

## Check List of Grad Status Forms for Ph.D. Students:

Form	Responsibility	Notes	Completed Date
<a href="#">Advisory Committee (G130)</a>	Student	Preferably by the end of the first year	
<a href="#">Preliminary Program of Study</a>	Student	You should work with your advisory committee on this form and print a copy to scan to Deborah at <a href="mailto:Deborah.martinez@uga.edu">Deborah.martinez@uga.edu</a> for your hard copy file	
Final Program of Study (G138)	Student	Preferably filled out and submitted by the end of the second year. Please note any changes to your course work have to be updated and a new form submitted to the Graduate School prior to your comprehensive exams	
Comprehensive Exam Announcement (G118)	Student & Deborah	<p><b>This form needs to be filled out at least two weeks prior to exams.</b> Please email Deborah Martinez at <a href="mailto:deborah.martinez@uga.edu">deborah.martinez@uga.edu</a> with the following information:</p> <ul style="list-style-type: none"> <li>○ UGA ID</li> <li>○ Last, First, Middle Name</li> <li>○ UGA Email Address</li> <li>○ Exam Date/Time/Building/Room</li> <li>○ If you have to use a different platform than in person include links</li> <li>○ Major Professor Name</li> <li>○ Co-Major Professor Name (if you have one)</li> <li>○ Committee Members</li> </ul>	
Application for Admission to Candidacy (G162)	Student	Submit this form after you pass your comprehensive exams	
<a href="#">Submit format check for dissertation</a>	Student		
<a href="#">Electronic Thesis &amp; Dissertation (ETD) Submission Approval (G129)</a>	Student	<a href="https://grad.uga.edu/wp-content/uploads/2018/03/ETD-approval-form-how-to-submit.pdf">https://grad.uga.edu/wp-content/uploads/2018/03/ETD-approval-form-how-to-submit.pdf</a>	

Form	Responsibility	Notes	Completed Date
Dissertation Defense Announcement (G119)	Student & Deborah	<p><b>This form needs to be filled out at least two weeks prior to your defense.</b> Student Needs to email Deborah Martinez at <a href="mailto:deborah.martinez@uga.edu">deborah.martinez@uga.edu</a> to fill out this form and include the following information:</p> <ul style="list-style-type: none"> <li>○ UGA ID</li> <li>○ Last, First, Middle Name</li> <li>○ UGA Email Address</li> <li>○ Department</li> <li>○ Graduation Term</li> <li>○ Major/Degree</li> <li>○ Dissertation Title – <b>DO NOT</b> submit in all CAPS as the system will not accept it this way!</li> <li>○ Date</li> <li>○ Time</li> <li>○ Building</li> <li>○ Room</li> <li>○ Major Professor</li> <li>○ Co-Major Professor (if you have one)</li> <li>○ Committee Members</li> </ul>	
Apply for graduation through <a href="#">Athena</a>	Student	By your graduation term's deadline	
Doctoral Commencement Information (G120)	Student	Semester of graduation term	

As a student, it is your responsibility to work with your major professor and advisory committee to make sure all [forms](#) and [deadlines](#) are met on time. All deadlines can be found on the [Graduate School Website](#) under

- “Current Students”
- “Important Dates & Deadlines”