

## PHD STUDENT CHECKLIST

Updated August 2021

The purpose of this checklist is to serve as an informational guide to keep students on track based on full-time enrollment in the PhD program. In addition, full-time doctoral students are expected to take courses and fulfill assistantship duties during the summer.

Date of completion should be entered in the left column. Students are responsible for fulfilling all requirements and meeting all deadlines. Some of the items may not apply.

### After Acceptance

Done	What to Do	Who, When or Where
	Accept your offer of admission into the PhD program	Graduate School Online Platform
	Sign and return your assistantship letter to the Graduate Program Coordinator <i>*Assistantship students only</i>	Before the date listed on assistantship offer letter
	Complete Graduate School checklist	<a href="#">Graduate School Website</a>

### Before Beginning Graduate School Classes

Done	What to Do	Who, When or Where
	Appointment of advisor	Graduate Coordinator
	Meet with advisor to discuss course registration and get them to lift your advisement hold	Before or upon arrival with advisor
	Register for courses in Athena	Contact Advisor
	Attend New Graduate Student Orientation	Contact Graduate Coordinator
	Attend Graduate School Orientation	See <a href="#">Graduate School Website</a> for information
	Obtain Student ID Card	<a href="#">UGACard Office</a>
	Complete Change of Domicile Form (if applicable)	<a href="#">Registrar's Office</a>
	Purchase Parking Permit or learn the UGA bus route	<a href="#">Parking Services</a> , Before arriving on campus
<i>Students on assistantship or fellowship complete the following items:</i>		
	Complete payroll, appointment form	ALEC Business Manager
	Obtain office key	ALEC Graduate Coordinator Assistant
	*Teaching Assistants Attend Mandatory Graduate School TA orientation	Check <a href="#">Graduate School Website</a>
	*Teaching Assistants must enroll in GRSC 7700	This requirement does not count toward the degree.

### First Year in Graduate School

Done	What to Do	Who, When or Where
	Schedule performance review with your assistantship supervisor <i>*Assistantship students only</i>	Last half of the 1 <sup>st</sup> semester
	Sign renewed assistantship contract <i>*Assistantship students only</i>	At the end of the 1 <sup>st</sup> semester ALEC Business Manager
	Schedule performance review with your assistantship supervisor <i>*Assistantship students only</i>	Last half of the 2 <sup>nd</sup> semester
	Sign renewed assistantship contract <i>*Assistantship students only</i>	At the end of the 2 <sup>nd</sup> semester ALEC Business Manager
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> <li>○ Advisor must complete annual progress form.</li> </ul>	Before the end of the 2 <sup>nd</sup> semester

### Second Year in Graduate School

Done	What to Do	Who, When or Where
	Select at least two ALEC faculty members and one external UGA graduate faculty member to serve on your graduate committee. After selecting the graduate committee, complete the Advisory Committee (G130) form at: <a href="https://gradstatus.uga.edu/Forms/G130">https://gradstatus.uga.edu/Forms/G130</a>	First half of the 3 <sup>rd</sup> semester or before 30 credit hours completed
	Meet with advisor to plan Program of Study (classes to take and when) and gain approval from graduate committee.	First half of the 3 <sup>rd</sup> semester or before 30 credit hours completed
	Meet with advisor and discuss recommended course registration	Before the end of the 3 <sup>rd</sup> semester
	Meet with advisor and discuss plan for taking comprehensive exams	Before the end of the 3 <sup>rd</sup> semester
	Develop a dissertation plan with advisor and graduate committee	Before the end of the 3 <sup>rd</sup> semester
	Schedule performance review with your assistantship supervisor <i>*Assistantship students only</i>	Last half of the 3 <sup>rd</sup> semester
	Sign renewed assistantship contract <i>*Assistantship students only</i>	At the end of the 3 <sup>rd</sup> semester ALEC Business Manager
	Develop a plan with advisor and graduate committee to conduct dissertation proposal defense after comprehensive exams have been completed	Before the end of the 4 <sup>th</sup> semester
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> </ul>	Before the end of the 4 <sup>th</sup> semester

	<ul style="list-style-type: none"> <li>○ Complete progress in the program</li> <li>○ Advisor will complete annual progress form.</li> </ul>	
	<p>Schedule performance review with your assistantship supervisor</p> <p><i>*Assistantship students only</i></p>	Last half of the 4 <sup>th</sup> semester
	<p>Sign renewed assistantship contract</p> <p><i>*Assistantship students only</i></p>	At the end of the 4 <sup>th</sup> semester ALEC Business Manager
	<p>Take comprehensive exams</p> <p><i>Note: Exams must be taken and proposal defended so student can enter candidacy at least one semester prior to graduation</i></p>	During end of second year or beginning of third year.

### Third Year in Graduate School

Done	What to Do	Who, When or Where
	<p>Dissertation proposal defense</p> <p><i>Note: Exams must be taken and proposal defended so student can enter candidacy at least one semester prior to graduation</i></p>	During end of second year or beginning of third year.
	<p>Enter candidacy and submit <a href="#">Application for Admission to Candidacy</a> to the Graduate School</p>	First semester of the third year. Work with Graduate Coordinator Assistant
	<p>Meet with advisor and discuss recommended course registration and dissertation completion including defense – all doctoral students must take at least 6 credits of doctoral dissertation research</p>	Before the end of the 5 <sup>th</sup> semester
	<p>Schedule performance review with your assistantship supervisor</p> <p><i>*Assistantship students only</i></p>	Last half of the 5 <sup>th</sup> semester
	<p>Sign renewed assistantship contract</p> <p><i>*Assistantship students only</i></p>	At the end of the 5 <sup>th</sup> semester ALEC Business Manager
	<p>Notify Graduate Coordinator Assistant of Dissertation defense date</p>	At least two weeks prior to dissertation defense during 6 <sup>th</sup> semester
	<p>Schedule performance review with your assistantship supervisor</p> <p><i>*Assistantship students only</i></p>	Last half of the 6 <sup>th</sup> semester
	<p>Meet with advisor</p> <ul style="list-style-type: none"> <li>○ Complete progress in the program</li> <li>○ Advisor will complete annual progress form.</li> </ul>	Before the end of the 6 <sup>th</sup> semester

### Final Semester in Graduate School

Done	What to Do	Who, When or Where
	<p>Register for at least 3 hours during the semester your dissertation is submitted and completed</p>	Final semester

	Submit Final Program of Study form to the Graduate School through GradStatus (Form G160)	By the end of the second week of classes in the final semester
	Submit Advisory Committee Form through GradStatus ( <a href="#">Instructions</a> )	By the end of the second week of classes in the final semester
	Application for Graduation through Athena (form required)	Start of final semester
	Schedule dissertation defense with advisory committee.	Start of final semester *Reminder: Share the date, time, and topic with the Graduate Coordinator Assistant to be advertised publicly & submitted to the <a href="#">Graduate School</a>
	Send complete dissertation approved by advisor to graduate committee members	At least two weeks prior to defense date
	Submit information for Commencement Program through GradStatus ( <a href="#">Form link</a> )	GradStatus, date determined by graduate school
	Dissertation Defense	Advisory Committee
	Submit dissertation for initial ETD format approval	Date determined by graduate school
	Submit final dissertation and Electronic Thesis and Submission approval form.	Final version must be electronically submitted to the Graduate school at least 2 weeks prior to graduation.
	Submit signed, Final Defense Approval Form to the Graduate School (signed by graduate committee members and Graduate Coordinator)	Advisory Committee, 13 <sup>th</sup> week of final semester

### **Last Week in Graduate School**

	Complete Exit Interview	Graduate Coordinator Assistant
<i>Students on assistantship complete the following items.</i>		
	Clean desk space and return items to stockroom	Office, Stockroom/Copy Room
	Return all keys issued by department	Graduate Coordinator Assistant