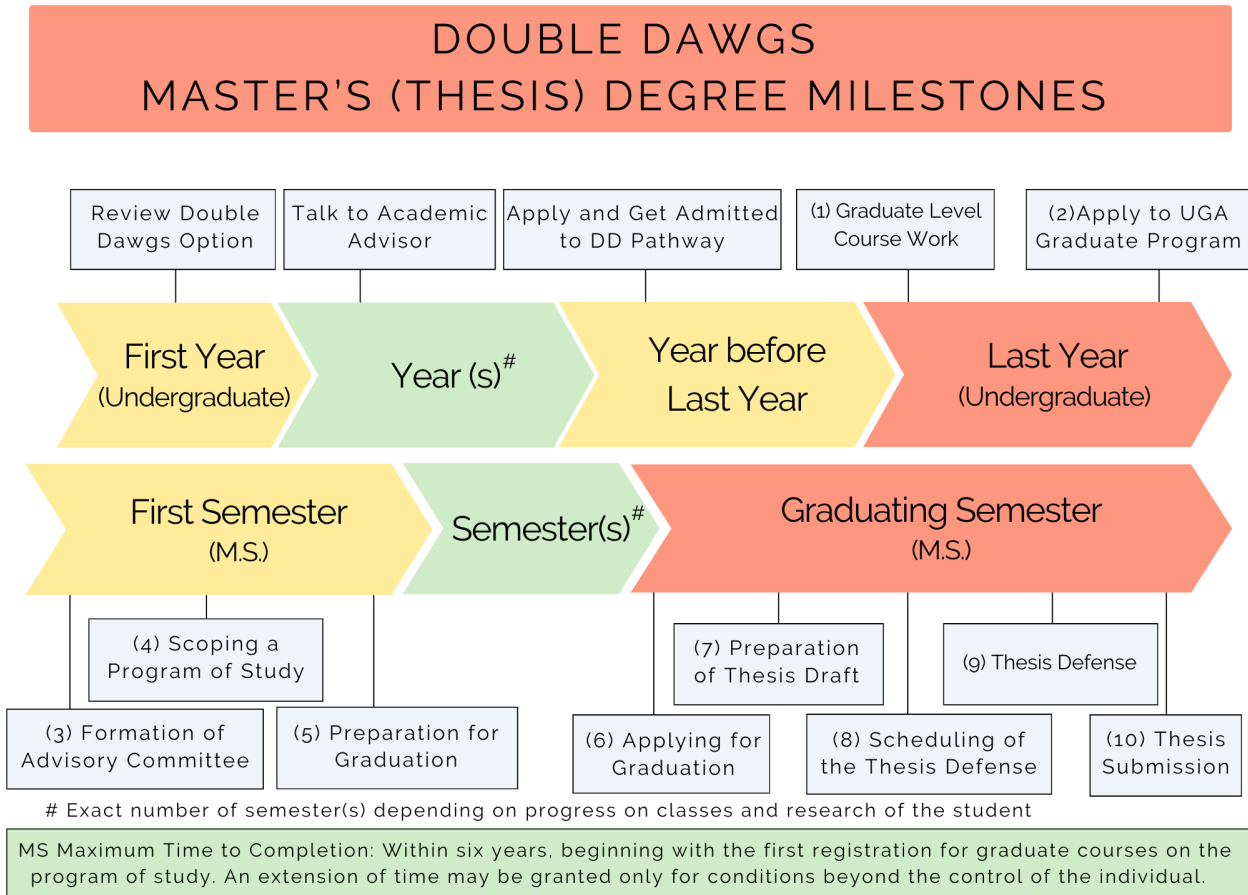


CENGR Double Dawgs M.S. (Thesis) Milestones and Timeline

Graduate Student Handbook can be found at:

<https://engineering.uga.edu/students/graduate/graduate-program-handbook/>



Important Point of Contacts:

	Graduate Program Administrators	Graduate Coordinators
CMB	Ms. Victoria Martinez v.martinez@uga.edu	Dr. James R Kastner jrk@uga.edu
ECE	Ms. Victoria Martinez v.martinez@uga.edu	Dr. Peter A Kner kner@uga.edu
ECAM	Ms. Ann Marie Hormeku ahormeku@uga.edu	(Civil + Environmental): Dr. Jidong Yang jidong.yang@uga.edu (Ag + Mechanical): Dr. Xianqiao Wang xqwang@uga.edu
EETI	Ms. Ann Marie Hormeku ahormeku@uga.edu	Dr. James Huff james.huff@uga.edu

Undergraduate Timeline

- **Year 1:** Student reviews the available Double Dawgs pathways on the Double Dawgs website
- **Year 2:** Student talks to academic advisor(s) about the pathway(s) of interest and discusses any courses needed in order to apply to the pathway in year 3
- **Year 3:** student applies and gains acceptance to their desired pathway
- **Year 4:** (Final Two semesters as Undergraduate)
 - Student takes graduate-level courses that apply to both the undergraduate and graduate degree
 - Student applies to the Graduate School and gains acceptance to the graduate program
 - Student graduates with the bachelor’s degree at the end of year 4
 - If a student chooses not to continue or is not admitted to the graduate school, the student may still use the graduate-level coursework they completed as an undergraduate student toward completion of the bachelor’s degree.

(1) Graduate Level Course Work Chosen with Major Professor

Double Dawgs student should start taking graduate-level courses that apply to both the undergraduate and graduate degrees. If a student chooses not to continue or is not admitted to the graduate school, the student may still use the graduate-level coursework they completed as an undergraduate student toward completion of the bachelor’s degree.

Program of Study for each degree programs can be found at:

<https://engineering.uga.edu/degrees-programs/>

(2) Apply for UGA Master’s Program

Student applies to the Graduate School and gains acceptance to the graduate program.

Student Required Action	Officially apply to Graduate School. https://grad.uga.edu/admissions/apply-now/
Timeline	Please check the deadline for specific semester here: https://engineering.uga.edu/prospective-students/graduate/

(3) Formation of an Advisory Committee

The M.S. student has fully discussed with their research advisor (Major Professor) the scale and scope of the student’s intended work and arrived at recommendations for Advisory Committee members who can provide critical input for the benefit of the student's research and professional formation.

Student Required Action	Submit Advisory Committee form (G130) online at https://gradstatus.uga.edu/Forms/G130
Timeline	Due by the end of student's first semester as a graduate student.

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 11: Selection of Major Professor (M.S. Thesis and Ph.D. Students)
- Section 12: Selection of Advisory Committee (M.S. Thesis and Ph.D. Students)

(4) Scoping a Program of Study

With the input of the student’s Advisory Committee, the student arrives at a planned set of classroom courses and research.

Student Required Action	<ul style="list-style-type: none"> • Discuss with your Advisory Committee and contact your Graduate Coordinator to complete a Curriculum Checklist (CC) for your program. • CC can be found in UGA Engineering Website: https://engineering.uga.edu/students/graduate/ms-milestones-and-forms/ • Submit the approved CC to your Graduate Program Administrator via email (see Important Point of Contact on Page 1). • Submit the Final Program of Study form (G138) online at: https://gradstatus.uga.edu/Forms/G138
Timeline	Due by the end of student's first semester as a graduate student.

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 9: Academic Requirements
- Section 13: Program of Study Approval

(5) Preparation for Graduation

Scoping the Planned Thesis Research: In consultation with the student’s Advisory Committee, the student defines the scope of the research which will comprise their thesis.

Execution and Completion of the Program of Study: The student executes their program of study and completes coursework to a point where the student is ready for graduation.

Student Required Action	The student completing the coursework requirement based on the program of study and making progress on research to prepare for graduation.
Timeline	Throughout the student’s degree program.

(6) Apply for Graduation

An application for graduation must be filed with the Graduate School no later than Friday of the second full week of classes in the semester of the anticipated graduation date. If the student anticipates graduating in the Summer, then the application should be submitted no later than the first full week of classes in the Summer semester.

Student Required Action	Apply to Graduate in Athena. “Application for Graduation” Instructions: https://grad.uga.edu/current-students/forms/
Timeline	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. Please check the following link for the exact date each semester. http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines/

Details: Please refer to the following sections in [Graduate Student Handbook](#):

- Section 19: Application of Graduation

(7) Preparation of Thesis Draft

Graduate School has outlined a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations, which can be found at:

<https://grad.uga.edu/development/academic/theses-dissertations-overview/formatting/> .

Students should confer with their Advisory Committee regarding style and formatting requirements. The Graduate School must complete a format check of the dissertation.

Student Required Action	<ul style="list-style-type: none"> • Upload thesis draft to Graduate School site. Contact gradinfo@uga.edu with questions. • The College is not involved in this action, students submit drafts online directly to Graduate School.
Timeline	<p>Graduate School deadline is approximately four weeks prior to commencement. See Graduate School website for the exact date: http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines/</p>

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 16: Final Oral Examination & Thesis/Dissertation Submission
- Section 18: Thesis/Dissertation Style & Formatting Guidelines

(8) Scheduling of the Thesis Defense

The student has the agreement of their Advisory Committee to defend with the research concluded and the thesis in or nearing final draft. The student must submit thesis defense details to the Graduate Program Administrator.

Student Required Action	<ul style="list-style-type: none"> • Schedule thesis defense with your Advisory Committee. The student will be responsible for confirming the Advisory Committee’s availability and reserving a room if the thesis defense is in-person. • Links and contact information for room reservation can be found in the Graduate Student Handbook Section 3: College of Engineering Contact. • Submit defense details (day, time, place, etc.) via the survey link provided by the Graduate Program Administrator.
Timeline	<p>Details of the student’s defense must be submitted to the Graduate Program Administrator at least three weeks prior to the defense and on/before the Graduate School deadline for degree candidates.</p> <p>The Graduate School deadline will be communicated to the students by the Graduate Program Administrators during the first week of the graduating semester.</p>

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 16: Final Oral Examination & Thesis/Dissertation Submission

(9) Thesis Defense (AKA “Final Exam” by Graduate School)

The student presents and defends their research in an open forum and further defends the research approach and results in an open and/or closed session to the Advisory Committee.

<p>Student Required Action</p>	<ul style="list-style-type: none"> • Submit the Master's Thesis and Final Oral Examination Form (G140) online at: https://gradstatus.uga.edu/Forms/G140 • Submit the ETD Submission Approval Form (G129) online at https://gradstatus.uga.edu/Forms/G129 . Instructions can be found at https://grad.uga.edu/wp-content/uploads/2022/07/ETD-approval-form-how-to-submit.pdf
<p>Timeline</p>	<p>See Graduate School site for exact date each term: http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines</p>

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 16: Final Oral Examination & Thesis/Dissertation Submission

(10) Thesis Submission

An electronic submission of the corrected thesis must be uploaded to the Graduate School.

<p>Student Required Action</p>	<ul style="list-style-type: none"> • Thesis must be uploaded to ProQuest: https://www.etdadmin.com/main/home?siteId=1003. • See https://grad.uga.edu/currentstudents/important-dates-deadlines/ for exact deadline and submission link.
<p>Timeline</p>	<p>Must be submitted to the Graduate School before the Graduate School deadline prior to graduation. See Graduate School site for the exact date each term: http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines/</p>

Details: Please refer to the following sections in [Graduate Student Handbook](#) for more information:

- Section 16: Final Oral Examination & Thesis/Dissertation Submission