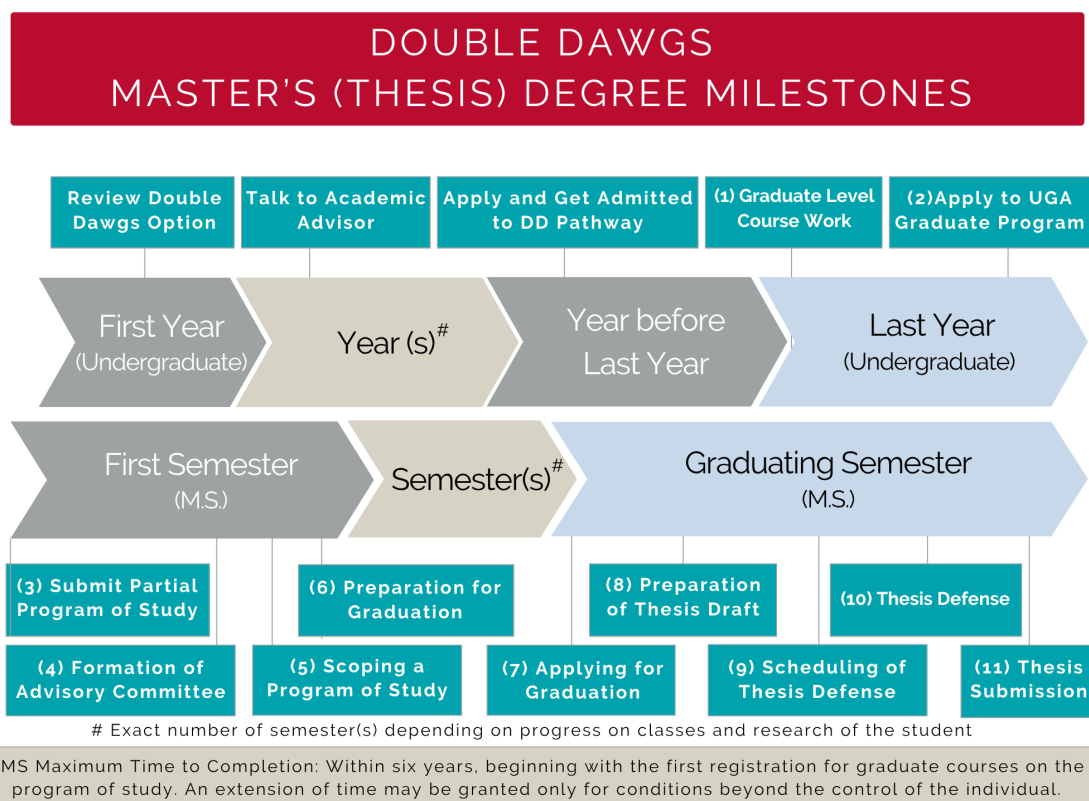




CENGR Double Dawgs M.S. (Thesis) Milestones and Timeline

Graduate Student Handbook can be found at:

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



Important Points of Contact:

	Graduate Program Administrators	Directors of Graduate Studies
CMBE	Antonella Perez Ferrero ENGRGradInfo@uga.edu	James Kastner jrk@uga.edu
ECE	Antonella Perez Ferrero ENGRGradInfo@uga.edu	Mehmet Kurum kurum@uga.edu
ECAM	Ann Marie Hormeku ENGRGradInfo@uga.edu	Civil & Environmental: Jidong Yang jidong.yang@uga.edu Agricultural & Mechanical: Xianqiao "X.Q." Wang xqwang@uga.edu
EETI	Ann Marie Hormeku ENGRGradInfo@uga.edu	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 meets with academic advisor(s) to discuss pathway options and any coursework needed to apply in Year 3.
- **Year 3:** Student applies to and is accepted into the desired Double Dawgs pathway.
- **Year 4 (Final Two Undergraduate Semesters):**
 - Student completes graduate-level coursework that applies to both undergraduate and graduate degrees.
 - Student applies to the Graduate School and gains admission to the graduate program.
 - Student graduates with the bachelor's degree at the end of Year 4.

(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 during their last two semesters as an undergraduate student. 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.

Curriculum 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	• Apply to the Graduate School using its online application.
Timeline	Please check the deadline for specific semester here: https://engineering.uga.edu/prospective-students/graduate/

(3) Submit Partial Program of Study

A Partial Program of Study provides an initial academic plan, generally covering the first one or two semesters of graduate coursework. Students create and submit the plan through DegreeWorks Plans.

Student Required Action	• Create a Partial Plan in DegreeWorks Plans with anticipated coursework for the first one or two semesters. • Consult your Major Professor or Director of Graduate Studies when developing the plan. • Mark the plan Active in DegreeWorks to submit it for Graduate School review.
Timeline	Submit before the student's first semester as an enrolled master's student.

Details: Refer to the Graduate Student Handbook for more information:

- Section 14: Program of Study Approval

(4) Formation of an Advisory Committee

The M.S. student discusses the scope of intended thesis research with their research advisor (Major Professor) and selects Advisory Committee members who can provide appropriate input for the student's research and professional formation.

Student Required Action	• Submit the Advisory Committee form online.
Timeline	Due by the end of student's first semester as a graduate student.

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 12: Selection of Major Professor (M.S. Thesis and Ph.D. Students)
- Section 13: Selection of Advisory Committee (M.S. Thesis and Ph.D. Students)

(5) Program of Study

With their Major Professor and Advisory Committee, the student develops a Full Program of Study in DegreeWorks Plans that identifies the coursework and degree requirements needed to complete the degree. Approved plans must be revised through DegreeWorks when changes are necessary.

Student Required Action	- Consult your Major Professor and Advisory Committee to create a Full Plan in DegreeWorks containing all coursework and degree requirements. - Submit the Advisory Committee form and obtain committee approval; the Full Plan cannot be approved until the committee is approved. - Mark the Full Plan Active in DegreeWorks to submit it for Graduate School review; watch UGA email for approval or denial. - Submit any subsequent changes as a revised DegreeWorks plan for Graduate School approval.
Timeline	Submit the Full Plan by the end of the first graduate semester. The Full Plan must have an approved Advisory Committee before it can be approved.

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 10: Academic Requirements
- Section 14: Program of Study Approval

(6) 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	- Complete coursework requirements outlined in the approved Program of Study. - Continue making progress on thesis research in preparation for graduation.
Timeline	Throughout the student's degree program.

(7) Apply for Graduation

An application for graduation must be submitted to the Graduate School **by Friday of the second full week of classes** in the semester in which the student plans to graduate.

For **summer graduation**, the application must be submitted **by Friday of the first full week of summer classes**.

Student Required Action	Submit the Application for Graduation in Athena, following the Graduate School's instructions.
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. https://grad.uga.edu/current-students/fundamentals/important-dates-deadlines/

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 20: Application of Graduation

(8) Preparation of Thesis Draft

Follow the Graduate School's current thesis formatting requirements and submission instructions. Consult your Advisory Committee regarding any discipline-specific requirements.

Student Required Action	- Prepare the thesis according to the Graduate School's formatting requirements. - Follow the Graduate School's format-check instructions and published deadlines.
Timeline	Follow the Graduate School's published first format-check deadline for your graduation semester. Graduate School deadlines: Important Dates & Deadlines

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 17: Final Oral Examination & Thesis/Dissertation Submission
- Section 19: Thesis/Dissertation Style & Formatting Guidelines

(9) 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	- Schedule the thesis defense with your Advisory Committee. - Confirm the committee's availability. - Reserve a room if the defense will be in person; see Handbook Section 3 (College of Engineering Contacts) for room-reservation information. - Submit defense details (date, time, location, etc.) using the survey link provided by the Graduate Program Administrator.
Timeline	Details of the student's defense must be submitted to your Graduate Program Administrator at least three weeks before the defense date 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: Refer to the [Graduate Student Handbook](#) for more information:

- Section 17: Final Oral Examination & Thesis/Dissertation Submission

(10) 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.

Student Required Action	- Submit the Master's Thesis and Final Oral Examination Approval Form (G140) following the Graduate School's instructions. - Submit the ETD Submission Approval Form (G129) following the Graduate School's instructions.
Timeline	Follow the Graduate School's current submission requirements and deadlines for the approval forms. Graduate School deadlines: Important Dates & Deadlines

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 17: Final Oral Examination & Thesis/Dissertation Submission

(11) Thesis Submission

After a successful defense and completion of required revisions, follow the Graduate School's current instructions for final thesis submission.

Student Required Action	• Complete any required thesis revisions after the defense. • Submit the final thesis according to the Graduate School's ETD instructions.
Timeline	Follow the Graduate School's published final ETD deadline for your graduation semester. Graduate School deadlines: Important Dates & Deadlines

Details: Refer to the [Graduate Student Handbook](#) for more information:

- Section 17: Final Oral Examination & Thesis/Dissertation Submission