriate member of the Advisory Committee. All members of the Advisory Committee shall have an opportunity to review the entire written exam and to judge the student's overall performance.

The **oral comprehensive exam** can proceed after student has passed the written section, by approval by all members of the Advisory Committee. The Graduate Coordinator's office must initiate the request for the scheduling of an oral doctoral comprehensive exam **two weeks prior to the desired date of the oral exam**. The Graduate School prepares the form signed at the conclusion of the oral exam.

#### 4. Dissertation Proposal

A dissertation proposal must be presented at an open meeting organized by the student's Advisory Committee within five semesters (exclusive of summer) after starting the program. At the end of five semesters, a written version of the dissertation proposal (which incorporates changes recommended at the oral presentation) must be approved in writing by the student's Advisory Committee. Where individual circumstances warrant, deadline extensions may be considered by petition to the Graduate Studies Committee.

#### 5. Admission to Candidacy (Form G132)

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>, the links here will take you to GradStatus to complete the form

A prospective candidate for the Ph.D. degree is admitted to candidacy when all of these conditions have been met:

- a. The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School (as described in # 2);
- b. Written and oral comprehensive examinations have been passed and reported to the Graduate School (as described in # 3);
- c. A dissertation proposal has been approved (as described in #4);
- d. The advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment (as described in # 1);
- e. All prerequisites set as a condition to admission have been satisfactorily completed;

If any changes need to be made to the Program of Study, student will complete the request to change the Program of Study form to add or remove any courses or change any credit hours.

## 6. Format Check

Source: ProQuest ETD Administrator ([ProQuest ETD Administrator - University of Georgia](#))

Submitted at least 2 weeks prior to dissertation date

FROM GRADUTE SCHOOL MANUAL: Dissertation and Thesis Styles. The dissertation or thesis may be written in either the traditional or the manuscript (journal article) style described below.

The dissertation or thesis must include an introduction and a literature review with the purposes of defining the problem, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. There must also be a concluding chapter or section which unites the preceding chapters or sections and may include a general discussion integrating the major findings.

**Traditional Style.** In addition to an introduction, literature review, and conclusion, this style may include materials and methods, results, discussion, literature cited, and figures and tables as appropriate to the student's discipline. Documentation and format must be consistent throughout the dissertation or thesis.

**Manuscript Style.** The practice of using the manuscript (journal article) style thesis or dissertation format will be at the discretion of the department. In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in peer-reviewed journals.

## 7. Dissertation Defense

Once the research is completed and all sections of the dissertation written, the student is ready to defend the dissertation, after approval of the written document by the Main Professor and the Advisory Committee. The Major Professor should notify the time and place of the defense to the Graduate School through the Graduate Coordinator Assistant **at least three weeks before the scheduled date of defense** so that both the Graduate School and the Graduate Coordinator Assistant can announce to the university public about the examination.

## 8. Doctoral Dissertation Approval (Form G164)

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>, the links here will take you to GradStatus to complete the form.

After approval of the dissertation by the Advisory Committee, and the final defense examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester. The Graduate Coordinator Assistant will forward the form to the Advisory Committee the day of the defense. The Program Coordinator will get notifications as members respond. Once all committee members have responded, it goes to the Program Coordinator for a final decision. If the student needed to make revisions, the Major Professor must review again after the Program Coordinator and make a final approval. The Graduate Coordinator Assistant will submit form through GradStatus to the Graduate School.

9. ETD Submission Approval (Form G129)

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>, the links here will take you to GradStatus to complete the form

Information from the Graduate School about the standards, manual style ad preparation for electronic submission of the dissertation can found at : <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

10. Graduation Application

Source: Athena ([https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P\\_GenMenu?name=homepage](https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage))

You are subject to a \$50 late fee if you do not apply before the deadline.

**Additional information:**

**Announcement of doctoral oral comprehensive exams and final defense of dissertations:**

1. [Notification](#) must come from the graduate coordinator's office two weeks prior to the exam or defense (use the link on the Graduate School website under faculty).
2. The exams are announced by the Graduate School on the Web so that other members of the academic community may attend.
3. The Report Form for written and oral preliminary comprehensive exams will be mailed to you after we have processed your announcement. We will check the following before mailing it:
  - i. Student is registered
  - ii. Advisory Committee has been approved by the Graduate School
  - iii. Final Doctoral Program of Study has been approved by the Graduate School
  - iv. Residence requirement has been met
4. The Approval Form for Final Defense of the Dissertation can be printed from the Graduate School website. The Electronic Thesis and Dissertation Submission Approval Form must be submitted at the same time in Grad Status.
5. We will check the following:
  - i. Student is registered
  - ii. Committee corresponds with approved advisory committee on file.
  - iii. Student has completed 10 hours of credit after admission to candidacy

When we receive **incorrect or incomplete forms**, they will usually be returned to the student.