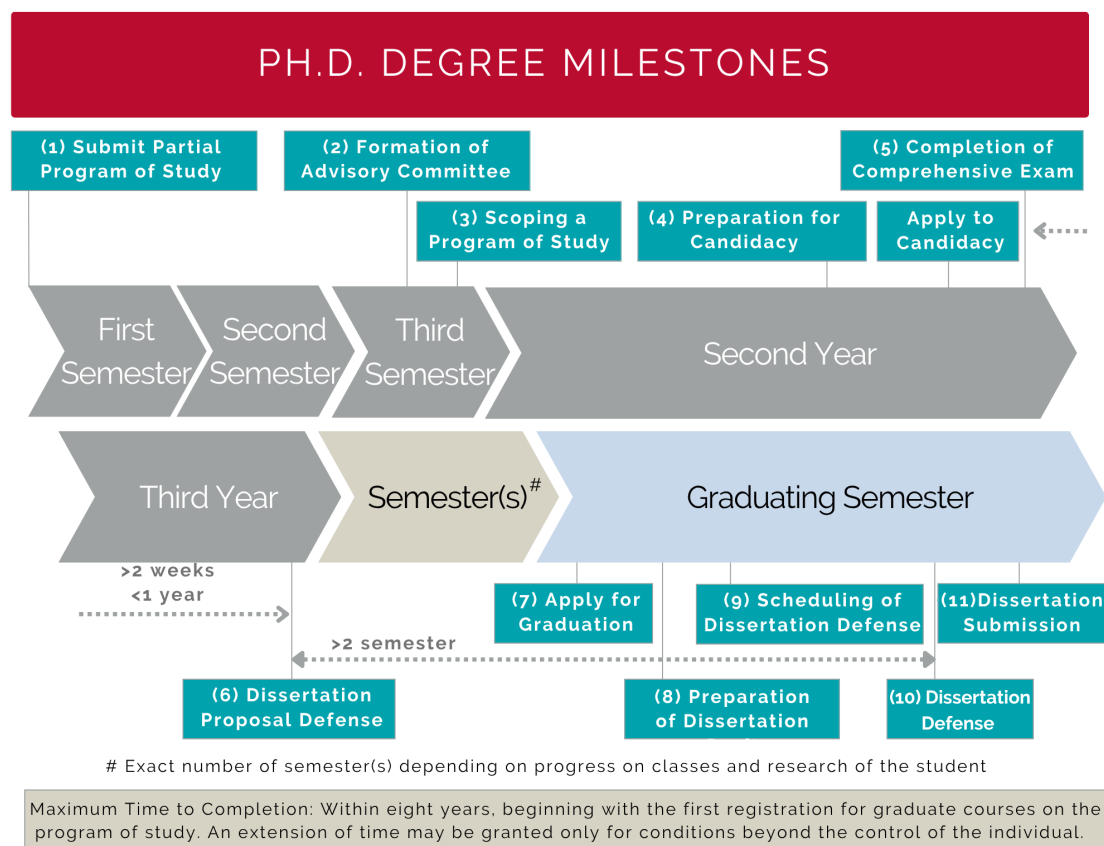


CENGR Ph.D. Milestones and Timeline

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

(1) 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 in the doctoral program.

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

- Section 14: Program of Study Approval

(2) Formation of an Advisory Committee

The Ph.D. student fully discusses the scope of their intended research with their Major Professor and has identified Advisory Committee members who can provide critical academic and professional guidance.

Student Required Action	• Submit the Advisory Committee form online.
Timeline	Due by the end of the student's third semester (including Summer).

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)

(3) 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 student's second year. Graduate School approval of the Full Plan and Advisory Committee must occur before the comprehensive examination.

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

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

(4) 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	- Complete required coursework. - Make sufficient research progress to prepare for admission to candidacy.
Timeline	Completed during the student's second year.

(5) Completion of the Comprehensive Examination

The Comprehensive Examination consists of **written and oral components**. It assesses the student's mastery of the field and preparedness to conduct original research. Successful completion allows the student to apply for Ph.D. candidacy.

Student Required Action	• Discuss exam format and expectations with the Major Professor and Advisory Committee. • Complete the written portion before the oral portion. • Submit the written exam to the Advisory Committee. • At least four weeks before the planned oral exam, contact the Graduate Program Administrator to confirm eligibility. • Schedule the oral exam and confirm committee availability; reserve a room if in person. • Submit oral exam details at least three weeks before your intended exam date using the Comprehensive Exam Announcement Form. • Receive Graduate School approval before taking the exam (confirmation provided by the Graduate Program Administrator). • Submit the Application for Admission to Candidacy (G162) on the oral exam date.
Timeline	The Comprehensive Exam must be completed by the end of the second year.

Details: For precise details on the oral exam information that is needed, refer to the [Graduate Student Handbook](#):

- Section 15: Comprehensive Exam & Admission to Candidacy (Ph.D. only)

(6) 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	• Complete a written proposal of the research plan and orally present and defend it to the Advisory Committee. • Obtain Advisory Committee member signatures on the CENGR Ph.D. Dissertation Proposal Defense form. • Submit the completed form to the Graduate Program Administrator within one week of the proposal defense.
Timeline	The proposal defense must occur no sooner than two weeks and no later than one year after the Comprehensive Examination. At least two full semesters must pass between the dissertation proposal defense and the final dissertation defense. <i>Example: If a student defends their dissertation proposal during Spring 2026, the Summer 2026 and Fall 2026 semesters count as the two required semesters. The earliest term in which the final dissertation defense may occur is Fall 2026.</i>

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

- Section 16: Dissertation Proposal Defense (Ph.D.)

(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 Dissertation Draft

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

Student Required Action	- Prepare the dissertation 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 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 submits dissertation defense details to the Graduate Program Administrator. The Administrator then submits the information 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 before the defense date.

Student Required Action	- Schedule the dissertation defense with your Advisory Committee. - 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 the 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) 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	- Submit the Dissertation and Final Oral Examination Approval Form (G164) 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) Dissertation Submission

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

Student Required Action	• Complete any required dissertation revisions after the defense. • Submit the final dissertation 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