

General Guidelines for Preparing a Program of Study for the Ph.D. Degree

Preliminary Program of Study – Ph.D.

By the end of the second semester in residence, the graduate student, in consultation with his or her research advisor, should choose an Advisory Committee to develop a Preliminary Ph.D. Program of Study. The Advisory Committee should consist of the research advisor and two additional faculty members, all of whom must be members of the Graduate Faculty.

The Preliminary Ph.D. Program of Study should constitute a logical outline of the student's anticipated coursework and consist primarily of 8000- and 9000-level courses in addition to research.

The Preliminary Ph.D. Program of Study must include:

- A minimum of 30 hours of resident coursework at the University of Georgia.
- A minimum of 20 hours of letter-graded courses open only to graduate enrollment (*i.e.*, 6xxx-9xxx courses that do not have duplicate undergraduate course numbers, 4xxx-5xxx). To make up these 20 hours, Ph.D. chemistry students must include on their Preliminary Program of Study:
 - Six, 3-credit, letter-graded graduate courses. For the Ph.D. degree, a maximum of two of these six required graduate courses may be taken outside of the Chemistry Department.
 - Two, 1-credit, letter-graded CHEM seminar courses (*i.e.* CHEM 8120, 8130, 8140 or 8150).
- A minimum of 3 hours of CHEM 9300 (Doctoral Dissertation).
- A minimum of 6 hours of CHEM 9000 (Doctoral Research).

Within the Chemistry Department, the Graduate School requirement for 30 hours of resident coursework for the Ph.D. degree is satisfied by the 20 hours of letter-graded courses plus at least 10 hours of CHEM 9000/9300.

The Preliminary Ph.D. Program of Study must be submitted to the Department of Chemistry Graduate Coordinator by the end of the student's second semester in residence. The form used for submission of a Preliminary Program of Study can be found on the Graduate School web site. The URL is as follows.

http://www.gradsch.uga.edu/Forms/body_prephdprg.pdf

Final Program of Study – Ph.D.

Every prospective Ph.D. candidate must schedule and pass his or her preliminary oral comprehensive examination by the end of the student's fourth semester in residence. Prior to scheduling the comprehensive oral examination, the student must submit a Final Ph.D. Program of Study to the Graduate School. The Final Program of Study may be submitted as early as the first year of residency, but must be submitted no later than the time the oral comprehensive examination is scheduled. In addition, the student must have chosen an Advisory Committee and have this committee approved before submission of the Final Ph.D. Program of Study.

This Final Ph.D. Program of Study must be submitted on the proper form for approval by the Advisory Committee, the Graduate Coordinator, and the Dean of the Graduate School. The Final Program of Study must show all graduate courses relevant to the doctoral program, not just courses satisfying the minimum UGA degree requirements. For example, if the student has earned a master's degree or has taken graduate courses at other universities, this information should be listed in the "Relevant Master's or Other Graduate Degree Courses" section of the Final Program of Study form.

The Final Ph.D. Program of Study must include:

- A minimum of 30 hours of resident coursework at the University of Georgia.
- A minimum of 20 hours of letter-graded courses open only to graduate enrollment (*i.e.*, 6xxx-9xxx courses that do not have duplicate undergraduate course numbers, 4xxx-5xxx). To make up these 20 hours, Ph.D. chemistry students must include on their Final Program of Study:
 - Six, 3-credit, letter-graded graduate courses. For the Ph.D. degree, a maximum of two of these six required graduate courses may be taken outside of the Chemistry Department.
 - Two, 1-credit letter-graded seminar courses (*i.e.* CHEM 8120, 8130, 8140 or 8150).
- A minimum of 3 hours of CHEM 9300 (Doctoral Dissertation).
- A minimum of 6 hours of CHEM 9000 (Doctoral Research).

Within the Chemistry Department, the Graduate School requirement for 30 hours of resident coursework for the Ph.D. degree is satisfied by the 20 hours of letter-graded courses plus at least 10 hours of CHEM 9000/9300. In place of CHEM 9000 hours, students may substitute either i) additional graded graduate coursework beyond the required 20-hour minimum, or ii) S/U-graded seminar courses (CHEM 81x0). These substitutions may be made provided that the 30-hour resident coursework requirement is

maintained. However, a minimum of 3 hours of CHEM 9300 and 6 hours of CHEM 9000 are still required on the Final Ph.D. Program of Study.

The Final Ph.D. Program of Study should look similar to the Preliminary Program of Study. At least 30 hours of consecutive resident coursework must be completed before a student may be admitted to candidacy. The Final Program of Study must indicate all courses taken to date with grades received, as well as all future courses still needed to meet departmental requirements.

The form used for submission of a Final Ph.D. Program of Study can be found on the Graduate School web site. The URL is as follows.

<http://www.gradsch.uga.edu/Forms/finalphdprg.pdf>

Graduate School Forms

The UGA Graduate School maintains a web site with links to Adobe Acrobat pdf files of all the forms needed for processing during a student's graduate school career. This web site has links to the forms for selection of an Advisory Committee, Preliminary Program of Study, Final Program of Study, Admission to Candidacy, Approval Form for Doctoral Dissertation, Application for Graduation, etc. All graduate students should be aware of these forms, as well as how and when they need to be completed.

http://www.gradsch.uga.edu/For_Students/Enrolled_Students/Enrolled_Students_Forms.html

Graduate School Bulletin

The UGA Graduate School Bulletin describes in detail the rules and regulations regarding residency, admission to candidacy, and programs of study. All graduate students should be aware of Graduate School requirements and how they pertain to them.

<http://www.gradsch.uga.edu/Bulletin/Bulletin.html>

Specific Notes on How to Fill Out a Graduate School Ph.D. Program of Study Form

- The Program of Study form must be typed – handwritten forms are not acceptable to the Graduate School. All Graduate School forms are interactive pdf files that can be filled out on-line using the full, paid version of Adobe Acrobat. For those students who only have Adobe Reader available to them, these forms may be printed and then filled out off-line using a typewriter.
- Courses must be consecutively listed on the form in the order taken, beginning with the earliest semester enrolled.
- In the section of the form labeled “Term”, the Graduate School uses a shorthand code for the term in which the course was completed.
 - For Fall semesters, the suffix “08” is added to the year, *i.e.*, a course taken in the fall semester of 2002 has a Term of “200208”, fall semester of 2004 has a Term of “200408”, *etc.*
 - For Spring semesters, the suffix “02” is added to the year, *i.e.*, a course taken in the spring semester of 2002 has a Term of “200202”, spring semester of 2004 has a Term of “200402”, *etc.*
- Research courses (*i.e.* CHEM 9000) taken during summer semesters do not have to be included on the form.
- A maximum of 45 hours of CHEM 9000 may be included on the program of study.
- Up to 10 hours of chemistry seminar courses (*i.e.* CHEM 8120, 8130, 8140 or 8150) may be included on the Final Ph.D. Program of Study. Two hours of chemistry seminar must be letter-graded, *i.e.* you must receive a grade of A – F rather than S/U. The two graded seminar courses must be noted on the program of study by placing an asterisk (*) next to the course number and term.
- GRSC 7770 may not be included in the Program of Study, but may be listed under “Other”.
- ELAN 7768 and 7769 may not be included in the Program of Study, but may be listed under “Other”.
- No course in which you earn a grade below a "C" may be included on a Program of Study.
- If you are enrolled in a dual degree program, no courses taken for the other degree for which you are enrolled may be listed on your chemistry Program of Study.
- To be eligible to graduate, a student must maintain a 3.0 average on all courses in the Program of Study, as well as on all graduate courses taken.
- All requirements for the Ph.D. degree, except the writing of the dissertation and final defense, must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student's program of study.