

Grady College Ph.D. Degree Program Timeline Checklist

First Year

- Complete the UGA Graduate School GradFIRST seminar requirement.
- Meet with Grady College faculty members, including beyond those you have a course with, to begin the process of identifying a major professor. It is your responsibility to identify a graduate faculty member willing to serve as your major professor by the end of the first year.
- Identify and get the approval of Grady College faculty member to be your major professor. Complete and submit the form that indicates your major professor.
- In consultation with your major professor, complete the Grady College Ph.D. Program of Study planning form and submit it to the Grady College Graduate Studies Office.
(https://grady.uga.edu/wp-content/uploads/2023/08/PhD_planning_form.pdf)
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.

Second Year

- In consultation with your major professor, identify and establish your Ph.D. Advisory Committee. Once the committee has been established, complete and submit the form that indicates your Advisory Committee members.
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.
- In consultation with your major professor and Ph.D. Advisory Committee members, establish a plan for your comprehensive written and oral examinations, including when you will likely do those examinations and the topics/questions the exams will encompass.
- In consultation with your major professor, submit your Final Program of Study form to the UGA Graduate School.

Third Year

- Complete course/seminar requirement (i.e., completion of 13 3-credit graduate courses).
- Complete and pass your written and oral examinations.
- Submit your Application for Admission to Candidacy form to the UGA Graduate School.
- Enroll for JRMC 9000 (Doctoral Research) credit hours each semester after admission to candidacy
- Develop, present, and successfully defend your dissertation proposal.
- Possibly begin dissertation-related research.
- In mid- to late Spring semester, complete the Grady College Ph.D. student evaluation form and have an evaluation meeting with your major professor.

Fourth Year

- Complete doctoral research (e.g., data collection) and begin dissertation writing
- Register for 9300 (Doctoral Dissertation) in semester in which you plan to defend and graduate
- Graduate candidates expecting to graduate should consult the UGA Graduate Bulletin for information regarding graduation requirements and deadlines.
- Submit application for Graduation
- Complete dissertation writing and defend dissertation (providing Grady Graduate Studies Office and UGA Grad School at least two weeks advance notice of the defense date)
- Submit Dissertation and Final Examination Approval form
- Submit an approved copy of dissertation to UGA Graduate School for style and format check. You must submit your document electronically to the Graduate School by the deadline for a format check in your graduation semester. If you do not submit by the deadline, your graduation date will be changed to the next semester.
- Upon approval, submit Electronic Thesis and Dissertation (EDT) Submission approval form