

GRADUATE STUDENT HANDBOOK

INTRODUCTION

This **University of Georgia College of Engineering Graduate Student Handbook** provides details of our graduate programs and presents guidelines and resources for completing degree requirements. This handbook does not replace or supersede the *Graduate Bulletin* (<https://grad.uga.edu/graduate-bulletin/>) issued by the University of Georgia, and it should be viewed as a supplement to the material in the catalog. In the event of a conflict between this handbook and the Graduate Bulletin, the Graduate Bulletin shall prevail.

It cannot be overemphasized how important it is that all students completely familiarize themselves with all Graduate School, College and School program requirements as well as information pertaining to the student's program of study. We strongly encourage students to seek advice from their Major Professors, Graduate Coordinators, and the College of Engineering Graduate Program Office regarding degree requirements, as it is ultimately the student's responsibility to meet the rules and regulations for degree completion.

THE COLLEGE OF ENGINEERING

Engineering has a long history at the University of Georgia (UGA). The first engineering students graduated from UGA in 1868. Recognizing the importance of engineering to the state and the need to provide new opportunities for the citizens of Georgia and beyond, the Board of Regents established the College of Engineering at UGA on July 1, 2012. In 2017, the College organized around three interdisciplinary schools: the School of Chemical, Materials, and Biomedical Engineering; the School of Environmental, Civil, Agricultural, & Mechanical Engineering; and the School of Electrical & Computer Engineering. As the 21st Century's first new College of Engineering at a top ranked land grant university, we are committed to a vibrant learning, discovery and innovation environment for our students that will equip them to have rewarding careers as they contribute to addressing this century's challenges.

OUR MISSION

The College of Engineering at the University of Georgia is a community of visionary researchers, educators and learners embedded in a land-grant liberal arts university. Our overriding priorities are to:

- Create a vibrant environment for learning, discovery, and innovation that relies on teamwork, leadership, and effective communication.
- Reshape the impact of engineers for the 21st century by inspiring students to reach their full potential,
- Create breakthroughs by excellence in education and research, and
- Pursue bold, collaborative research to identify and solve the challenges of our time. These efforts are motivated by our resolve to help make a purposeful and rounded contribution to help bring about a more capable, responsible and resilient global society. Our college values the creation of communities of learning, discovery and innovation.

EXPECTATIONS OF ALL STUDENTS

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Students are expected to adhere to all UGA policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence, including the following:

UGA ACADEMIC HONESTY

Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All students are required to follow the academic honesty policy. All members of the university community are responsible for creating and maintaining an honest university and for knowing and understanding the policy on academic honesty. The policy is available online at <https://honesty.uga.edu/Academic-Honesty-Policy/>.

UGA NON-DISCRIMINATION & ANTI-HARASSMENT POLICY

The University is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia (“USG”) policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. See <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy> for additional information.

UGA WORKPLACE VIOLENCE POLICY

The University is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the University’s mission of teaching, research, and public service. The policy is online at <http://safeandsecure.uga.edu/workplace.html>.

UGA STUDENT CODE OF CONDUCT

The Code of Conduct provides students with expectations for behavior that demonstrates integrity and respect for others and the campus environment. In addition to describing regulations for behavior, the Code of Conduct provides useful information regarding alleged violations of conduct regulations. All procedures for responding to possible violations of conduct regulations are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the University’s judicial processes. See <https://conduct.uga.edu/code-of-conduct/> for more information.

COLLEGE OF ENGINEERING CONTACTS

Building/Maintenance Requests

Facilities Manager

Bryan Dukes, bryan.dukes@uga.edu, 706-542-2292

Diversity, Equity, and Inclusion

Assistant Dean for Undergraduate D.E.I.

Sonia Garcia, soniagarcia@uga.edu, 706-542-1653

Experiential Labs

The College offers a variety of work environments for students working on research or course-related projects. These spaces range from completely open-access areas to those that require intensive training for access. See <http://www.engr.uga.edu/student-resources/current/undergraduate/experiential-labs> for detailed descriptions of our resources. Request support online at labsupport@engr.uga.edu.

Faculty Directory

The online faculty directory may be accessed at www.engr.uga.edu/people.

Graduate Program Office

Director of Graduate Affairs

Margaret Sapp, mjsapp@uga.edu, 706-542-7503

Business Manager

Victoria Martinez, vicmart8@uga.edu

Human Resources

Director of Human Resources

Katie Tiller, katiller@uga.edu, 706-542-8839

Human Resources Manager

Amanda Mooney, Amanda.mooney@uga.edu, 706-542-5263

Information Technology

Information about Information Technology may be found at <https://oitwiki.engr.uga.edu>. Contact the College of Engineering's IT Support Desk (support@engr.uga.edu) if you experience an issue related to instructional technology in the College. Examples include slow logins, difficulty logging into an engineering computer, engineering software difficulties, and assistance with video conference meetings. If you experience a wi-fi or MyID problem, please contact EITS directly at helpdesk@uga.edu, or 706-542-3106.

Keys

Contact your direct supervisor or Major Professor to request keys and/or access to College facilities.

Office of Student Success

Director of Experiential Learning & Outreach

Lauren Anglin, lauren.anglin@uga.edu, 706-542-1204

Payroll

Senior Financial Accountant

Chad Adams, jcadaM.S.@uga.edu, 706-542-1653

Assistant Director of Finance Administration

Andrew Hale, ahale@engr.uga.edu, 706-542-0871

Senior Financial Accountant

Lynn Woodall, alk@uga.edu, 706-542-6135

Purchasing and Reimbursement Requests

School of CMBE

Linda Lockett, linda.lockett@uga.edu, 706-542-3151

School of ECAM

Meredith Gaston, meredith.gaston@uga.edu

School of ECE

Amanda Snyder, amanda.snyder@uga.edu, 706-542-8902

SCHOOL CONTACTS

School Chairs have administrative responsibility for the programs in their schools. They are an excellent source for information regarding programs as well as teaching assistantship opportunities and other professional opportunities related to the disciplines housed in their schools.

School of CMBE James Warnock, james.warnock@uga.edu, 706.542.0870

School of ECAM Bjorn Birgisson, Bjorn.Birgisson@uga.edu

School of ECE Fred Beyette, fred.beyette@uga.edu, 706.542.8698

Graduate Coordinators are faculty members who provide program-specific coordination and guidance to graduate students enrolled in their school. They also advise nonthesis master's students.

School of CMBE James Kastner, jrk@uga.edu

School of ECAM

Civil & Environmental programs

Sung-Hee "Sonny" Kim, kiM.S.@uga.edu, 706.542.9804

Agricultural & Mechanical programs

Xianqiao "X.Q." Wang, xqwang@uga.edu, 706.542.6251

School of ECE

Peter Kner, kner@engr.uga.edu, 706.201.3261

UNIVERSITY RESOURCES

Athena

Athena (<https://athena.uga.edu>) is the online portal to the student information system application. It allows students to view course schedules, register for courses, view or update student records, check holds, view financial aid information, and much more.

Bursar's Office

The Bursar and Treasury Services Division (www.busfin.uga.edu/) is comprised of Accounts Receivable, Bursar and Treasury Services, and Student Account Services. These departments provide assistance with tuition and fees, payment plans and deadlines, taxes, and other student account services.

Career Services

The Career Center provides a wide variety of services to help new and progressing graduate students explore job market opportunities, prepare for applying, build their networks, interview successfully and more. Follow the links at https://career.uga.edu/graduate_students to explore their resources.

Counseling & Psychiatric Services (CAPS)

CAPS is dedicated to student mental health and wellbeing. They support students in achieving both academic and personal life goals. CAPS is committed to providing high quality, affordable, and confidential services to UGA students and their eligible partners. See www.uhs.uga.edu/caps/welcome or call 706-542-2273 for more information.

Disability Resource Center

Graduate students with disabilities requesting accommodations and services should contact the Disability Resources Center (www.drc.uga.edu , 706.542.8719) to discuss specific needs.

Graduate School

The Graduate School coordinates the graduate programs of all schools and colleges of the University. Resources for continuing students (including the Graduate Bulletin, important dates and deadlines, and required forms) are housed on their website at www.grad.uga.edu.

Immigration Services

Immigration Services (<https://globalengagement.uga.edu/>) provides centralized immigration and visa-sponsorship information to international students.

Information Technology

UGA's Enterprise Information Technology Services (EITS) is the central IT department at the University. EITS manages key technology systems. and services on campus, such as UGAMail, Athena and eLearning Commons (eLC). Contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106 for assistance. The EITS Help Desk's website (www.eits.uga.edu/) features detailed information on how to reset your UGA MyID password and configure your UGAMail account for your phone, as well as provides answers to other top questions. The UGA Student Technology Guide and New Student Tech Checklist is housed on the EITS website at www.eits.uga.edu/support/new_to_campus.

International Student Life (ISL)

The department of International Student Life (www.isl.uga.edu) organizes an international student orientation for new students; program include information concerning immigration issues, taxes for non-residents, cross-cultural adjustment, housing assistance, course registration procedures, Social Security Cards, UGA payroll,

and campus tours. A helpful Resource Guide for new international students is also shared on their website at www.isl.uga.edu/content_page/international-student-resources-content-page.

Office of the Registrar

The Registrar's Office supports the academic mission of the University by providing services such as student transcripts, letters of certification, graduation clearance, diploma printing, residency classification, course scheduling, grading, re-admittance to the University, tuition waivers, FERPA, University governance, Veteran's Education Benefits, and general academic information. See www.reg.uga.edu for more information.

University Health Center

The Health Center (www.uhs.uga.edu) advance the wellbeing of students by providing primary, specialty, and mental health care services. All full-time UGA students and their eligible spouses/partners may use health center services.

University Libraries

The UGA Libraries (www.libs.uga.edu/) provide a vast array of electronic and print resources. Librarians are available to help you in person or via an online chat service.

Transportation and Parking Services

This office issues parking permits for the UGA campus and oversees the UGA bus routes. See www.tps.uga.edu for more information.

Ramsey Student Center

The Ramsey Student Center (www.recsports.uga.edu) is the 440,000 square foot student recreational and athletic *facility* located on the East Campus. Full-time students are assessed a recreation fee which gives them access to this facility. Student registered in fewer than 12 credit hours may purchase access to this facility.

Student Care & Outreach (SCO)

SCO (<https://sco.uga.edu/>) coordinates care and assistance for graduate students who experience complex, hardship, and/or unforeseen circumstances by providing individualized assistance and tailored interventions.

University Health Center

The Health Center (www.uhs.uga.edu) advance the wellbeing of students by providing primary, specialty, and mental health care services. All full-time UGA students and their eligible spouses/partners may use health center services.

UGA Police Department

The UGA Police Department (www.police.uga.edu, 706.542.2200) exists to protect and serve the University community and provide a safe and secure learning environment. Call 911 in case of emergency.

Well-Being Resources

Through the Well-Being initiative, UGA Student Affairs provides a broad range of clinical and non-clinical resources to promote student well-being and success, creating a more active, healthy, and successful student body. See <https://well-being.uga.edu/well-being/> for more information.

Writing Center

The Writing Center (www.english.uga.edu/writing-center) assists students in understanding the writing process, elaborating on their ideas and theories, and evaluating and editing their own work. To schedule an appointment, visit www.uga.mywconline.com and click on the "Appointments" link.

COLLEGE OF ENGINEERING DEGREE PROGRAMS

School of Chemical, Materials and Biomedical Engineering

- Masters in Biochemical Engineering
- Masters in Biological Engineering
- Masters in Biomanufacturing and Bioprocessing
- Ph.D. in Biochemical Engineering
- Ph.D. in Biomedical Engineering

School of Electrical and Computer Engineering

- Masters in Engineering
- Masters in Engineering with an Electrical and Computer Engineering Emphasis
- Ph.D. in Engineering
- Ph.D. in Engineering with
 - Dynamic Systems and Controls Emphasis
 - Electrical and Computer Engineering Emphasis

School of Environmental, Civil, Agricultural and Mechanical Engineering

- Masters in Agricultural Engineering
- Masters in Civil and Environmental Engineering
- Masters in Engineering
- Masters in Engineering with a Mechanical Engineering Emphasis
- Ph.D. in Biological and Agricultural Engineering
- Ph.D. in Civil and Environmental Engineering
- Ph.D. in Engineering
- *Ph.D. in Engineering with*
 - Energy Systems Emphasis
 - Environment and Water Emphasis
 - Fluid and Thermal Systems Emphasis
 - Mechanics and Materials Emphasis
 - Resilient Infrastructure Systems Emphasis
- Ph.D. in Mechanical Engineering

Engineering Education Transformations Institute

- *Ph.D. in Engineering Emphasis Area*
 - Engineering Education + Transformative Practice Emphasis

ADMISSION TO THE COLLEGE OF ENGINEERING

Students holding a B.S. degree or M.S. in engineering from an ABET accredited program or a B.S. or M.S. in a related field from an accredited institution are invited to apply for admission to our graduate programs. Students not having an ABET accredited B.S. engineering degree but having degrees in math or

physical/biological science or other disciplines may be asked to take additional selected course work to adequately prepare them for their specific engineering studies.

Students with a non-engineering background may be assigned to take additional undergraduate level courses by their Major Professors and/or Advisory Committee Members to address academic deficiencies and prepare them for graduate-level engineering coursework. Those courses may not be used on a Program of Study. Students should contact the Office of Student Financial Aid (<https://osfa.uga.edu>) to determine if their financial aid type can be used toward undergraduate course tuition.

Base requirements for consideration for admission are listed below. Specific degree programs may add additional requirements:

- Completion of a B.S. and M.S. (for Ph.D. applicants) with minimum GPA of 3.00 (out of 4.00) from an ABET accredited program or program in a related field
- Submission of the UGA Graduate School application
- Unofficial undergraduate and graduate academic transcripts. If offered admission, official transcripts will be required prior to matriculation
- A statement of purpose
- Three letters of recommendation, preferably from faculty or supervisors who are familiar with your academic and/or research capabilities
- View our website at <https://www.engineering.uga.edu/graduate-programs/admissions> for the most current Graduate Record Examination (GRE) requirements
- Official TOEFL or IELTS scores that are not more than two years old are required for international students whose native language is other than English:
 - Minimum TOEFL requirement: overall score of 80 with at least 20 on speaking and writing
 - Minimum IELTS requirement: overall band-width of 6.5; no single band score below 6.0

Direct Ph.D. Admission

Exceptional and highly motivated students with a B.S. degree who have not completed an M.S. degree may apply for direct admission to a Ph.D. program provided they have demonstrated research experience. The student's desire and suitability to enter a Ph.D. program should be clearly articulated in their statement of purpose and in accompanying letters of recommendation.

Application Deadlines

Fall Semester

- All applicants seeking funding (fellowship/assistantship) must apply by December 15
- Domestic applicants not seeking funding must apply by July 1
- International applicants not seeking funding must apply by April 15

Spring Semester

- All applicants seeking funding (fellowship/assistantship) must apply by September 15
- Domestic applicants not seeking funding must apply by November 15
- International applicants not seeking funding must apply by October 15

FUNDING OPPORTUNITIES

Admission to graduate programs is considered separately from offers of assistantships. Accepted applicants may be considered for graduate assistantships. Assistantships are offered to accepted students on a competitive basis. The types of assistantships include the following:

Research Assistantships

Graduate Research Assistantship (GRA) appointments are awarded by individual faculty members, the School, or College. We strongly encourage applicants to review our online faculty directory at <http://www.engineering.uga.edu/people> , then contact faculty members directly to inquire about G.R.A. opportunities may be available. Graduate research assistantships require 13.3 to 20 hours per week of work, for which students are compensated through a stipend and a tuition waiver for that semester. The actual responsibilities and work hours may be decided by the Major Professor, School Chair, or the Graduate Coordinator.

Graduate students receiving Research Assistantships from the College of Engineering must register for a minimum number of credit hours for each semester when accepting an assistantship award. For fall and spring semesters, the minimum is 18 credit hours. For summer semester, the minimum is 12 credit hours. These hours also include research and project-based research hours.

Teaching Assistantships

Graduate Teaching Assistantship (GTA) appointments are awarded by individual faculty members, the School, or College. Graduate research assistantships require 13.3 to 20 hours per week of work, for which students are compensated through a stipend and a tuition waiver for that semester. The actual responsibilities and work hours may be decided by the Instructor, School Chair, or the Graduate Coordinator. Interested students should review the [College's TA Policy](#), then submit an application [here](#) if eligible. Graduate students receiving Teaching Assistantships from the College must also adhere to the UGA TA Policy (<https://www.ctl.uga.edu/grad-student/ta-policy/>).

Graduate students receiving Teaching Assistantships from the College of Engineering must register for a minimum number of credit hours for each semester when accepting an assistantship award. For fall and spring semesters, the minimum is 12 credit hours. For summer semester, the minimum is 9 credit hours. These hours also include research and project-based research hours.

University-Level Funding Opportunities

Information on available university-level funding is available through the UGA Graduate School at <http://grad.uga.edu/index.php/current-students/financial-information/> . This site also provides links to additional fellowship, scholarship, and financial aid opportunities.

External Funding Opportunities

U.S. Department of Energy (DOE) - <https://orise.orau.gov/doescholars/>

U.S. Department of Labor - <https://www.careeronestop.org/>

National Science Foundation (NSF) - <https://beta.nsf.gov/funding>

Travel Funding for Students Presenting Research

The Graduate School provides competitive travel funding for students presenting their research at conferences and professional meetings. See the Graduate School website at <https://grad.uga.edu/funding/travel-grants/> for additional information. Students may also contact Margaret Sapp (mjsapp@uga.edu) in the CENGR Graduate Programs Office to inquire about potential travel funding opportunities from the College.

ACADEMIC REQUIREMENTS

M.S. PROGRAM OF STUDY

All M.S. degree programs in the College of Engineering require a minimum of 33 semester hours in the student's Program of Study, which consists of:

- **A minimum of 24 semester hours of coursework, which must include**
 - 23 hours of graduate-level coursework, 12 of which must be from UGA courses open only to graduate students and exclusive of thesis (7300) and research (7000, 7010).
 - 1 hour of Graduate Seminar **

AND EITHER:

- **Thesis Option:**
 - A minimum of 6 hours of master's research (7000) or project-based research (7010). A typical student's research hours will exceed this minimum; however, at most 6 hours of 7000/7010 may be listed on the Program of Study.
 - 3 hours of Master's Thesis (7300), thesis writing under the direction of the Major Professor.

OR

- **Non-Thesis Option***:**
 - 6 hours of additional courses as defined by the program or emphasis area
 - 3 hours of ENGR 7010 Project Research and a Master's Final Project Report

*Discipline-specific M.S. and Emphasis Area programs will require completion of a set of specific courses detailed by each program. These courses may increase the total number of semester hours required for program completion.

** Only 1 hour of Graduate Seminar may apply on the Program of Study. Individual programs or schools may require students to enroll for additional semesters. (ECAM and ECE students register ENGR 8950; CMBE students register BCHE 8970.) Students are strongly encouraged to continue regular attendance of speaker series presentations even if not formally registered in the seminar.

*** The Non-Thesis Option is available in the following programs.: M.S. Agricultural Engineering, M.S. Civil and Environmental Engineering, and the ECE and Mechanical Engineering Emphasis Areas of the M.S. in Engineering.

The thesis option is intended for students wishing to receive professional training via coursework **integrated with research training through the successful completion of a thesis**. In the M.S. Thesis Option, all coursework is selected consistent with specific degree and emphasis area requirements in coordination with the Student's Major Professor and approved by the student's Advisory Committee on the Program of Study. To receive the M.S. degree, each student is required to present a satisfactory research proposal approved by the student's Advisory Committee and Graduate Coordinator, and pass a final examination and defense of the research thesis.

The Master's Non-Thesis (M.S.N.T.) option is intended for students either currently employed in professional practice or wishing to emphasize only professional training through the master's degree. For the M.S.N.T. option, all coursework is selected consistent with specific degree and emphasis area requirements and approved by the program's Graduate Coordinator on the Program of Study. The Graduate Coordinator serves as the student's graduate advisor. To receive the M.S.N.T. degree, each student is required to complete an M.S.N.T. Final Project under the supervision of a College of Engineering faculty member and submit an M.S.N.T. Final Project Report for approval by the Graduate Coordinator. The student identifies an appropriate faculty member who agrees to serve as supervisor for their M.S.N.T. Final Project.

Students elect their M.S. option (thesis or non-thesis) when applying to the graduate program. In the event a student wishes to change their degree option during their program, the student must request a change in degree objective. Students successfully petitioning to change their previously elected M.S. option must 1) adequately complete any prior work to which they committed or for which they were supported under assistantship in their prior option, and 2) after option change, start and complete either the M.S. project requirement (ENGR 7010) or M.S. thesis research requirement (ENGR 7000/7010, 7300).

Completion of the M.S. requirements for all programs in the College of Engineering fulfill all requirements of the University of Georgia Graduate School. No grade below C will be accepted in the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average in the program of study.

Specific degree requirements are posted on the College website at <http://www.engineering.uga.edu/graduate-degrees>.

MASTER'S PROGRAM FRAMEWORK – MILESTONES & TIMELINE

The "Thesis Master's Program Framework – Milestones & Timeline" document is posted in Appendix A. This document provides a list of required program milestones, the required timeline for completion of each milestone, and the steps students must take to complete each milestone.

The "Non-Thesis Master's Program Framework – Milestones & Timeline" document will be available pending College Curriculum Committee approval.

PH.D. PROGRAM OF STUDY

Requirements for the Ph.D. in Engineering, its Emphasis Area programs and all named disciplinary Ph.D. degree programs in the College include a minimum of 72 credit hours in the student's program of study beyond the B.S. degree. A thesis master's degree from an accredited university may be accepted for up to 30 credit hours, in which case a minimum of 42 credit hours of approved course work, research and dissertation beyond the M.S. degree would be required as follows:

- A minimum of 16 semester hours of coursework, which must include*
 - At least 15 hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study
 - 1 hour of Graduate Seminar **
- A minimum of 23 Doctoral Research hours (Doctoral research (9000) or Doctoral project-focused research (9010)) for students with an M.S. ***
- The Program of Study must include 3 hours of ENGR 9300 Doctoral Dissertation.

** Discipline-specific Ph.D. and Emphasis Area programs will require completion of a set of specific courses detailed by each program. These courses may increase the total number of semester hours required for program completion.*

*** Only 3 hours of Graduate Seminar may apply on the Ph.D. Program of Study. Individual programs or schools may require students to enroll for additional semesters. (ECAM and ECE students register ENGR 8950; CMBE students register BCHE 8970.) Students are strongly encouraged to continue regular attendance of speaker series presentations even if not formally registered in the seminar.*

**** A typical student's total research hours will exceed these minimums.*

Completion of the Ph.D. requirements for all programs in the College of Engineering fulfill all requirements of the University of Georgia Graduate School. No grade below C will be accepted in the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average in the program of study.

Specific degree requirements are posted on the College website at <http://www.engineering.uga.edu/graduate-degrees>.

ADDITIONAL REQUIREMENTS FOR DIRECT PH.D. ADMITS

A student accepted to enter the Ph.D. program directly from the B.S must meet the above requirements, complete a minimum of 29 doctoral research hours, and all other specific requirements for their chosen Ph.D. program and emphasis area. Additional coursework beyond the minimums above will be required by the direct Ph.D. student's Advisory Committee consistent with the student's background from their B.S. and the student's chosen doctoral path.

The program of study for a B.S. student who bypasses the M.S. degree must contain 20 semester hours of University of Georgia courses open only to graduate students, including 16 semester hours of 8000 level courses. Doctoral research (9000), doctoral project (9010), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours.

All coursework is selected in coordination with the student's Major Professor and approved by the student's Advisory Committee and Graduate Coordinator on the Program of Study. Each student must pass a formal

comprehensive written and oral examinations before being admitted to candidacy. Proposal and defense of a dissertation of original research showing independent thinking, scholarly ability, and technical mastery of a field of study is required.

CHANGE OF DEGREE FROM M.S. TO PH.D.

Students admitted into a College of Engineering M.S. program may apply for a change in degree objective after one full year (three semesters) in the M.S. program. Demonstrated excellence in research and a minimum grade point average of 3.5 will be used as a basis for a petition to change the degree objective.

Applicants must provide a letter of support from their Major Professor to the CENGR Director of Graduate Affairs, then submit the Change of Degree application (<http://grad.uga.edu/index.php/current-students/forms/>) which will be reviewed by the applicant's Graduate Coordinator and approved by the School Chair, then sent to the College of Engineering Graduate Program Office for final approval.

DOCTORAL PROGRAM FRAMEWORK – MILESTONES & TIMELINE

The “Doctoral Program Framework – Milestones & Timeline” document is posted in Appendix B. This document provides a list of our doctoral program milestones, the required timeline for completion of each milestone, and the steps doctoral students must take to complete each milestone.

ENROLLMENT REQUIREMENTS

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation.

Continuous Enrollment Policy

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met.

All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

Residency Requirement

The residency requirement for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate course work that is included on the approved program of study (20 hours for EdD and DMA degrees). There is no residency requirement for master's programs.

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

Time Limits

Master's degree students must complete all degree requirements, including all coursework on their approved program of study and defend their thesis (if applicable) within six years of matriculation.

Doctoral students must complete all course work on their approved program of study and be admitted to candidacy within six-years of matriculation.

For all degrees the six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year. For doctoral students, the time limit to complete the dissertation and qualify for graduation is five years following admission to candidacy. After this time, the student's candidacy will be considered expired and the student must retake the comprehensive exams and be re-admitted to candidacy in order to defend the dissertation and qualify for graduation.

If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

Extension of Time

A special request for an extension of time on the six-year expiration of coursework or the five year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved Advisory Committee form, if required for the degree, 3) an approved program of study and a letter of support from both the Graduate Coordinator and the Major Professor.

SELECTION OF MAJOR PROFESSOR (M.S. THESIS & PH.D. STUDENTS)

Any College of Engineering faculty (appointed or courtesy) with Graduate Program Faculty status may serve as a Major Professor for master's and doctoral students in the College of Engineering.

An adjunct faculty member (not currently affiliated with UGA) with Graduate Program Faculty status may serve as a Co-Major Professor, not as the sole Major Professor. There may be no more than two (2) Co-Major Professors in a Graduate Advisory Committee. One must be a faculty member (appointed or courtesy) in the College of Engineering.

A student's Major Professor serves as her/his professional mentor and guide. M.S. students may be admitted without a Major Professor being defined and/or without assistantship support. In this case, the student is advised by the Graduate Coordinator of their degree program until such time as the student is able to find a Major Professor.

It is the student's responsibility to initiate discussion with faculty regarding serving as Major Professor. The decision regarding this selection is a mutual one between faculty and student and is based on common research interest. No faculty member is required to serve as Major Professor for any student. It is the Major Professor's responsibility to advise the student in her/his program, chair the Advisory Committee, and facilitate the professional growth of the student through the timely completion of the student's degree. It is the student's responsibility to identify a faculty member willing to serve as their Major Professor. Students who do not have a Major Professor may be dismissed from the program.

In rare cases, the need may arise for a student to change his/her Major Professor. This change is made by mutual agreement among all parties in coordination with the program's Graduate Coordinator and the College of Engineering Graduate Program Office.

SELECTION OF ADVISORY COMMITTEE (M.S. THESIS & PH.D. STUDENTS)

The Advisory Committee and Major Professor share responsibilities to monitor student progress and guide the student toward timely degree completion. The Advisory Committee is charged with framing and approving programs of study, advising students on required research skills, guiding the design of thesis/dissertation research, reading and approving the final thesis/dissertation, and approving the final oral exam (thesis/dissertation defense).

A faculty member may not serve as Major Professor or as a member of any committee that plans a program of study or evaluates the educational progress of a member of their immediate family. The nepotism policy

defines members of the immediate family as the following: spouse, parents, siblings, children, and in-laws of the same.

A person having no official relationship with the University of Georgia may be appointed to serve as a voting member on the Advisory Committee of a graduate student on nomination by the Graduate Coordinator and approval of the Dean of the Graduate School. A nominee must have a terminal degree in their field and distinguished academic credentials in the field of study. To nominate a non-affiliated person, the student must upload the nominee's CV along with his/her Advisory Committee form and a justification letter. The letter must be addressed to the Dean of the Graduate School and must clarify why the services of the non-affiliated person are requested. The letter must be signed in advance by the student's Major Professor and Graduate Coordinator, indicating their approval of the appointment.

Students should contact their Graduate Coordinator to learn if there are additional school-specific requirements for M.S. Advisory Committee appointments.

M.S. Committees

The College of Engineering requires that a minimum of three members serve on the M.S. Advisory Committee. All members comprising this minimum must be Graduate Program Faculty in their respective programs, and the majority of members must be College of Engineering faculty (adjunct, appointed, or courtesy). Schools may have additional requirements, and students are advised to confer with their Major Professor and Graduate Coordinator for school-specific policies.

The M.S. Advisory Committee form (<https://grad.uga.edu/index.php/current-students/forms/>) must be submitted by the end of the student's second semester (including summer) in the master's program. See the M.S. Program Milestones document at www.engineering.uga.edu/masters/program-milestones for additional information.

Ph.D. Committees

The College of Engineering requires that a minimum of four members serve on the Ph.D. Advisory Committee. All members comprising this minimum must be Graduate Program Faculty in their respective programs, and the majority of members must be College of Engineering faculty (adjunct, appointed, or courtesy). Schools may have additional requirements, and students are advised to confer with their Major Professor and Graduate Coordinator for school-specific policies.

The Ph.D. Advisory Committee Form (<https://grad.uga.edu/index.php/current-students/forms/>) must be submitted by the end of the student's third semester (including summer) in the Ph.D. program. See the Ph.D. Program Milestones document at www.engr.uga.edu/phd/program-milestones for additional information.

PROGRAM OF STUDY APPROVAL

The M.S. Program of Study (PS) form (<https://grad.uga.edu/index.php/current-students/forms/>) outlines the planned courses and research for master's students in accordance with the student's degree requirements. Prior to submitting this online form, the student must complete a "Curriculum Checklist" with his/her Graduate Coordinator. The student must submit the approved Curriculum Checklist to the CENGR Graduate Program Office prior to submitting the online PS form. The PS form must be submitted by the end of the student's second semester of the M.S. program. M.S. Nonthesis students' forms will be approved by their Graduate Coordinator.

The Ph.D. Final Program of Study (PS) form (<https://grad.uga.edu/index.php/current-students/forms/>) outlines the planned courses and research for doctoral students in accordance with the student's degree requirements. Prior to submitting the online PS form, the student must complete a "Curriculum Checklist" with his/her Graduate Coordinator. The student must submit the approved Curriculum Checklist to the CENGR Graduate Program Office prior to submitting the online PS form. The PS form must be submitted by the end of the student's third semester of the doctoral program. The form must be approved by the College of Engineering Graduate Program Office and the Graduate School before the student may schedule either the written or oral Comprehensive Exam.

COMPREHENSIVE EXAM & ADMISSION TO CANDIDACY (Ph.D. only)

The Comprehensive Exam demonstrates that a doctoral student is able to use his/her knowledge of the field and has the foundational skills necessary to conduct original research. Successful completion enables admission to Ph.D. candidacy, after which the Ph.D. student is a Ph.D. candidate.

The exam must have both an oral component and a written component. The exam is constituted by oral presentation of a written report on a topic assigned by the Advisory Committee. The topic is distinct from - but may be complementary to - the envisioned dissertation research area. The oral defense will include an opportunity for the Advisory Committee to explore the student's approach and level of understanding achieved in research of the assigned topic.

The Comprehensive Exam must be completed by the end of the Ph.D. student's second year, after Graduate School approval of the Advisory Committee and Final Program of Study forms. The written exam must be completed before the oral exam. Students should contact their Graduate Coordinator to learn if there are school-specific requirements for the Comprehensive Exam.

The student must contact the CENGR Director of Graduate Affairs (Margaret Sapp, mjsapp@uga.edu) to confirm eligibility to sit for the exam. Once confirmed, the student must submit the following oral exam details via email to mjsapp@uga.edu at least three weeks prior to the proposed exam:

- UGA ID (810/811-) Number:
- Student Name [Last, First Middle (as listed in Athena)]:
- UGA Email Address:
- Major:
- Degree:
- Department (School):
- Exam Date:
- Exam Start Time:
- Exam Location (Building and Room Number) or Zoom link
- Major Professor:
- Co-Major Professor (if applicable):
- Committee Members:

The Graduate School must approve the student's request to sit for the exam prior to the proposed date. If the Graduate School has not approved the request prior to the proposed date, the student may not sit for the exam. The student must also submit the Application for Admission to Candidacy form online at <https://grad.uga.edu/current-students/forms/> on or before the day of their oral exam.

FINAL ORAL EXAMINATION & THESIS/DISSERTATION SUBMISSION

Master's (thesis) and doctoral students present and defend their research in an open forum at the final oral examination ("defense"); they further defend their research approach and results in an open and/or closed session to their Advisory Committee.

Doctoral students must provide the details of their defense to the CENGR Graduate Program Office at least three weeks' in advance and no later than the College deadline. This and other deadlines will be provided at the mandatory CENGR degree candidate meeting held within the first two weeks of the graduation semester. Degree candidates are required to attend this meeting in order to review the College's policies and procedures for their final oral examinations and graduation.

MS thesis and doctoral students must submit their Final Defense Approval Form online through the Graduate School's website on or before the day of their defense. Students must complete their defense and submit all required forms to the College of Engineering Graduate Program Office no later than three weeks prior to graduation. Final corrected copies of theses and dissertations must be uploaded to the UGA Library by the Graduate School deadline posted at <https://grad.uga.edu/current-students/important-dates-deadlines/>.

Please contact the Director of Graduate Affairs (Margaret Sapp, mjsapp@uga.edu) with questions.

THESIS/DISSERTATION STYLE & FORMATTING GUIDELINES

The Graduate School (<https://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/formatting/>) has outlined a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations. These standards are not intended to comprehensively address all the minutiae of style and formatting. Students should also confer with their advisory committee members regarding style and formatting requirements.

DISMISSAL

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other School, College, and/or Graduate School guidelines; low grades; and lack of progress on a dissertation or thesis are among the reasons dismissal might occur. Additional reasons include:

- Failure to pass comprehensive examinations
- Failure to adhere to the honor code
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of standards referenced in this handbook under "Expectations of All Students"

No Clear Path to Degree Completion" Status

Graduate students who cannot identify a major professor or who cannot form a committee shall be placed on a status called "No clear path to degree completion." This status is distinct from "Not in good standing," which refers to academic status. Students will be given one semester after being placed on this status to identify a major professor or form a committee. Graduate Coordinators should work closely with the

student to try to rectify the problem. If the situation is not resolved during this semester, the student can be dismissed from the program. program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA.

Graduate School Dismissal

Students with a cumulative graduate course GPA below 3.0 for two consecutive terms. are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Dismissal Appeals

Dismissal by a program may be appealed to the Dean of the Graduate School after all avenues of appeal have been exhausted at the school and college level. This should be completed within 30 calendar days of the decision at the previous level.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the Dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Please contact gradassociatedean@uga.edu for more information.

GRADUATION

An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

The College of Engineering holds a Convocation program each fall and spring. Details are posted online at <http://www.engineering.uga.edu/convocation>.

UGA does not have a summer commencement ceremony, but summer graduates are permitted to participate in the fall commencement event following degree completion. Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are no exceptions to this policy.

UGA CENGR Masters Program Framework - Milestones & Timeline

Student Program Milestones	MS Program Event	Student Required Action	Timeline for Completion	Steps to Take
Defining an Advisory Committee: The MS student has fully discussed with his/her research advisor the scale and scope of his/her intended work and arrived at recommendations for committee members who can provide critical input for the benefit of the student's research and professional formation.	Formation of student's MS Advisory Committee	MS Advisory Committee form	Due by the end of student's second semester (including summer).**	Ask proposed committee members to serve on your committee. Submit Advisory Committee form online at http://grad.uga.edu/index.php/current-students/forms
Scoping a Program of Study: With the input of her/his Advisory Committee, the student arrives at a planned set of classroom courses and research.	Student Completes her/his Program of Study in coordination with Advisory Committee.	Curriculum Checklist (CC) and Final Program of Study (PS) forms	Due by the end of student's second semester (including summer).**	Contact your Graduate Coordinator to complete a Curriculum Checklist (CC) for your school. Submit the approved CC to mjsapp@uga.edu , then submit the Final Program of Study form online at https://grad.uga.edu/current-students/forms
Scoping the planned thesis research	In consultation with the her/his Advisory Committee, the student defines the scope of the research which will comprise the student's thesis.	Depending on discipline and Advisory Committee, the student may informally discuss or formally defend the proposed thesis research.	Completed by the end of the student's first year.**	Confer with your Graduate Coordinator to determine what form, if any, your School may require.
Execution and completion of the masters research and program of study	Application for Graduation: With the concurrence of the student's committee, the application for graduation is made.	Application for Graduation must be filed with the Graduate School online (Athena)	The application is due no later than Friday of the second full week (the first full week for summer) of graduation date.	Submit an online application for graduation in Athena. See Registrar's website (https://reg.uga.edu/) for instructions.
Preparation of thesis draft	Format Check of thesis draft by Graduate School	College is not involved in this action; students submit drafts online directly to GS.	Graduate School deadline is approximately four weeks prior to commencement; see GS site http://grad.uga.edu/index.php/current-students/important-dates-deadlines/ for exact date each term.	Upload thesis draft to Graduate School site. Contact gradinfo@uga.edu with questions.
Scheduling of the Thesis Defense: The student has the agreement of her/his Advisory Committee to defend with the research concluded and the thesis in or nearing final draft.	With agreement of the Advisory Committee, the student is ready to defend her/his research.	The student must submit exam details to the CENGR Graduate Program Office, which then submits it to the Graduate School. The Graduate School announces the defense to the public; the online posting must be in place no less than two weeks prior to the defense.	Specifics must be submitted to the CENGR Graduate Program Office three weeks prior to the defense and on/before the CENGR deadline for degree candidates.	Schedule defense with your Advisory Committee. Submit defense details (day, time, place, etc.) via the Qualtrics link provided by the CENGR Graduate Program Office by the College deadline.
Thesis Defense ("Final Exam" as referred to by the Graduate School)	The student presents and defends his/her research in an open forum and further defends the research approach and results in an open and/or closed session to the advisory committee.	Final Defense Approval Form and ETD Submission Approval Form	Forms must be submitted to the Graduate Program Office by the CENGR deadline for degree candidates.	Submit both forms online at https://grad.uga.edu/current-students/forms
Thesis submission		An electronic submission of the corrected thesis	Must be uploaded to the Graduate School website no later than two weeks prior to graduation.	See https://grad.uga.edu/current-students/important-dates-deadlines/ for exact deadline and submission link.
MS Maximum Time to Completion		All requirements for the degree must be completed	Within six years, beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.	Contact Margaret Sapp (mjsapp@uga.edu) for additional information.

(Grad School Reference: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>)

Approved by CENGR Curriculum Committee, Spring 2018; links and processes updated August 2023

**Double Dawg students should complete during their first semester as a graduate student.

UGA CENGR Doctoral Program Framework - Milestones & Timeline

Student Program Milestones	PhD Program Event	Student Required Action	Timeline for Completion	Student Steps
Defining an advisory committee: The student has fully discussed with his/her major professor the scale and scope of the intended work and arrived at recommendations for committee members who can provide critical input for the benefit of the student's research and professional formation.	Formation of student's PhD Advisory Committee	PHD Advisory Committee form	This form must be submitted by the end of student's third semester (including summer).	Ask proposed committee members to serve on your committee. Submit Advisory Committee form online at https://grad.uga.edu/current-students/forms
Scoping a program of study: With the input of the Advisory Committee, the student arrives at a planned set of classroom courses and research.	Student completes her/his Curriculum Checklist in coordination with the Advisory Committee and Graduate Coordinator. Student submits the Final Program of Study form online.	Curriculum Checklist (CC) and Final Program of Study (PS) forms	The CC and PS forms must be submitted by the end of student's third semester (including summer). The Final Program of Study form must be approved by the College and Graduate School prior to scheduling the Comprehensive Exam.	Contact your Graduate Coordinator to complete a Curriculum Checklist (CC) for your school. Submit the approved CC to mjsapp@uga.edu , then submit the Final Program of Study form online at https://grad.uga.edu/current-students/forms
Preparation for candidacy: The student executes her/his program of study and completes coursework to a point where he/she is ready for the comprehensive examination.	Scheduling of the Comprehensive Exam: The student has completed the required coursework and is prepared for admission to candidacy.	Scoping the planned dissertation research	The Comprehensive Exam must be completed by the end of the second year.	Contact the CENGR Graduate Program Office (mjsapp@uga.edu) to confirm eligibility and schedule the exam. The student must provide all exam details at least three weeks prior to exam once eligibility has been confirmed.
Completion of the Comprehensive Examination. The Comprehensive Exam demonstrates that the student is able to use his/her knowledge of the field and has the foundational skills necessary to conduct original research. Successful completion enables application and admission to PhD candidacy, after which the PhD student is a PhD Candidate.	PHD Comprehensive Exam: The exam must have both an oral component and a written component. The exam is constituted by oral presentation of a written report on a topic assigned by the Advisory Committee. The topic is distinct from - but may be complementary to - the envisioned dissertation research area. The oral defense will include an opportunity for the Advisory Committee to explore the student's approach and level of understanding achieved in research of the assigned topic.	Application for Admission to Candidacy form and Report of the Written and Oral Comprehensive Exam form (NOTE: this form designates whether the student passed both the required written and oral components of the Comprehensive Exam, so it is expected that the written portion of the exam has been completed prior to the oral portion.)	The Application for Admission to Candidacy form must be submitted prior to the Oral Comprehensive Exam date.	Submit the Application for Admission to Candidacy form online at https://grad.uga.edu/current-students/forms
Definition and proposal of the research to be undertaken for the dissertation: Working with his/her advisor and committee, the student is at a point in his/her preliminary research to have defined a problem and approach for the dissertation work.	Dissertation Proposal Defense: The student completes a written proposal of the research plan for her/his dissertation and orally presents and defends this proposal to his/her Advisory Committee, receiving input to improve the plan. The student may be asked to explore specific topics in writing for the committee.	Complete a CENGR PHD Dissertation Proposal Defense form.	The proposal should occur no less than two weeks after and no more than one year after the comprehensive exam.	Obtain signatures from your Advisory Committee members on the CENGR PHD Dissertation Proposal Defense form (CENGR website under "Student Resources"); submit form to mjsapp@uga.edu within one week of proposal defense.
Execution of the dissertation research	Student undertakes proposed research under the mentorship of her/his advisor		Timeframe for research completion will vary. There must be at least two semesters between dissertation proposal and defense. (EX: if your proposal defense is in spring, you may apply for fall graduation.)	
Completion of the dissertation research	Application for Graduation	Application for Graduation must be filed with the Graduate School online (Athena)	The application is due no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.	Submit an online application for graduation in Athena. See Registrar's website (https://reg.uga.edu/) for instructions.
Preparation of dissertation draft	Format Check of dissertation draft by Graduate School	CENGR is not involved in this action; students submit drafts online directly to Graduate School.	Graduate School deadline is approximately four weeks prior to commencement; see https://grad.uga.edu/current-students/important-dates-deadlines/ for exact date.	Upload dissertation draft to Graduate School site. Contact gradinfo@uga.edu with questions.

<p>Scheduling of the dissertation defense: The student has the agreement of her/his Advisory Committee to defend with the research concluded and the dissertation in or nearing final draft.</p>	<p>With agreement of the Advisory Committee, the student is ready to defend her/his research.</p>	<p>The student must submit exam details to the CENGR Graduate Program Office, which then submits it to the Graduate School. The Graduate School announces the defense to the public; the online posting must be in place no less than two weeks prior to the defense.</p>	<p>Schedule defense with your Advisory Committee. Submit defense details (day, time, place, etc.) via the Qualtrics link provided by the CENGR Graduate Program Office by the College deadline.</p>
<p>Dissertation defense ("Final Exam" as referred to by the Graduate School)</p>	<p>The student presents and defends his/her research in an open forum and further defends the research approach and results in an open (and possibly also separate closed) session to the Advisory Committee.</p>	<p>Final Defense Approval Form and ETD Submission Approval Form</p>	<p>Specifics must be submitted to the CENGR Graduate Program Office three weeks prior to the defense and on/before the CENGR deadline for degree candidates.</p>
<p>Dissertation submission</p>	<p>An electronic submission of the corrected dissertation</p>	<p>Forms must be submitted to the Graduate Program Office by the CENGR deadline for degree candidates.</p>	<p>Submit both forms online at https://grad.uga.edu/current-students/forms</p>
<p>PhD maximum time to completion</p>	<p>All requirements for the degree must be completed</p>	<p>Must be uploaded to the Graduate School website no later than two weeks prior to graduation.</p>	<p>See https://grad.uga.edu/current-students/important-dates-deadlines/ for exact deadline and submission link.</p>
			<p>Within six years, beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.</p> <p>Contact Margaret Sapp (mjsapp@uga.edu) for additional information.</p>

(Graduate School Reference: <https://grad.uga.edu/graduate-bulletin/>)
Approved by CENGR Curriculum Committee, Spring 2018; links and processes updated August 2023