CHECKLIST FOR ITP PHD STUDENTS

It is the responsibility of the student to follow this general schedule and to submit all of the appropriate forms on time. The student must consult with their Major Professor on each of these requirements and keep them informed of the recommended timetable for completion.

Orientation

Attend New Graduate Student Orientation Session with ITP Graduate Coordinator and Program Director.

- Attend International Student Orientation if applicable.
- Attend Graduate School Orientation Session.
- Attend ITP Graduate Student Orientation Session.
- Attend graduate student orientation session in home department if available. Consult your department.

Required Milestones and Forms

All required forms can be obtained from the Graduate School website (www.grad.uga.edu), or the ITP Graduate Program Office.

Check off and insert date completed as appropriate:

YEAR 1

1. Selection of Advisory Committee by the beginning of the third semester of study. Complete form, obtain appropriate signatures and submit to ITP Program Office for Grad Coordinator signature. The Graduate School requires that a minimum of three faculty members including the major professor serve on this committee, however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP (4-5 members recommended for doctoral students).

2. Meet with Advisory Committee at least once per year. Submit progress report to ITP office (form can be obtained from ITP office).

3. After consulting with Advisory Committee, submit PRELIMINARY Program of Study form by the end of your first year of study to the ITP Graduate Coordinator.
YEARS 2-3

4. After approval from the Advisory Committee, submit the **FINAL Program of Study** form to ITP office for submission to Graduate School. This should be done by the end of your second year of study.

5. Consult with Advisory Committee to determine date and format of Preliminary **Comprehensive Examinations**.
   - Comprehensive examinations include both written and oral components which are done in sequence (a minimum of 2 weeks apart), within 3 months. These exams usually occur at the end of the second or early in the third year of study, once the majority of your didactic coursework (not including research credits) is completed.

6. The **Written Preliminary Exam** is taken first and will be administered and graded by the Advisory Committee. **YOU MUST NOTIFY** the ITP office/Graduate Coordinator in advance of the date of the written qualifiers.

7. Once the Written Prelim Exam is completed, you may schedule your **Oral Preliminary Examination**. **YOU MUST NOTIFY** the ITP office/Grad Coordinator of the time and place of your oral exam **at least two weeks before the scheduled examination**. An approval form must be obtained from the Grad School by the Graduate Coordinator prior to taking the orals. After this form is received, the student or faculty member may obtain it from the ITP office. Once both the written and oral exams are completed and this approval form is signed, please submit back to the ITP office/Graduate Coordinator.

8. The **Application for Candidacy** form is usually submitted together with the Approval of the Preliminary Examination Form. An approved Final Program of Study must be on file with the graduate school before they will approve the Application for Candidacy. In addition, per Graduate School requirements, Admission to Candidacy **must be approved at least one semester prior to graduation**. **DO NOT** wait until your last semester to complete your prelims or apply for candidacy!

**DISSERTATION, FINAL DEFENSE and GRADUATION**

9. Consult with Major Professor and Advisory Committee about anticipated semester for Final Defense and Graduation. Submit **Application for Graduation** form to the ITP office /Graduate School by the **beginning** of the semester of your **anticipated** Graduation date.

10. Consult Graduate School website regarding preparation of dissertation document, deadlines for format check and submission of final dissertation for
the semester in which you intend to graduate. All approved dissertations are submitted electronically. For specific directions and information go to www.grad.uga.edu. Follow the link for Electronic Thesis & Dissertation.

11. With the approval of your Major Professor, distribute your dissertation to the Ph.D. Advisory Committee at least two weeks prior to the final oral defense. In addition, one copy of the dissertation must be placed in the departmental office of your major professor and one copy in the ITP office for review by the faculty. The ITP office should also receive a bound copy of your final dissertation.

12. You must schedule your Final Defense by notifying the ITP office/Graduate Coordinator at least 2 weeks in advance, so that appropriate approval paperwork can be prepared by the Graduate School.
CHECK LIST FOR MASTER OF SCIENCE DEGREE

It is the responsibility of the student to follow this general schedule and to submit all of the appropriate forms on time. The student must consult with their Major Professor on each of these requirements and keep them informed of the recommended timetable for completion.

Orientation

Attend New Graduate Student Orientation Session with ITP Graduate Coordinator and Program Director.

- Attend Graduate School Orientation Session.
- Attend graduate student orientation session in home department if available.

Required Milestones and Forms - All required forms can be obtained from Graduate School website (www.grad.uga.edu), or the ITP Graduate Program Office.

Check off and insert date completed as appropriate:

1. Selection of Advisory Committee by the end of the first semester of study. Complete the form, obtain appropriate signatures and submit to ITP Graduate Program Office for Grad Coordinator signature. The ITP office will then submit the form to the Graduate School. The Graduate School requires that a minimum of three faculty members serve on this committee; however, additional members are possible. The ITP follows the Graduate School guidelines regarding the composition of the committee with additional stipulations. The major professor is the chair of this committee. If only three faculty are chosen, all must be members of the UGA Graduate Faculty as well as members of the ITP. If more than three are selected, 51% must be from the ITP. The Master's Advisory Committee will perform the following functions:

   1) in consultation with the student, determine the program of study.
   2) read and approve the thesis research proposal, with or without modifications.
   3) administer the final thesis oral examination.

2. Meet with Advisory Committee by the end of your second semester, and at least once a year thereafter. Submit progress report to ITP Graduate Program Office (Form can be obtained from ITP office).

3. After consulting with Advisory Committee, submit Program of Study form by the end of your second semester of study to the ITP Graduate Program Office.

4. Submission of research proposal to the Advisory Committee for approval.
Deadline for this should be determined by Faculty Advisor and Advisory Committee at the first Advisory Committee meeting.

**THESIS and GRADUATION**

_____ 5. Consult with Major Professor and Advisory Committee about anticipated semester for Final Defense and Graduation. Submit Application for Graduation form to the ITP Office by the **beginning** of the semester of your **anticipated** Graduation date.

_____ 6. Consult Graduate School website regarding preparation of thesis document, deadlines for format check and submission of final thesis for the semester in which you intend to graduate. All approved theses are submitted electronically. For specific directions and information go to: [http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html](http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html) Follow the link for Electronic Thesis & Dissertation.

_____ 7. With approval of your Major Professor, distribute your thesis to your Advisory Committee at least two weeks prior to the final oral defense. In addition, one copy of the thesis must be placed in the departmental office of your major professor and in the ITP office for review by the faculty. Additionally, the ITP office should receive a bound copy of your final thesis.

_____ 8. You must schedule your Final Defense by notifying the ITP office/Graduate Coordinator at least 2 weeks in advance. If your Seminar is given separate from your Final Defense, both must be announced through the ITP office.