

## **Ph.D., ALEC Pathway to Completion**

We have provided links to forms wherever possible. We cannot control when the University or Graduate School make changes, and not all forms are available at all times. **Please bookmark [this page](#) for a menu of ALL forms! Note that forms and submission process will change as UGA transitions from “GradStatus” to “Slate.”**

**Please check [this site](#) for important semester-by-semester deadlines.**

**This document is not a substitute for the ALEC Graduate Handbook and/or the UGA Graduate School website.**

Graduate School policies and procedures can change abruptly. Be sure to open and carefully read all email from the Graduate School and ALEC Graduate Coordinator/Coordinator Assistant. Your advisor may learn of changes and updates at the same time you do, so please heed the Graduate Coordinator’s communication, as that individual will get the “breaking news” from the Graduate School.

- 1. Complete a minimum of 45 hours of coursework beyond the Master’s degree.**
  - **Core requirements** (12 hours) (all students take all four; substitutions are extremely rare)
    - ALDR 8100
    - AGCM 8710
    - ALDR 8510
    - ALDR 8890
  - **Seminar requirements**
    - GRSC 7001/7001E GradFirst Seminar (all students must complete; select the one you want from the many in-person and online options)
    - GRSC 7770 (students on assistantship)
    - ALDR 9005 (students on assistantship take every semester; all others are welcome to register)
  - **Research methods requirements**
    - 12 hours minimum of quantitative or qualitative methods coursework
    - ALDR 8200E if not previously taken in Master’s program
  - **Electives** (15 hours minimum)
  - **Dissertation hours** (6 hours minimum)
    - ALDR 9300

2. **Select an advisory committee by the beginning of your third semester or before completing 30 hours.** You and your advisor (major professor) should work together to identify faculty candidates for your committee.
  - a. **Chair:** Your faculty advisor must have a 50% appointment in ALEC and Graduate Faculty status. Courtesy faculty are not eligible to serve as Chair.
  - b. **Optional co-chair:** An ALEC faculty member or courtesy faculty member may serve as co-chair with a faculty member meeting the criteria to serve as Chair. The co-chair must have Graduate Faculty status.
  - c. **Member #2:** An ALEC faculty member holding at least a 50% faculty appointment in the department and UGA graduate faculty status. Courtesy faculty do not meet the criteria for this position.
  - d. **Member #3:** An ALEC faculty member holding at least a 50% faculty appointment in the department with Graduate Faculty status, OR a faculty member of another department with Graduate Faculty status (including courtesy faculty).
  - e. **Member #4:** An ALEC faculty member holding at least a 50% faculty appointment in the department, with graduate faculty status OR a faculty member from another department at UGA with Graduate Faculty status OR an individual holding a terminal degree in their field that does not hold UGA Graduate Faculty status.
  - f. **NOTE** that only person can serve that does not hold UGA Graduate Faculty status.
  - g. **Complete the Advisory Committee Form** identifying your committee by logging on to the [Enrolled Student Progress Portal](#) and selecting the AdvCmte tab by the start of your third semester.
3. **Submit your [Preliminary Program of Study](#)** by the end of your third semester.
4. **Submit your [Final Program of Study](#)** prior to taking the Comprehensive Exam.
5. **Complete the Comprehensive Exam process** after completing your coursework. Consult with your advisor as you near the end of coursework, ideally one full semester ahead of time.
  - a. Committee will create the Exam.
  - b. You will have one day to complete each committee member's set of questions.
  - c. Committee will review the completed Exam.
  - d. Schedule an oral examination within two weeks of completion of the written exam. Work with Ms. Brenda Hamilton to schedule the time, date, and location – including video link if needed for a remote committee member. Inform Mr. Brian Brennan of the scheduled orals.

- e. Work with Mr. Brennan to ensure that your committee has the **Written Exam Form and Oral Comprehensive Exam form** prior to the oral exam.
6. **Apply for Admission to Candidacy after you have passed your Comprehensive Exams.** Be sure you have submitted your Final Program of Study and met all other requirements before submitting this form.
7. **Schedule a meeting to present and defend your Dissertation Proposal** to your committee after discussion with your advisor and his/her approval. You may not collect data until this meeting is successfully completed.
8. **Apply for graduation** by the deadline for the semester you wish to graduate.
9. **Submit a completed formatted copy of your dissertation for a Preliminary Format Check** (G121 in GradStatus) by the deadline listed for your graduation semester.
10. **Schedule your Dissertation Defense and submit the Dissertation Defense Announcement** (G119 in GradStatus) after approval from/consultation with your advisor. Work with Ms. Brenda Hamilton to schedule time/date/location and a video link. Provide this information to Mr. Brian Brennan for announcement. Ph.D. dissertation defenses must be announced and open to the public; this is not optional.
11. **Submit your dissertation to your committee** no later than three weeks before your Defense. The majority of your committee must approve of you moving forward with a presentation and defense of the dissertation before you may present/defend.
12. **Work with the Graduate Coordinator Assistant to be sure that the Approval Form for Dissertation and Final Oral Exam** is provided to your committee prior to the defense. The committee will submit its votes using this form through GradStatus immediately after the oral exam.
13. **Submit a final copy of your dissertation to the Graduate School using the Electronic Thesis Dissertation System.**