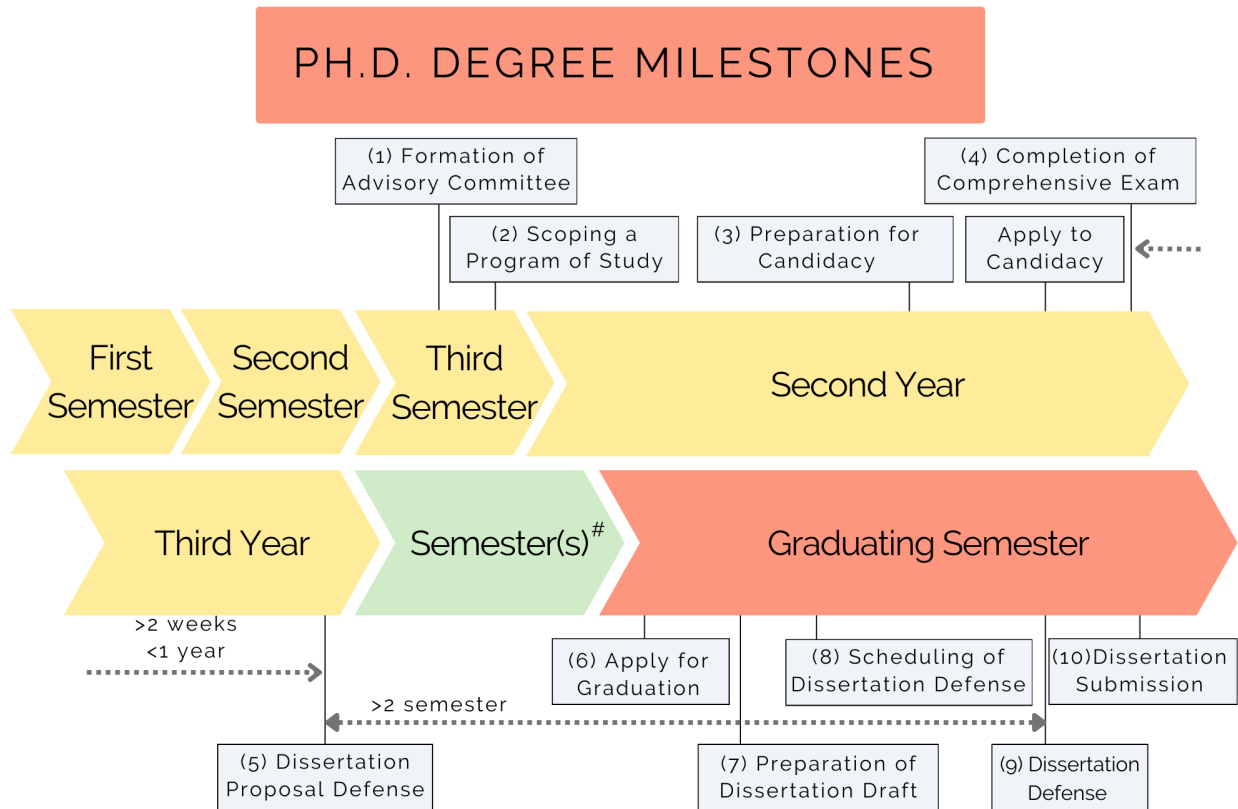




CENGR Ph.D. Milestones and Timeline

Graduate Student Handbook can be found at:

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



Exact number of semester(s) depending on progress on classes and research of the student

Maximum Time to Completion: Within eight 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.

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

(1) Formation of an Advisory Committee

The Ph.D. 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 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 third semester (including summer).

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)

(2) 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/ph-d-milestones-and-forms/ • Submit the approved CC to your Graduate Program Administrator via email (see Page 1 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 third semester (including summer).

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

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

(3) Preparation for Candidacy

Scoping the Planned Dissertation Research: In consultation with the student’s Advisory Committee, the student defines the scope of the research which will comprise the student's dissertation.

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 the comprehensive examination.

Student Required Action	The student completing the coursework requirement based on the program of study and making progress on research to prepare for admission to candidacy.
Timeline	Completed during the student’s second year.

(4) Completion of the Comprehensive Examination

The Comprehensive Examination consists of both written and oral portions. The comprehensive examination demonstrates that the student is able to use their 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.

Student Required Action	<ul style="list-style-type: none"> • The written portion of the exam must be completed prior to the oral portion. • Discuss comprehensive examination format and details with Major Professor and Advisory Committee. • Submit the written portion of comprehensive to Advisory Committee. • Four weeks before the planned oral exam date, the student MUST contact the Graduate Program Administrator to confirm eligibility to sit for the exam. • Schedule comprehensive examination with your Advisory Committee. The student will be responsible for confirming the Advisory Committee’s availability and reserving a room if the comprehensive examination 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 the oral exam information (see details below) via email to their Graduate Program Administrator (see Important Point
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	<p>of Contact on page 1) at least three weeks prior to the proposed oral exam date.</p> <ul style="list-style-type: none"> • Student must receive the approval from Graduate School (notify by Graduate Program Administrator) before sitting for comprehensive exam. • On or before the day of their oral exam, the student must also submit the Application for Admission to Candidacy form (G162) online at: https://gradstatus.uga.edu/Forms/G162
Timeline	The Comprehensive Exam must be completed by the end of the second year.

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

- Section 14: Comprehensive Exam & Admission to Candidacy (Ph.D. only)

(5) Dissertation Proposal Defense

Working with the student’s Major Professor and Advisory Committee, the student is at a point in their preliminary research to have defined a problem and approach for the dissertation work. The student completes a written proposal of the research plan for their dissertation and orally presents and defends this proposal to the student’s Advisory Committee, receiving input to improve the plan. The student may be asked to explore specific topics in writing for the committee.

Student Required Action	<ul style="list-style-type: none"> • The student completes a written proposal of the research plan and orally presents and defends this proposal to the student’s Advisory Committee. • Obtain signatures from your Advisory Committee members on the CENGR PhD Dissertation Proposal Defense form: https://engineering.uga.edu/wp-content/uploads/Doctoral-CENGR_Dissertation_Proposal_Defense_Form_fillable.pdf • Submit form to the CENGR Graduate Program Administrator (see Important Point of Contact on Page 1) within one week after completing proposal defense.
Timeline	<ul style="list-style-type: none"> • The proposal should occur no less than two weeks after and no more than one year after the comprehensive exam.



- There must be at least two semesters between dissertation proposal and defense. (e.g.: if your proposal defense is in spring, you may apply for fall graduation.)

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

- Section 15: Dissertation Proposal Defense (Ph.D.)

(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://reg.uga.edu/students/Graduation_Application_Instructions.pdf
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](#) for more information:

- Section 19: Application of Graduation

(7) Preparation of Dissertation Draft

The Graduate School has outlined a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations. Details can be found at: <https://grad.uga.edu/development/academic/theses-dissertations-overview/formatting/>. Students should confer with their advisory committee members 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 dissertation 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	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/

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 Dissertation Defense

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

Student Required Action	<ul style="list-style-type: none"> • Schedule defense with your Advisory Committee. • Submit defense details (day, time, place, etc.) via the survey link provided by the Graduate Program Administrator.
Timeline	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. The Graduate School deadline will be communicated to the students by the Graduate Program Administrators during the first week of the graduating semester.

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

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

(9) Dissertation 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.

Student Required Action	<ul style="list-style-type: none"> • Submit the Final Defense Approval Form (G164) online at https://gradstatus.uga.edu/Forms/G164 • 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
Timeline	See Graduate School site for exact date each term: http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines

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

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

(10) Dissertation Submission

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

Student Required Action	<ul style="list-style-type: none"> • Dissertation must be uploaded to the Graduate School website. • See https://grad.uga.edu/currentstudents/important-dates-deadlines/ for exact deadline and submission link.
Timeline	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/

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

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