

UGA CENGR Masters Program Framework - Milestones & Timeline

Student Program Milestones	MS Program Event	Student Required Action	Timeline for Completion	Steps to Take
Defining an Advisory Committee: The MS student has fully discussed with his/her research advisor the scale and scope of his/her intended work and arrived at recommendations for committee members who can provide critical input for the benefit of the student's research and professional formation.	Formation of student's MS Advisory Committee	MS Advisory Committee form*	Due by the end of student's second semester.**	Ask proposed committee members to serve on your committee. Submit Advisory Committee form online at http://grad.uga.edu/index.php/current-students/forms/ .
Scoping a Program of Study: With the input of her/his Advisory Committee, the student arrives at a planned set of classroom courses and research.	Student Completes her/his Program of Study in coordination with Advisory Committee.	Program of Study (PS) form*	Due by the end of student's second semester.**	Submit PS form online at http://grad.uga.edu/index.php/current-students/forms/ .
Scoping the planned thesis research	In consultation with the her/his Advisory Committee, the student defines the scope of the research which will comprise the student's thesis.	Depending on discipline and Advisory Committee, the student may informally discuss or formally defend the proposed thesis research.	Completed by the end of the student's first year.**	Confer with your Graduate Director to determine what form, if any, your School may require.
Execution and completion of the masters research and program of study	Application for Graduation: With the concurrence of the student's committee, the application for graduation is made.	Application for graduation must be filed with the Graduate School online (Athena)	Due 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.	See http://grad.uga.edu/wp-content/uploads/2015/04/appforgradinstructions.pdf for detailed instructions.
Preparation of thesis draft	Format Check of thesis draft by Graduate School	College is not involved in this action; students submit drafts online directly to GS.	Graduate School deadline is approximately four weeks prior to commencement; see GS site http://grad.uga.edu/index.php/current-students/important-dates-deadlines/ for exact date each term.	See http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/ for detailed instructions.
Scheduling of the Thesis Defense: The student has the agreement of her/his Advisory Committee to defend with the research concluded and the thesis in or nearing final draft.	With agreement of the Advisory Committee, the student is ready to defend her/his research.	The student must submit specifics (day, time, place, etc.) to the CENGR Graduate Program Administrator, who then submits it to the Graduate School. The Graduate School announces the defense to the public; the online posting should be in place no less than two weeks prior to the defense.	Specifics (day, time, place, etc.) must be submitted to the Graduate Program Administrator at least three weeks prior to the defense.	Schedule the defense with your committee and reserve a room with one of the CENGR administrative assistants. Submit details via UGA email to mjsapp@uga.edu three weeks prior to defense.
Thesis Defense ("Final Exam" as referred to by the Graduate School)	The student presents and defends his/her research in an open forum and further defends the research approach and results in an open and/or closed session to the advisory committee.	Final Defense Approval Form*, ETD Submission Approval Form, and Faculty Assessment Rubrics – to be completed at the thesis defense	Forms must be submitted to the College of Engineering no later than three weeks prior to graduation.	Pick up assessment packet from Victoria Martinez (Coverdell 120) prior to defense. Obtain remaining forms online at http://grad.uga.edu/index.php/current-students/forms/ , obtain Advisory Committee members' signatures at your defense, and return forms to Victoria Martinez along with your sealed assessment envelope.
Thesis submission		An electronic submission of the corrected thesis	Due to the Graduate School no later than two weeks prior to graduation – see GS site http://grad.uga.edu/index.php/current-students/important-dates-deadlines/ for exact date each term.	Upload final corrected copy of your thesis online at https://getd.libs.uga.edu/ .
MS Maximum Time to Completion		All requirements for the degree must be completed	Within six years, beginning with the first registration for graduate courses on the program of study. An extension of time may be granted only for conditions beyond the control of the individual.	Contact Margaret Sapp (mjsapp@uga.edu) for additional information.

(Grad School Reference: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>)

Approved by the CENGR Curriculum Committee, Spring 2018

*Reviewed by School's Graduate Director and CENGR Graduate Office, then approved by CENGR Graduate Coordinator

**Double Dawg students should complete during their first semester as a graduate student.