

## Check List of Forms for Ph.D. Students CAP Department

Form	Responsibility	Notes	Completed Date
<a href="#">Advisory Committee</a>	Student	By the end of the first year Please refer to your Graduate Handbook for program requirements (e.g. 3 members or 4, outside members, etc.)	
<a href="#">Partial Program of Study Form</a>	Student	You have to have a Partial Program of Study Form on file by the deadlines given by the Graduate School and Registrar's Office. Please follow the directions in Degree Works to file your form.	
<a href="#">Final Program of Study</a>	Student	You have to have a Full Program of Study on file by the deadlines given by the Graduate School and Registrar's Office. Please follow the directions in Degree Works to file your form.	
Comprehensive Exam Announcement Grad Status Form G118	Student & Deborah	<p style="color: red;"><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 must use a different platform than in person include links (e.g. Zoom)</li> <li>○ Major Professor Name</li> <li>○ Co-Major Professor Name (if you have one)</li> <li>○ Committee Members</li> <li>○ Did you use human subjects in your research?</li> </ul>	
Application for Admission to Candidacy Grad Status Form G162	Student	Submit this form after you pass your comprehensive exams. This form <b>cannot</b> be submitted prior to the exam. The application for candidacy has to be submitted the day of or after the comprehensive exam.	

		You will receive a letter from the Graduate School stating you are now a candidate. If you do not receive this letter within three weeks after your comprehensive exams and filing your candidacy paperwork please reach out to Deborah immediately.	
<a href="#">Submit format check for dissertation</a>	Student	You must have a format check done before you can submit your official copy! Please follow Graduate School deadlines for this format check.	
Form	Responsibility	Notes	Completed Date
<a href="#">Electronic Thesis &amp; Dissertation (ETD) Submission Approval</a> Grad Status Form G129	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>	
Dissertation Defense Announcement Grad Status Form G119	Student & Deborah	<p><b>This form needs to be filled out at least two weeks prior to your defense.</b></p> <p>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> <p>Please note if you have an outside committee member or someone on a different campus and need to use Zoom. I</p>	

		will need the Zoom link at the time I fill out this form! <b>If you need help booking a room, please do so at least three weeks prior to your exam.</b>	
Approval Form for Doctoral Dissertation and Final Oral Examination Grad Status Form G164	Student	You should fill this form out the week of your Dissertation Defense. Email Deborah Martinez at <a href="mailto:deborah.martinez@uga.edu">deborah.martinez@uga.edu</a> when you have taken care of this form so she is able to send your advisory committee the links for the defense.	
Form	Responsibility	Notes	Completed Date
Apply for graduation through <a href="#">Athena</a>	Student	You may apply for graduation up to one year prior to semester of graduation term	
Doctoral Commencement Information Grad Status Form 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”