

**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 (Miguel Cabrera, Room 4119) or the Program Coordinator (Jennifer Klute, Room 4123) to inform the department of your arrival.
2. Contact Jennifer Klute (Room 4123) to:
  - a. Obtain office space
  - b. Obtain keys to building, offices, and laboratories
  - c. Be assigned a mailbox
3. Contact Caleb Neely (Room 3111) to provide documentation for your assistantship. You will need to provide either one document from "List A" OR one document from "List B" AND one document from "List C" as indicated in the link below.

<http://www.uscis.gov/i-9-central/acceptable-documents>

4. Make an appointment with your Major Professor to complete an advisement form and select courses to take during your first semester (you can download an advisement form from the link below for Graduate Student Resources).

<https://cropsoil.uga.edu/graduate/student-forms.html>

5. After being advised, take or email the advisement form to the Program Coordinator (Room 4123, [Jennifer.klute@uga.edu](mailto:Jennifer.klute@uga.edu)) to be cleared for registration. The same form needs to be completed and submitted to the Program Coordinator at the end of each semester to be cleared for registration for the following semester.

6. **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. Submit your Advisory Committee in Gradstatus.uga.edu using form G130.

Before the end of the first semester, hold a meeting of your Advisory Committee to finalize your Program of Study, then submit it in Gradstatus using form G138.

7. **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 Program Coordinator by the end of the second semester. The research proposal should have a cover sheet with names and signatures of all the committee members.

8. **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 Program of Study and your research proposal are approved. Submit your Advisory Committee and Program of Study in Gradstatus.uga.edu using

form G130 and G138, respectively. Submit the research proposal approved by your advisory committee to the Program Coordinator. The research proposal should have a cover sheet with names and signatures of all the committee members.

**9. 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. At least 3 weeks before the oral exam, notify the Graduate Coordinator or Program Coordinator 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.

**10. 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. The form can be found at the link below.

<https://cropsoil.uga.edu/graduate/student-forms.html>

11. When all requirements for your degree have been met, contact your Advisory Committee to hold a final defense. Notify the Graduate Coordinator or Program Coordinator 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 Program Coordinator. The form can be found at the link below.

<https://cropsoil.uga.edu/graduate/student-forms.html>

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

13. Leave all laboratory and field notebooks with your Major Professor (you can keep copies) and provide pertinent electronic data to your Major Professor. Provide an electronic copy of the final version of your thesis/dissertation to the Program Coordinator.

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

1. Notify Graduate Coordinator/Program Coordinator of your arrival: \_\_\_\_\_
2. Contact Jennifer Klute to obtain office space, keys, mailbox: \_\_\_\_\_
3. Contact Caleb Neely to provide documentation: \_\_\_\_\_
4. Meet with Major Professor to be advised on courses for first semester: \_\_\_\_\_
5. Contact Program Coordinator to be cleared for registration: \_\_\_\_\_
6. Submit Advisory Committee in Gradstatus: \_\_\_\_\_
7. Submit Program of Study in Gradstatus: \_\_\_\_\_
8. Submit approved research proposal: \_\_\_\_\_
9. Pass Comprehensive Exam (complete Student Performance forms): \_\_\_\_\_
10. Annual Graduate Student Evaluation form completed: \_\_\_\_\_
11. Pass final defense (complete Student Performance form): \_\_\_\_\_
12. Schedule Exit Interview with Department Head (complete forms): \_\_\_\_\_
13. Provide an electronic copy of thesis/dissertation to Grad Coordinator: \_\_\_\_\_