

PBGG Checklist for M.S.

Name _____

First semester of residence _____

Major Professor _____

YEARLY:

- Report presentations, first-author publications (including all submissions) to pbgg@uga.edu
- Complete an Annual Evaluation with your Major Professor by May of each year. You can find the link [here](#) as well as in the Graduate Student Handbook in Annual Progress Evaluations.

** Please consult the Graduate Handbook for greater detail and information*

Date Completed	Check Requirements Completed	Deadline
	Appointment of Major Professor	First Semester
	<p>Appointment of Advisory Committee (Advisory Committee form required – GradStatus form G130)</p> <p><input type="checkbox"/> Composed of major professor who serves as chair, and 2 other faculty.</p> <p><input type="checkbox"/> The chair and at least one other member of the committee must be regular members of the graduate faculty. (If more than three members are appointed to the committee, a majority of Graduate faculty members must be maintained).</p>	Before the end of the second semester of residence (see Grad School deadlines)
	<p>First Committee Meeting and Thesis Proposal</p> <p><input type="checkbox"/> submission to Committee and notification to Administrative Manager when approved</p>	Before the end of the first year from enrollment
	<p>Program of Study (Program of Study form required- G138)</p> <p><input type="checkbox"/> Requires at least 30 hrs of graduate credit.</p> <p><input type="checkbox"/> No more than 6 hrs of research (PBGG7000) can be applied to the 30-hour total.</p> <p><input type="checkbox"/> At least 12 of the 30 hrs must be in courses open only to graduate students. (These hours cannot be satisfied by Master’s research or independent study).</p> <p><u>Must include:</u></p> <p><input type="checkbox"/> GRSC 7001 (1h) taken the first year</p> <p><input type="checkbox"/> PBGG 6140 (3h)</p> <p><input type="checkbox"/> PBGG 8861(1h seminar)</p> <p><input type="checkbox"/> PBGG 6000 (3h)</p> <p><input type="checkbox"/> One Statistics course (STAT 6220 or STAT 6315 or FANR 6750 or higher)</p> <p><input type="checkbox"/> PBGG 7300 (3h).</p> <p><input type="checkbox"/> Is approved by the advisory committee, major professor, graduate coordinator & graduate school.</p>	<ul style="list-style-type: none"> • Must be approved by the Advisory Committee and the Graduate Coordinator • Due to the Graduate School by the end of the second week of classes of the semester of graduation <p>(see Grad School deadlines)</p>

All Graduate School requirements for a master's degree must be fulfilled within a six-year time frame, beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth year.

	<p>Residency Requirement Minimum residence requirement is one academic year (two semesters of full-time study).</p>	
	<p>Thesis</p> <ul style="list-style-type: none"> <input type="checkbox"/> Approved by major professor and distributed to advisory committee at least two weeks prior to defense. <input type="checkbox"/> Approved by advisory committee. <input type="checkbox"/> Submission of Approval Form for Master's Thesis and Final Oral Examination form required – G140 <input type="checkbox"/> Format approved by Graduate School (deadline). <input type="checkbox"/> Registration requirement of at least 3hr during the semester thesis is completed and submitted <input type="checkbox"/> Electronic copy submitted to Administrative Manager 	<p>ETD Submission Approval (Form G129) required by Grad School - Final version must be electronically submitted to the Graduate School at least two weeks prior to graduation</p> <p>(see Grad School deadlines)</p>
	<p>Exit Seminar</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit seminar should immediately precede defense <input type="checkbox"/> Provide title and appropriate photos to Administrative Manager - at least two weeks prior to exam for announcement/flyer 	
	<p>Defense</p> <ul style="list-style-type: none"> <input type="checkbox"/> Oral defense of thesis with Major Professor and Advisory Committee must take place by the Graduate School Deadline <input type="checkbox"/> Student Performance Evaluation Form – disseminate to your committee; all committee members must fill one out after the exam (Password will be provided by Administrative Manager) 	<p>Grad School deadlines</p>
	<p>Application for Graduation (form required) <i>Link for Instructions</i></p>	<p>Prior to the deadline of the semester that you are graduating (see Grad School deadlines)</p>
	<p>Exit Interview</p> <ul style="list-style-type: none"> <input type="checkbox"/> Exit Questionnaire - Obtain link from Administrative Manager <input type="checkbox"/> Schedule Exit Interview with Institute Director <input type="checkbox"/> Provide Administrative Manager with updated contact information and employment, as well as complete list of presentations and publications 	<p>Must be completed before graduation</p>