

Biology PhD Program Timetable

FORM or ACTION	TIMING or DEADLINE ¹
Take introductory courses	First year
Rotate through labs of interest	First year
Select a faculty advisor from among the faculty of the School of Biology	As early as possible and no later than the end of your 12 th month in the program
In consultation with your advisor, form your thesis advisory committee including at least three biology faculty. Submit the Thesis Committee Membership Form to the Biology graduate office	As early as possible and no later than the end of your 12 th month in the program
Meet with your thesis committee and fill out a Preliminary Program of Study Form . Submit the completed form to the Biology graduate office	As early as possible and no later than the end of your 12 th month in the program
Submit your Approval of Doctoral Minor Form to the Biology graduate office and to Graduate Studies	As soon as you complete the nine credits required for the minor
Request approval of your thesis topic by filling out the upper portion of the Request for Admission to PhD Candidacy Form , then submit it to the Biology graduate office	After completing your preliminary program of study
Take the written part of the qualifying exam , which is offered in the beginning of spring semester	Normally taken in January, and no later than in March of your 2 nd year in the program
Take the oral part of the qualifying exam	Within three months of passing the written qualifying exam, or end of your 2 nd year, whichever is later
Have the Request for Admission to PhD Candidacy Form signed by the Graduate Coordinator, then it is submitted to Graduate Studies by the Biology graduate office	After passing the oral exam

¹ Unless otherwise noted, the deadlines are for submission of forms to the Biology graduate office.

FORM or ACTION	TIMING or DEADLINE ¹
Carry out your research and publish at least one refereed paper	As early and quickly as possible
Meet with your thesis committee at least annually. Submit a Thesis Committee Meeting Report Form signed by the members of your committee to the Biology graduate office.	Once a year.
If necessary, you can modify your thesis committee membership by submitting a revised Thesis Committee Membership Form to the Biology graduate office.	As necessary, but no later than one semester prior to thesis defense
Write your thesis. See the "Manual for Graduate Theses," available from the Graduate Studies office (http://www.gradadmiss.gatech.edu/thesis.php).	As early and quickly as possible
Teach at least one course (2 credit hours or more of GTA time) as a teaching assistant.	No later than the end of your 4 th year in the program
Submit a Petition for Degree and Approved Program of Study Forms to the Biology graduate office.	Submit these forms by the deadline announced by the Biology graduate office, which will always be the semester before graduation
Schedule your thesis presentation and defense.	Two weeks prior to the presentation, notify the administrative assistant in the Biology main office of the desired date and time to arrange for a room and announcement
Distribute the final draft of your thesis and any submitted or published papers: one copy to each committee member and one copy in room 208 Cherry Emerson.	As early as possible but no later than two weeks prior to thesis defense
Submit the Certificate of Thesis Approval Form and a copy of your completed thesis to the Institute Graduate Studies and Research Office.	After your defense and by the Registrar's deadline