

PhD Student Checklist

APPOINTMENT OF ADVISORY COMMITTEE

- The advisory committee will consist of the chairman and up to four faculty members. (See the [Department Graduate Manual](#) for specific instructions.) The chairman and two other members must be graduate faculty.
- The major professor must be a member of the anthropology department faculty (adjunct members may serve), and must be working in the student's study area.
- If co-major professors are appointed, a sixth member must be added with the majority being graduate faculty.
- First committee meeting

Forms and Deadlines

- By the end of the first semester a major professor must be chosen. [Major Professor Selection Form required](#)
- No later than the end of the second semester a full advisory committee must be filed with the grad school.

THIRD-SEMESTER REVIEW

At completion of the third semester in residence, each student's advisory committee will conduct an in-depth review of their progress. The student must prepare a portfolio which should include curriculum vitae, a program of study and a "professional-level paper."

The major professor forwards the materials used in the third-semester review and the advisory committee's assessment to the department's graduate committee, who reviews it to see that it meets the anthropology faculty's standards and goals.

Forms and Deadlines

- [Application for Approval of Third Semester Review required](#)
- *CITI form required*
- [Portfolio instructions](#)

PROGRAM OF STUDY

The program of study should consist of 16 or more hours of 8000-level and 9000-level courses in addition to research, dissertation writing, and independent study.

The program of study for a student who bypasses the master's degree must contain 20 semester hours of UGA courses open only to graduate students. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. Also, Anth 9005 cannot be counted on the program of study. The number of course-hours necessary for graduation with a Ph.D. in anthropology is 66. At the discretion of a student's major professor and advisory committee, graduate

work prior to admission to the University of Georgia may be counted toward the 66 hours. Typically an M.A. degree in anthropology receives up to 24 hours of credit.

Forms and Deadlines

To be completed and submitted with the third-semester review.

- [UGA Grad school forms](#)

DISSERTATION PROSPECTUS

Approval of the dissertation prospectus is required of at least four of the five committee members. The dissertation proposal must be approved and presented orally in a departmental colloquium prior to submitting the admission to candidacy form.

Forms and Deadlines

By the end of the fourth semester, but no later than the end of the fifth semester.

- [Application for Approval of Dissertation Prospectus](#)

COMPREHENSIVE EXAMINATIONS

A student must pass formal comprehensive written and oral examinations before being admitted to candidacy for the degree. The student's advisory committee administers these examinations. Students must have completed the required core courses before they may take the exams.

- The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. The graduate coordinator must notify the Graduate School of the time and place of the examination at least two weeks before the date of the examination.
- The comprehensive exams must be approved prior to submitting the admission to candidacy form.

Forms and Deadlines

By the end of the fourth semester, but no later than the end of the fifth semester.

Form supplied by the Graduate School upon notification of examination by the academic advisor.

ADMISSION TO CANDIDACY

- [Application for Admission to Candidacy for Doctoral Degrees Form required](#)
- [Research Clearance Form](#)

APPLICATION FOR GRADUATION

An [application for graduation](#) must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date. This form must be filed directly with the graduation office in the Graduate School.

DISSERTATION APPROVAL AND DEFENSE

- When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense.
- The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee for the entire examination period.

Forms and Deadlines

- [UGA Grad school forms](#)

SUBMITTING THE DISSERTATION

- One complete formatted copy of the dissertation must be submitted to the Graduate School for a format check no later than four weeks prior to graduation.
- The Graduate School must receive the final defense approval form and an electronic submission of the corrected dissertation no later than two weeks prior to graduation.

Forms and Deadlines

- [UGA Grad school forms](#)

PRINTING AND BINDING OF DISSERTATION

- The Department of Anthropology requires an official hard-bound copy of the dissertation for display in the Graduate Program Office. Verification (copy of order receipt) must be made prior to submission of the dissertation approval form to the Graduate School. Please contact the Anthropology Graduate Program Office with questions.
- Personal copies can be obtained through the Tate Student Center's Print and Copy Services. [Dissertation Printing Request form](#)