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**Ph.D. Degree Program Checklist**

**Year 1:**

**By End of First Semester**

Become acquainted with the faculty, assigned temporary advisor

Complete First-Year Self Evaluation (December 1)

**Year 2:**

**By End of First Semester**

Complete [Preliminary Program of Study Form](https://grad.uga.edu/wp-content/uploads/2022/09/body_prephdprg.pdf)

Submit [Ph.D. Major Professor Confirmation Form](https://comm.uga.edu/sites/default/files/Current%20Students/PhD%20Major%20Advisor%20Agreement%20Form.pdf) by Fall Break

Submit [Advisory Committee Form](https://gradstatus.uga.edu/Forms/G130)

**By End of Second Semester**

Complete Coursework

**Year 3:**

**By End of Frist Semester**

Complete [Program of Study Form](https://gradstatus.uga.edu/Forms/G138)

Complete comprehensive exam

Complete oral comprehensive exam

**\*Graduate School must be given two weeks’ notice of oral comprehensive exam date**

Complete and submit [Admission to Candidacy form](https://gradstatus.uga.edu/Forms/G162)

**By End of Second Semester**

Present dissertation prospectus to advisory committee

Enroll for dissertation credit for each semester after admission to candidacy

**Year 4:**

Schedule and present colloquium

Submit Application for Graduation form

Submit copy of dissertation to Graduate School for style and format check

Complete oral dissertation defense

**\*Graduate school must be given two weeks’ notice of oral dissertation defense date\***

[Submit Approval form for Doctoral Dissertation and Final Oral Examination](https://gradstatus.uga.edu/Forms/G164)

[Submit Dissertation electronically](https://gradstatus.uga.edu/Forms/G129)

Complete Department Exit Survey/Interview

**Deadlines and other pertinent information are provided by the Graduate School. Forms are available to students from the Graduate School website.**

**Note: If any of the forms needed for graduation are between 1 and 45 days late, you must submit relevant forms with the Late Submission form along with a late fee of $50. If forms are more than 45 days late, you will not graduate that semester.**

**Accelerated PhD Timeline**

**Year 1**

[Submit Ph.D. Student Major Professor Confirmation Form](https://comm.uga.edu/sites/default/files/Current%20Students/PhD%20Major%20Advisor%20Agreement%20Form.pdf) by first day of spring break

Compose Advisory Committee before end of year

[Submit Advisory Committee form](https://gradstatus.uga.edu/Forms/G130)

**Year 2 Fall Semester**

**I&H:** Present paper proposal

**RS:** Take & defend examination

**Year 2 Spring Semester**

**I&H**:

Defend paper during oral examination

Present paper in departmental colloquium

**RS:**

Present paper in departmental colloquium

**Year 3**

Complete course work

Arrange advisory committee for dissertation in fall

Complete Preliminary Program of Study form

**I&H:** Final paper submitted to journal for publication by Sept 1

**Year 4 Fall Semester**

[Submit Final Program of Study](https://gradstatus.uga.edu/Forms/G138)

Take and defend PhD comprehensive exams

Submit [Admission to Candidacy Form](https://gradstatus.uga.edu/Forms/G162)

**Year 4 Spring Semester**

Present dissertation prospectus to advisory committee

**Year 5**

Submit Application for Graduation

Schedule and present at colloquium

Defend dissertation

[Submit Approval form for Doctoral Dissertation and Final Oral Examination](https://gradstatus.uga.edu/Forms/G164)

[Submit dissertation electronically](https://gradstatus.uga.edu/Forms/G129)

Complete departmental Exit Interview/Survey