

## Instructions for Processing Defense forms (G137, G140, G164) in Grad Status

Student will initiate the form by submitted G137, G140, or G164 depending on what degree program the student is pursuing.

Graduate Coordinator and Graduate Coordinator Assistant will receive an email notification when a defense form has been submitted for approval. The GC or GCA will need to login to Grad Status to assign the form to the committee. Once login to Grad Status, go to Department – Submissions.

Select the form from the drop down box and click on the “Go to workflow inboxes”

Department: 4-H & Youth CES

Form: Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140) [1]

Submissions: [Go to workflow inboxes](#) • This form has departmental workflow inboxes.

Name	Date/Time	Unread Discussion Messages
Cheri Bliss	08/28/2020 09:35:12 AM	

Found: 1

New forms that need to be assigned to committee members will appear in the New Inbox. Click details to review the form. Click Committee Approval Needed when ready to assign to the committee.

Name	Date	Actions
Bliss, Cheri	8/28/2020	<span>Committee Approval Needed</span> <span>Ignore</span>

The form will move to the Committee Approval Needed inbox. Click on the icon under forms to assign to committee members.

Date	Forms
8/28/2020	<p>No recipients yet.</p>

Committee member names will appear on Suggested Recipients list. You will need to assign by searching for their names in the Recipient Pool area. If you are unable to find a member in the Recipient Pool, contact [gradinfo@uga.edu](mailto:gradinfo@uga.edu).

Once you have located the name of the member in the drop down box, click the green arrow to add to the Recipients to Assign area. Once all members are appearing in the Recipients to Assign area, click Save and Send Notifications.

All committee members should receive an email that looks like this:

Dear Cheri BLISS,

We have received a new submission from Cheri Bliss for the Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140) form. We need your response to the following question. Please go to the following URL link to submit your response:

<https://gradstatus.uga.edu/Inquiry/92wuVH-CJFjvXu5W9kwP1A>

Graduate School

The committee member must click on the link and respond to the following questions:

The masters/doctoral advisory committee has read and reports the following actions on the above thesis/dissertation.

At least two of the three members must approve the thesis before the final defense may be held.

Decision

If the advisory committee declines approval of the thesis as ready for the final defense , the major professor will notify the student.

Oral Exam Passed?  Thesis Defense Date

Two positive votes are required for approval of both the defense of the thesis and the examination.

Final Exam Passed (if applicable)?  Final Exam Date

Once the committee member has responded, the member should hit Submit.

The form will move to either the Committee Responded Inbox or Committee Denied Inbox once all have responded. It is the department's responsibility to make sure the committee responds to requests in a timely manner. An email will be sent to the GC and GCA when all committee members have responded.

Once the committee has responded, the form will move to the Committee Responded inbox. The GC or GCA will need to send to the GC for approval. Click on Grad Coord Approval Needed box.

Name	Date	Actions	
Bliss, Cheri	8/28/2020	  	<input type="button" value="Grad Coord Approval Needed"/> <input type="button" value="Committee Denied"/>

You will assign to the Grad Coordinator in the same way you assigned to the Committee Members above. Once the email is sent to the GC, an email will be sent to the GC requesting approval. The GC will see the votes of all the committee members and will be able to approve or deny the submission.

Once the GC has approved, the GC or GCA can send the form to Department Approved or Major Prof Approval Needed. You will only need to send to the Major Professor again if the student needed to make revisions and the Major Professor must review again.

<i>Name</i>	<i>Date</i>			<i>Actions</i>		
Bliss, Cheri	8/28/2020				<a href="#">Department Approved</a>	<a href="#">Major Prof Approval Needed</a>

Once the form has been sent to Department Approved the Graduate School will review. The form should be in the Graduate School no later than 1 day after the deadline date posted on the Graduate School website.