

## Guidelines and Checklist Given to New Graduate Students.

### Guidelines for New Graduate Students Crop and Soil Sciences Department University of Georgia

Graduate students in the department are encouraged to follow these guidelines to ensure timely progress towards their graduate degree.

1. When first arrived, please contact the Graduate Coordinator (Room 4119) or the Degree Program Assistant (Room 3108) to inform the department of your arrival.
2. Contact our secretary (Room 3111) to:
  - a. Obtain office space
  - b. Obtain keys to building, offices, and laboratories
  - c. Complete forms for assistantship
  - d. Receive a mailbox
3. Make an appointment with your Major Professor to be advised on courses to take during your first semester.
4. After being advised, contact Degree Program Assistant (Room 3108) to be cleared for registration.
5. **For M.S. students.** During the first semester, work with your Major Professor to prepare a draft of your Program of Study and to identify committee members for your Advisory Committee. Before the end of the first semester, hold a meeting of your Advisory Committee in which your final Program of Study is approved. The form to be completed at the meeting can be found at [www.gradsch.uga.edu](http://www.gradsch.uga.edu), then select For Students, Enrolled Students, Forms, Program of Study for Master of Arts and Master of Science Candidates. Submit the approved Program of Study to the Graduate Coordinator or the Degree Program Assistant by the end of your first semester. Information regarding the Program of Study and Advisory Committee for M.S. students can be found in our web site ([www.cropsoil.uga.edu](http://www.cropsoil.uga.edu)) under Graduate Program, and also at the Graduate School web site ([www.gradscy.uga.edu](http://www.gradscy.uga.edu), then select For Students, Student Handbook).
6. **For M.S. students.** During the first and second semesters, work with your Major Professor and Advisory Committee to prepare a research proposal, which should be approved by the Advisory Committee and submitted to the Graduate Coordinator or Degree Program Assistant by the end of the second semester.
7. **For Ph.D. students.** During the first and second semesters, work with your Major Professor to prepare drafts of your Program of Study and research proposal, and to identify committee members for your Advisory Committee. Before the end of the second semester, hold a meeting of your Advisory Committee in which your final Program of Study and your research proposal are approved. The form to be completed at the meeting can be found at [www.gradsch.uga.edu](http://www.gradsch.uga.edu), then select For Students, Enrolled Students, Forms, Advisory Committee for Doctoral

Candidates. Submit the approved Program of Study and research proposal to the Graduate Coordinator or Degree Program Assistant by the end of your second semester. Information regarding the Program of Study and Advisory Committee for Ph.D. students can be found in our web site ([www.cropsoil.uga.edu](http://www.cropsoil.uga.edu)) under Graduate Student Resources, and also at the Graduate School web site ([www.gradscyl.uga.edu](http://www.gradscyl.uga.edu), then select For Students, Student Handbook).

8. **For Ph.D. students.** Once the courses in your Program of Study are completed, contact your Advisory Committee to hold a Comprehensive Examination (also called preliminary exam), which consists of a written exam from each committee member and an oral exam with all committee members present. Notify the Graduate Coordinator or Degree Program Specialist of the date, time and place of the oral examination so that the Graduate School can be notified. Make sure that each of your committee members completes a Student Performance Evaluation form at the end of the exam and turns it in to the Degree Program Assistant.

9. **For M.S. and Ph.D. students.** Make sure that an annual Graduate Student Evaluation Form is completed by your supervisor and Graduate Committee by May 30 of each year.

10. When all requirements for your degree have been met, contact your Advisory Committee to hold a final defense. Notify the Graduate Coordinator or Degree Program Specialist of the date, time and place of the examination so that the Graduate School can be notified. Make sure that each of your committee members completes a Student Performance Evaluation form at the end of the exam and turns it in to the Degree Program Assistant.

11. Once you pass your final examination, schedule an Exit Interview with the Department Head and complete Exit Interview forms.

**Graduate Student Checklist**  
**Crop and Soil Sciences Department**  
**University of Georgia**

1. Notify Graduate Coordinator/Degree Program Assistant of your arrival: \_\_\_\_\_
2. Contact secretary to obtain office space, keys, complete forms, receive mailbox: \_\_\_\_\_
3. Meet with Major Professor to be advised on courses for first semester \_\_\_\_\_
4. Contact Degree Program Assistant to be cleared for registration: \_\_\_\_\_
5. Get advisory committee selected and approved: \_\_\_\_\_
6. Get Program of Study submitted and approved: \_\_\_\_\_
7. Get Research proposal submitted and approved: \_\_\_\_\_

8 Pass Comprehensive Exam (complete Student Performance forms): \_\_\_\_\_

9 Annual Graduate Student Evaluation form completed (dates): \_\_\_\_\_

10. Pass final defense (complete Student Performance form): \_\_\_\_\_

11. Schedule Exit Interview with Department Head (complete forms): \_\_\_\_\_