

Check List for Ph.D. Degree

Students are responsible for submitting required forms by the deadlines posted by the Graduate School

Year 1 Spring or Summer

1. ___ Pass **written comprehensive qualifying examinations** in econometrics and microeconomics.

Year 2 Fall (or Earlier)

2. ___ Form an advisory committee and submit Advisory Committee for Doctoral Candidates form.
3. ___ Meet with advisory committee and submit a Preliminary Program of Study form to the department.

Year 2 Spring

4. ___ Successfully complete all **2nd year paper** requirements for AAEC 8350, 8351, & 8352

Year 3 Spring (or Earlier). *Complete these steps in the listed order at least one semester before graduation.*

5. Successfully conduct **Dissertation Prospectus** and pass **Oral Comprehensive Exam**.
 - 5.1. ___ Submit your Final Doctoral Program of Study (G138) form to the Graduate School
 - 5.2. ___ Schedule your prospectus and oral comprehensive examination with your advisory committee. Notify the Graduate Program Administrator of the date, time, and location at least 2 weeks in advance so that the notification form (G118) can be submitted to the Graduate School.
 - 5.3. ___ Conduct the dissertation prospectus seminar and oral comprehensive exam. (Grad School will then initiate G168 for committee approval.)
 - 5.4. ___ Submit the Application for Admission to Candidacy for Doctoral Students (G162) form.

Your Final Semester. *All steps have firm deadlines. Check Grad School Important Deadlines.*

6. ___ Apply for graduation (through Athena) with the Application for Graduation form.
Due Date: Approximately the 1st week of the semester.
7. ___ Submit to the Graduate School your information for graduation (form G120 in GradStatus).
Due Date: Approximately 2 months from the beginning of the semester
8. ___ Electronically submit to the Graduate School your dissertation for a **format check**.
Due Date: Approximately 6 weeks before the end of the semester.
9. ___ Set date and time of **dissertation defense** with advisory committee and notify the AAEC graduate program administrator. The graduate program administrator will submit the official notice (G119) to the UGA Graduate School, reserve a room, and notify the department.
Due Date: At least three weeks prior to the defense. Your defense must occur at least one week before the "Final date for receipt" of all materials required for graduation.
10. ___ Submit dissertation to advisory committee. *Due Date: At least two weeks before your defense.*
11. ___ Successfully hold dissertation seminar and pass final oral and dissertation defense. The graduate program administrator will submit the electronic form (G164) for your committee's approval.
Due Date: At least one week before the final date set by the graduate school for receipt of all required materials for graduation. Approximately three weeks before the end of the semester.
12. ___ Submit the completed **Electronic Thesis and Dissertation (ETD) Submission Approval** form.
Due Date: Approximately two weeks before the end of the semester.
13. ___ Complete exit survey and interview with department head.
14. ___ Return office key to graduate program administrator.