

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

Form	Responsibility	Notes	Completed Date
Advisory Committee (G130)	Student	Preferably by the end of the first year Please refer to your Graduate Handbook for program requirements (e.g. 3 members or 4 etc.)	
Preliminary Program of Study	Student	You should work with your advisory committee on this form and print a copy to scan to Deborah at Deborah.martinez@uga.edu 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>This form needs to be filled out at least two weeks prior to exams. Please email Deborah Martinez at deborah.martinez@uga.edu with the following information:</p> <ul style="list-style-type: none"> ○ UGA ID ○ Last, First, Middle Name ○ UGA Email Address ○ Exam Date/Time/Building/Room ○ If you have to use a different platform than in person include links ○ Major Professor Name ○ Co-Major Professor Name (if you have one) ○ Committee Members ○ Did you use human subjects in your research? 	
Application for Admission to Candidacy (G162)	Student	Submit this form after you pass your comprehensive exams. This form cannot be submitted prior to the exam. The	

		<p>candidacy application has to be submitted the day of or after the comp exam.</p> <p>You will receive a letter from the Graduate School stating you are now a candidate. If you do not receive this letter two weeks after your comprehensive exams and filing your candidacy paperwork please reach out to Deborah immediately.</p>	
Submit format check for dissertation	Student	You must have a format check done before you can submit your official copy!	
Form	Responsibility	Notes	Completed Date
Electronic Thesis & Dissertation (ETD) Submission Approval (G129)	Student	https://grad.uga.edu/wp-content/uploads/2018/03/ETD-approval-form-how-to-submit.pdf	
Dissertation Defense Announcement (G119)	Student & Deborah	<p>This form needs to be filled out at least two weeks prior to your defense.</p> <p>Student Needs to email Deborah Martinez at deborah.martinez@uga.edu to fill out this form and include the following information:</p> <ul style="list-style-type: none"> ○ UGA ID ○ Last, First, Middle Name ○ UGA Email Address ○ Department ○ Graduation Term ○ Major/Degree ○ Dissertation Title – DO NOT submit in all CAPS as the system will not accept it this way! ○ Date ○ Time ○ Building ○ Room ○ Major Professor ○ Co-Major Professor (if you have one) ○ Committee Members 	

		Please note if you have an outside committee member or someone on a different campus and need to use Zoom. I will need the Zoom link at the time I fill out this form!	
Approval Form for Doctoral Dissertation and Final Oral Examination (G164)	Student	You should fill this form out the week of your Dissertation Defense. Email Deborah Martinez at deborah.martinez@uga.edu when you have taken care of this form.	
Form	Responsibility	Notes	Completed Date
Apply for graduation through Athena	Student	By your graduation term's deadline!	
Doctoral Commencement Information (G120)	Student	Semester of graduation term	
Exit Seminar	Student	Work with Jamie Hailey in the PBS Department to set this up. You will need to schedule the date and she will create the flyer. You will need to submit a headshot and the title of your presentation. The calendar typically fills up one semester in advance. Please plan accordingly.	
First author Publication	Student	Must have proof of your manuscript submission before of after your defense. This must be signed off on by the Grad Coord. PBS Department really wants your first author publication submission to be based don your dissertation work	

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”