

# A Guide to SEAS “G” Forms

*If you want to [see action listed in column A], then complete a [see form listed in column B].*

To be completed during first semester.	<b>MS/ME:</b> Submit a plan of study outlining 30 credit hours of course work and research required to graduate.	<b>G101</b> (may be re-submitted if changed)
	<b>PhD:</b> Submit a plan of study outlining 72 credit hours of course work and research required to graduate.	<b>G102</b> (2 pages/may be re-submitted if changed)
	<b>PhD:</b> Appoint your advisory committee.	<b>G103</b> (may be re-submitted if changed)
	<b>MS/ME &amp; PhD:</b> Identify a faculty member as your academic advisor.	<b>G104</b>
	<b>MS &amp; PhD:</b> Request any graduate examination (MS final, PhD Qualifying, Dissertation Proposal or Final).	<b>G105</b>
	<b>PhD:</b> Submit a report of your qualifying exam.	<b>G107</b>
	<b>PhD:</b> Submit documentation of dissertation proposal, to be completed at the “Proposal Examination.”	<b>G108</b>
	<b>MS:</b> Submit a report of Final Examination, to be completed at exam.	<b>G110</b>
	<b>PhD:</b> Submit a report of Dissertation Final Examination, to be completed at exam.	<b>G111</b>
	<b>MS/ME:</b> Record transferred credits/courses—will appear on UVa transcript (limit 6 in MS/12 in ME).	<b>G112</b>
	<b>MS/ME &amp; PhD:</b> Apply for graduate degree (submit by 10/1, 2/1 or 6/1) for graduation at semester’s end.	<b>G113</b>
	<b>MS:</b> View thesis preparation Checklist.	<b>G122</b>
	<b>MS/ME:</b> Request to continue from Master’s program to PhD.	<b>G123</b>

