

**Checklist of Major Professor's Responsibilities Toward New Graduate Students**

1. Notify Graduate Coordinator (542-1242) of student arrival: \_\_\_\_\_
2. Notify Degree Program Assistant (583-8053) of student arrival: \_\_\_\_\_
3. Notify Accountant (542-0907) to obtain office space, keys, employment forms: \_\_\_\_\_
4. Notify Secretary (542-2461) to assign a mailbox to the new student: \_\_\_\_\_
5. Provide access to computer and printer for student use: \_\_\_\_\_
6. Advise student on course work for first semester (see [www.bulletin.uga.edu](http://www.bulletin.uga.edu) for course descriptions, and [www.reg.uga.edu/or.nsf/public/keydates](http://www.reg.uga.edu/or.nsf/public/keydates) for course schedules): \_\_\_\_\_
7. Work with student on selection of Advisory Committee:  
(check guidelines in our website under Graduate Program) \_\_\_\_\_
8. Work with student on Program of Study:  
(check guidelines in our website under Graduate Program) \_\_\_\_\_
9. Work with student on Research Proposal (during first semester for M.S.,  
during second semester for Ph.D. students): \_\_\_\_\_
10. Hold meeting of Advisory Committee (by end of first semester for M.S.;  
by end of second semester for Ph.D. students): \_\_\_\_\_
11. Get Research Proposal and Program of Study approved by Advisory Committee  
by end of first (for M.S.) or second semester (for Ph.D.): \_\_\_\_\_
12. Complete an Annual Graduate Student Evaluation form **by May 30** and turn it in to  
the Degree Program Assistant: \_\_\_\_\_
13. Hold Comprehensive/Preliminary Exam (Ph.D. students): \_\_\_\_\_
14. Complete Student Performance Form at the end of Comprehensive/Preliminary Exam  
(a separate form must be filled by each of the committee members and turned in to the  
Degree Program Assistant): \_\_\_\_\_
15. Hold final defense of thesis or dissertation: \_\_\_\_\_
16. Complete Student Performance Form (available at our web site under Faculty & Staff Resources,  
Departmental Graduate Forms, Learning Assessment Plan) at the end of the final defense  
(a separate form must be filled by each of the committee members and turned in to the Degree  
Program Assistant): \_\_\_\_\_
17. Make sure student schedules an Exit Interview with the Department Head \_\_\_\_\_
18. Make sure student provides an electronic copy and a hard copy of the  
thesis or dissertation to the Degree Program Assistant (583-8053): \_\_\_\_\_