

## UGA CENGR Doctoral Program Framework - Milestones & Timeline

Student Program Milestones	PhD Program Event	Student Required Action	Timeline for Completion	Student Steps
<b>Defining an Advisory Committee:</b> 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*	<b>This form must be submitted by the end of student's third semester (including summer).</b>	Ask proposed committee members to serve on your committee. Submit <b>Advisory Committee</b> form online at <a href="https://grad.uga.edu/current-students/forms/">https://grad.uga.edu/current-students/forms/</a>
<b>Scoping a program of study:</b> 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.	<b>Curriculum Checklist (CC) and Final Program of Study (PS) forms</b>	<b>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.</b>	Contact your Graduate Coordinator to complete a <b>Curriculum Checklist (CC)</b> for your school. Submit the approved CC to <a href="mailto:mjsapp@uga.edu">mjsapp@uga.edu</a> , then submit the <b>Final Program of Study</b> form online at <a href="https://grad.uga.edu/current-students/forms/">https://grad.uga.edu/current-students/forms/</a> .
<b>Preparation for candidacy:</b> The student executes her/his program of study and completes coursework to a point where he/she is ready for the comprehensive examination.	<b>Scheduling of the Comprehensive Exam:</b> The student has completed the required coursework and is prepared for admission to candidacy.	Scoping the planned dissertation research	<b>The Comprehensive Exam must be completed by the end of the second year.</b>	Contact the CENGR Graduate Program Office ( <a href="mailto:mjsapp@uga.edu">mjsapp@uga.edu</a> ) 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.
<b>Completion of the Comprehensive Examination.</b> 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.	<b>PhD Comprehensive Exam:</b> 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.	<b>Application for Admission to Candidacy form and Report of the Written and Oral Comprehensive Exam form</b> (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.)	<b>The Application for Admission to Candidacy form must be submitted prior to the Oral Comprehensive Exam date.</b>	Submit the <b>Application for Admission to Candidacy</b> form online at <a href="https://grad.uga.edu/current-students/forms/">https://grad.uga.edu/current-students/forms/</a> .
<b>Definition and proposal of the research to be undertaken for the dissertation:</b> 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.	<b>Dissertation Proposal Defense:</b> 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 <b>CENGR PhD Dissertation Proposal Defense form.</b>	<b>The proposal should occur no less than two weeks after and no more than one year after the comprehensive exam.</b>	Obtain signatures from your Advisory Committee members on the <b>CENGR PhD Dissertation Proposal Defense</b> form (CENGR website under "Student Resources"); submit form to <a href="mailto:mjsapp@uga.edu">mjsapp@uga.edu</a> within one week of proposal defense.
<b>Execution of the dissertation research</b>	Student undertakes proposed research under the mentorship of her/his advisor		<b>Timeframe for research completion will vary. There must be at least two semesters between dissertation proposal and defense.</b> (EX: if your proposal defense is in spring, you may apply for fall graduation.)	
<b>Completion of the dissertation research and final program of study</b>	<b>Application for Graduation</b>	Application for Graduation must be filed with the Graduate School online (Athena)	<b>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.</b>	Submit an online application for graduation in Athena. (See <a href="https://reg.uga.edu/students/Graduation_Application_Instructions.pdf">https://reg.uga.edu/students/Graduation_Application_Instructions.pdf</a> for detailed instructions.)
<b>Preparation of dissertation draft</b>	<b>Format Check</b> of dissertation draft by Graduate School	CENGR is not involved in this action; students submit drafts online directly to Graduate School.	<b>Graduate School deadline is approximately four weeks prior to commencement; see <a href="https://grad.uga.edu/current-students/important-dates-deadlines/">https://grad.uga.edu/current-students/important-dates-deadlines/</a> for exact date.</b>	Upload dissertation draft to Graduate School site. Contact <a href="mailto:gradinfo@uga.edu">gradinfo@uga.edu</a> with questions.

<b>Scheduling of the Dissertation Defense:</b> 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 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.	<b>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.</b>	Schedule defense with your Advisory Committee and reserve a room with a CENGR administrative assistant. Submit defense details (day, time, place, etc.) via the Qualtrics link provided by the CENGR Graduate Program Office by the College deadline.
<b>Dissertation Defense</b> ("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 possibly also separate closed) session to the Advisory Committee.	<b>Final Defense Approval Form and ETD Submission Approval Form</b>	<b>Forms must be submitted to the Graduate Program Office by the CENGR deadline for degree candidates.</b>	Submit both forms online at <a href="https://grad.uga.edu/current-students/forms/">https://grad.uga.edu/current-students/forms/</a> .
<b>Dissertation submission</b>		An electronic submission of the corrected dissertation	<b>Must be uploaded to the Graduate School website no later than two weeks prior to graduation –</b>	See <a href="https://grad.uga.edu/current-students/important-dates-deadlines/">https://grad.uga.edu/current-students/important-dates-deadlines/</a> for exact deadline and submission link.
<b>PhD Maximum Time to Completion</b>		All requirements for the degree must be completed	<b>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.</b>	Contact Margaret Sapp (mjsapp@uga.edu) for additional information.

(Graduate School Reference: <https://grad.uga.edu/graduate-bulletin/>)

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