

UGA CENGR Doctoral Program Framework - Milestones & Timeline

Student Program Milestones	PhD Program Event	Student Required Action	Timeline for Completion	Steps to Take
Defining an Advisory Committee: The PhD student has fully discussed with his/her research advisor 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*	Due by the end of student's first year	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 Preliminary Program of Study in coordination with the Advisory Committee	Preliminary Program of Study (PPS) form*; Final Program of Study (PS) form*	Due by the end of student's first year; due before the written/oral comprehensive exam	Submit PPS form to Victoria Martinez (Coverdell 120) after obtaining Advisory Committee signatures. Submit PS form online at http://grad.uga.edu/index.php/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 his/her 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. The student must submit exam details to the CENGR Graduate Program Administrator three weeks prior to the exam.	Schedule the exam with your Advisory Committee and reserve a room with a CENGR administrative assistant. Submit details (day, time, place, etc.) via UGA email to Margaret Sapp (mjsapp@uga.edu) three weeks prior to exam.
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* to be completed during the Oral Comprehensive Exam and returned to the CENGR Graduate Program Administrator along with the 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 completed Application for Admission to Candidacy form along with the Report of the Written and Oral Comprehensive Exam form must be returned to the CENGR Graduate Program Office within one week of the Oral Comprehensive Exam.	Pick up your Report of the Written & Oral Comprehensive Exam form from Victoria Martinez (Coverdell 120) prior to exam. Take this form along with the Application for Admission to Candidacy form (http://grad.uga.edu/index.php/current-students/forms/) to your exam. Obtain signatures from your Advisory Committee members. Obtain your Graduate Director's signature on the "Certification & Recommendation of the Dept" section on the Application for Admission to Candidacy. Return all forms to Victoria within one week of your exam.
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 requested 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); submit form to Victoria Martinez (Coverdell 120) within one week of 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 and final program of study	Application for Graduation: With the concurrence of the student's Advisory 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 classes in the semester of the anticipated graduation date.	Submit an online application for graduation in Athena. (See http://grad.uga.edu/wp-content/uploads/2015/04/appforgradinstructions.pdf for detailed 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 GS site https://grad.uga.edu/index.php/current-students/important-dates-deadlines/ for exact date each term.	Upload dissertation draft to Graduate School site. (See http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/ for detailed instructions.)

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.	With agreement of the Advisory Committee, the student is ready to defend her/his research.	The student must submit specifics (day, time, place, etc.) to the CENGR Graduate Program Administrator, who then submits it to the Graduate School. The Graduate School announces the defense to the public; the online posting should be in place no less than two weeks prior to the defense.	Specifics must be submitted to the Graduate Program Administrator three weeks prior to the defense.	Schedule defense with your Advisory Committee and reserve a room with a CENGR administrative assistant. Submit details (day, time, place, etc.) via UGA email to Margaret Sapp (mjsapp@uga.edu) three weeks prior to defense.
Dissertation 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*, ETD Submission Approval Form, and Faculty Assessment Rubrics – to be completed at the Dissertation Defense	Forms must be submitted to the Graduate Program Office no later than three weeks prior to graduation.	Pick up assessment packet from Victoria Martinez (Coverdell 120) prior to defense. Obtain remaining forms online at http://grad.uga.edu/index.php/current-students/forms/ . Obtain Advisory Committee members' signatures at your defense, then deliver forms to Victoria Martinez along with your sealed assessment envelope.
Dissertation submission		An electronic submission of the corrected dissertation	Must be submitted to the Graduate School no later than two weeks prior to graduation – see GS site http://graduate.uga.edu/index.php/current-students/important-dates-deadlines/ for exact date each term.	Upload final corrected copy of your dissertation online at https://getd.libs.uga.edu/ .
PhD 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.

(Graduate School Reference: <http://Graduate.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/>)

Approved by CENGR Curriculum Committee, Spring 2018

*Reviewed by School's Graduate Director and CENGR Graduate Office, then approved by CENGR Graduate Coordinator