



# **GRADUATE STUDENT HANDBOOK**

---

**PH. D.**

**2024**



## Table of Contents

WELCOME TO UGA GEOGRAPHY'S GRADUATE PROGRAM!	3
IMPORTANT LINKS AND PORTALS	4
GENERAL OVERVIEW AND TIMELINE	5
REQUIRED COURSEWORK	6
PHD DEGREE OBJECTIVE CHECKLIST	8
COURSE ADVISING	9
➤ Form: Advising Form	9
IMPORTANT MILESTONES OF THE GEOGRAPHY DOCTORAL PROGRAM	10
1. MAJOR PROFESSOR SELECTION	10
➤ Form: Major Professor/Co-Advisor	10
2. ADVISORY COMMITTEE SELECTION	11
➤ 2 Forms:	11
3. PRELIMINARY PROGRAM OF STUDY	12
➤ Form: Doctoral Preliminary Program of Study	12
4. USING HUMAN SUBJECTS IN THESIS RESEARCH	12
5. DISSERTATION PROPOSAL	13
➤ <b>Ph.D. DISSERTATION PROPOSAL ACCEPTANCE form</b>	13
6. FINAL PROGRAM OF STUDY	14
➤ Form: Program of Study (G138)	14
Sample Program of Study for PhD Students	15
7. COMPREHENSIVE / QUALIFYING EXAMINATIONS	16
WRITTEN COMPREHENSIVE EXAMS	16
➤ <b>No form is needed for this step. Student makes exam arrangements with advisor.</b>	16
ORAL COMPREHENSIVE EXAMS	16
➤ <b>No form needs to be completed by the student for this step. Action to take instead:</b>	16
8. DOCTORAL CANDIDACY	17
➤ <b>Form: Application for Admission to Candidacy for Doctoral Degrees (G162)</b>	17
9. DISSERTATION DEFENSE & FINAL ORAL EXAMINATION	18
➤ <b>Form: Approval Form for Doctoral Dissertation and Final Oral Examination (G164)</b>	18
10. APPLICATION FOR GRADUATION	20
11. FINAL SUBMISSION OF DISSERTATION TO GRADUATE SCHOOL	21
➤ <b>Form: Electronic Thesis &amp; Dissertation (ETD) Submission Approval Form (G129)</b>	21
ENROLLMENT REQUIREMENTS AND TIME LIMITS	22
RESPONSIBILITIES OF THE STUDENT	24
UNIVERSITY OF GEORGIA'S ACADEMIC HONESTY POLICY	24
FERPA (Family Educational Rights and Privacy Act)	24
COMPUTER ETHICS	24
UNIVERSITY OF GEORGIA – NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY	25
DUTIES OF GRADUATE ASSISTANTSHIPS	26
DEPARTMENTAL GUIDANCE FOR GRADUATE STUDENTS	27
WHEN YOU NEED HELP	28
CARREL SPACES & ROOM GUIDELINES	29
GRIEVANCE PROCESS FOR ACADEMIC MATTERS	31
WHAT THE FORMS LOOK LIKE AND WHERE TO FIND THEM	32
<b>APPENDIX A. Departmental Forms for PhD Program</b>	32
<b>APPENDIX B. Graduate School Forms for PhD Program</b>	37

## WELCOME TO UGA GEOGRAPHY'S GRADUATE PROGRAM!

We are excited you are here!

This handbook will set you up for success. It lays out the steps, requirements, and timelines of your graduate degree. While you are in our program, you will work with your advisor, other faculty, and staff to select courses and research activities that will offer general training in advanced Geography, and also make you an expert in your chosen subfield. Taking this journey is an exciting and challenging task, and one that we hope you enjoy!

**Please consult this handbook often to review steps and requirements.** While the Graduate Program Coordinator and the Graduate Program Administrator (GPA) are here to help, your time in our program will proceed much more smoothly if you consult this handbook regularly.

The first part of this book [pp 04-21] provides a general overview of the required coursework, program steps, and required forms toward your degree. We then provide some general Graduate School and Department of Geography policies [pp 22-31] and an appendix with sample forms [pp 32-41].

We wish you the best as you move through the program. Please contact your advisor, Graduate Program Coordinator, or the Department Head if you have questions or concerns along the way.

**Note:** you can also find a downloadable PDF version of this handbook in the Department of Geography website at <https://geography.uga.edu/graduate-student-handbooks>

## IMPORTANT LINKS AND PORTALS

### **Graduate School Forms:** <https://grad.uga.edu/index.php/current-students/forms/>

**GradStatus** is the primary portal for processing Graduate School paperwork. Many important forms will be submitted, tracked, and approved through this website by both the student and the department.

- <https://gradstatus.uga.edu/>

### **Department of Geography Forms:**

Some required forms are produced and recorded through the Department of Geography. These can be found on the **Department website**.

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

### **Student Information:**

**Athena** is the University's student information system. Athena provides online access for students to view academic and financial aid records, register for classes, pay tuition and fees, update personal information and apply for graduation.

- [www.athena.uga.edu](http://www.athena.uga.edu)

### **Graduate School Dates and Deadlines:**

Many important dates and deadlines are on the **Graduate School's website**. All paperwork for the steps of the Ph.D program has deadlines. There are also several important deadlines to be aware of the semester you would like to graduate. The dates change from semester to semester and year to year, so check them often.

- <https://grad.uga.edu/current-students/important-dates-deadlines/>

### **FERPA (Family Educational Rights and Privacy Act)**

- <https://reg.uga.edu/general-information/ferpa/>.

### **eLearning Commons**

- [elc.uga.edu](http://elc.uga.edu)

### **OneUSG Connect**

- [https://onesource.uga.edu/resources/oneusg\\_connect\\_system/](https://onesource.uga.edu/resources/oneusg_connect_system/)

## GENERAL OVERVIEW AND TIMELINE

The doctoral program is intended to take four years. For the first two years, the doctoral *student* takes courses, completing required courses and those tailored to their own scholarly interests and research needs. The doctoral student is focused on learning and developing knowledge and skills with which to execute the dissertation. For the second two years, the doctoral *candidate* focuses on executing and writing the dissertation research. The transition from doctoral student to doctoral candidate is achieved by completing coursework, passing comprehensive/qualifying examinations, and successfully defending a dissertation proposal in the 4<sup>th</sup> or 5<sup>th</sup> semester of the program (at 2 – 2.5 years). Each of these events involves the student's entire doctoral committee.

The table below provides general guidelines designed to help students progress toward their degree objective and to assist the faculty in assessing the student's accomplishments and satisfactory progress.

**An overview of the doctoral program timeframe looks like this:**

Semester 1	Semester 2	Semester 3	Semesters 4 and 5
Coursework, including <b>GEOG 8900</b>  GRSC 7770 if you will be a TA  Identify Major Professor	Coursework, including <b>GEOG 8910 and GRSC 7001</b>  Identify Advisory Committee  Plan Preliminary Program of Study (POS) with advisor  Discuss Research Project with Advisor	Coursework  Continue to Develop Research Project  Discuss Comprehensive Exams Content and Format with Advisor  Prepare for Comprehensive Exams	Complete Coursework  Submit final Program of Study (POS)  Written and Oral Doctoral Comprehensive Exams  IRB Human Subjects (if needed)  Dissertation Proposal Defense  File for Admission to Candidacy  Dissertation Research

Semester 6	Semester 7	Semester 8
Dissertation Research and Writing	Dissertation Research and Writing	Dissertation Defense  File for Graduation & Meet all Graduate School Deadlines, Including Dissertation Format Check and Commencement Information

## REQUIRED COURSEWORK

The Geography Department requires 32 hours of coursework on the PhD program of study (two more than minimum required by the Graduate School). The program of study (POS) is a formal graduate school document which lists your courses and should constitute a logical whole. It should prepare you for and support the work you do for your dissertation.

Work with your major professor and advisory committee to choose courses for your program of study. Consult the UGA Course Bulletin (<https://bulletin.uga.edu/CoursesHome>), plan ahead and reach out to the faculty teaching courses you are considering. It is perfectly acceptable to ask if you can see a syllabus before taking the class. There won't always be one available, but if there is, it can help you make decisions about your program of study.

### Graduate School Requirements

- 30 hours of degree credit:
  - Must include 16 hours of course work at 8000- and/or 9000-level, excluding GEOG 9000, 9005, 9300 and all independent study or directed problems courses,
  - 3 hours of GEOG 9300 must be counted in the required 30 hrs.
- ❖ **NOTE:** GRSC 7770 is required for ALL Teaching Assistants (TA)
  - It does not count towards the program of study.

### Departmental Requirements:

#### **Core [4 core courses (8 hours) must appear on your Program of Study]:**

- GEOG 8900 (1 hr.) - Proseminar I
- GRSC 7001 (1 hr.) - GradFIRST seminar
- GEOG 8910 (3 hrs.) - Geographic Thought and Methods
  - Unless taken at Master's level or waived by permission of instructor if student has completed a similar course in Master's program elsewhere.
  - If waived, 1 additional 3-hour graduate-only credit course, not including GEOG 9000 or any Directed Problems course from any department, **must be substituted**.
- GEOG 9300 (3 hrs.) – Research credits
  - Students are not permitted to enroll in this course more than once (3 hrs.) prior to passing Written and Oral Comprehensive Exams.
  - A minimum of 3 hours of GEOG 9300 must be listed on the program of study, according to Graduate School policy.

#### **Electives (8 additional graduate-level courses (24 hours) OR 9 additional grad-level courses (27 hours) if waived from GEOG 8910, according to the following conditions):**

- Four courses (12 hrs.) or 5 courses (15 hrs.) if waived from GEOG 8910, must be available for graduate students only.
  - These courses should be in addition to GEOG 8900 & 8910 and GRSC 7001 and will surpass the Graduate School's 16 hr. requirement for 8000-level courses.
  - If you do include a 6000- and 7000-level course open only to graduate students on the program of study form, be sure to check the 'Grad Level Only?' box on the form. Otherwise, this fact may get overlooked.
- GEOG 9000 **cannot** be counted among electives.

- No more than 3 hrs. of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the Program of Study.
- GEOG 6920 Special Problems in Area Analysis and GEOG 6921 Directed Topics in Independent Research- two versions of independent study- **cannot appear** on the program of study.

**Department *Research Skills* Requirement:**

- At least 6 hours of graduate-level “skills” classes approved by doctoral committee must be noted on POS from the above elective courses.

**Note:** While you can take more than 3 hours of GEOG 9000 (research credit) during your program, no more than 3 hours of GEOG 9000 may appear on the program of study.

Credit hours under course number GEOG 9005 Graduate Student Seminar **cannot appear on the program of study**. This is a variable credit, S/U course number used to denote effort toward degree and fill in credit hours where needed in a given semester.

**No grade below C** will be accepted on the Program of Study. To be eligible for graduation, a student must maintain a 3.0 (B) average or higher on the graduate transcript and a 3.0 (B) average on the Program of Study.

You may print the **PhD Degree Objectives Checklist** on the next page (8) to keep track of your required coursework as you follow the guidelines above.



## PHD DEGREE OBJECTIVE CHECKLIST

### STEPS TOWARD DEGREE AND TIMELINE FOR ADEQUATE PROGRESS:

- |  |   |
|--|---|
| <input type="checkbox"/> 1. Major Professor<br>[end of 1 <sup>st</sup> semester]   | <input type="checkbox"/> 7. Written Comprehensive Exam (plan with advisor)<br>[4 <sup>th</sup> or 5 <sup>th</sup> semester]   |
| <input type="checkbox"/> 2. Advisory Committee<br>[end of 2 <sup>nd</sup> semester]  | <input type="checkbox"/> 8. Oral Comprehensive Exam (send email to GPA)<br>[4 <sup>th</sup> or 5 <sup>th</sup> semester] - All info must be provided by email to Grad Coordinator's office <b>3 weeks prior</b> to date of oral exam. |
| <input type="checkbox"/> 3. <b>Preliminary</b> Program of Study<br>[end of 2 <sup>nd</sup> semester]   | <input type="checkbox"/> 9. Admission to Candidacy [end of 5 <sup>th</sup> semester]  |
| <input type="checkbox"/> 4. Dissertation <b>Proposal Defense</b><br>[4 <sup>th</sup> or 5 <sup>th</sup> semester]  | <input type="checkbox"/> 10. Graduation Application (in <a href="#">Athena</a> ) - [Before beginning of 8 <sup>th</sup> semester]-Check the Graduate School website for <a href="#">Deadlines</a> .                                   |
| <input type="checkbox"/> 5. Human Subjects [Yes      No]<br><b>If yes</b> , IRB project # _____<br>Date approved ___/___/___   | <input type="checkbox"/> 11. Doctoral <b>Dissertation</b> Approval and Final Examination<br>[end of 8 <sup>th</sup> semester]   |
| <input type="checkbox"/> 6. Final <b>Program of Study</b><br>[4 <sup>th</sup> or 5 <sup>th</sup> semester] - Must be approved by Grad School before Oral Comp Exam can be scheduled. |   |

### PROGRAM OF STUDY CHECKLIST (32 HOURS):

- When completing the [Program of Study form](#) in GradStatus: list your courses in the order they were taken.

#### Graduate School Requirements:

- Thirty (30) hours of degree credit: Must include 16 hrs. of course work at 8000 and/or 9000-level, excluding GEOG 9000, 9005, 9300 and all independent study or directed problems courses; 3 hours of GEOG 9300 must be counted in the required 30 hrs.
- **NOTE:** GRSC 7770 is required for **ALL Teaching Assistants** (TA) (it does not count towards the program of study)

#### Departmental Requirements:

**Core** (4 core courses (8 hours) must appear on your Program of Study):

- GEOG 8900 (1 hr.) (Repeat if taken at Master's level).
- GRSC 7001 (1 hr.) - GradFIRST seminar
- GEOG 8910 (3 hrs.) (Unless taken at Master's level or waived by permission of instructor if student has completed a similar course in Master's program elsewhere. If waived, 1 additional 3-hour graduate-only course, not including GEOG 9000 or any Directed Problems course from any department, must be substituted).
- GEOG 9300 (3 hrs.) (You are not allowed to enroll in this course more than once (3 hrs. only) prior to passing Written & Oral comprehensive exams)

**Electives** (8 additional graduate-level courses (24 hours), or 9 additional grad-level courses (27 hours) if waived from GEOG 8910, according to the following conditions):

- Four (4) courses (12 hours), or 5 courses (15 hours) if waived from GEOG 8910, must be above the 8000 level. These courses plus GEOG 8900, 8901 & 8910 surpass the Grad School's 16 hr. requirement for 8000-level courses.
- GEOG 9000 **cannot** be counted among electives.
- No more than 3 hrs. of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the Program of Study
- GEOG 6920 & 6921 **cannot appear** on the Program of Study

#### Department Research Skills Requirement:

- At least 6 hours of graduate-level "skills" classes approved by doctoral committee.



## COURSE ADVISING

Taking graduate-level courses is the foundation of the PhD program. Students should meet with their major professor (advisor) to fill out the required **Advising (Class Scheduling) Form** before registering for classes.

Only after this form has been completed and sent to the Graduate Program Administrator (GPA) can your advising hold be lifted every semester. Students should complete this task well before the new semester starts.

**The student is responsible for ensuring they are meeting the program requirements for required courses, level and type of courses, and total hours.**

➤ **Form: Advising Form**

Source: Department of Geography website at: <https://geography.uga.edu/graduate-student-forms>

Instructions:

1. All fields must be filled in completely (including Name, Major Professor/Advisor, Degree Objective, Academic Term, Assistantship (Y/N), student's email)
2. Fill in all fields referring to the courses to be taken, especially Course#, Call/CRN#, Credit hours, and Instructor.
3. Collect Instructor's digital signature and date.

Where to submit: email a digital copy to the Graduate Program Administrator, who will lift the advising hold for the semester so you can register for the classes listed in the form.

When to submit: As soon as possible and well before the new semester starts (ideally at the end of the previous semester).

**Note:** Prepare a new Advising Form for each semester.

## IMPORTANT MILESTONES OF THE GEOGRAPHY DOCTORAL PROGRAM

### 1. MAJOR PROFESSOR SELECTION

During the first semester the student should formalize their major professor. The major professor is the student's primary faculty mentor who is most directly involved in the student's entire program of study and research project.

The major professor should be the faculty member with the most substantial and relevant expertise towards the student's graduate program goals.

➤ **Form: Major Professor/Co-Advisor**

Source: Department of Geography [website](#).

Instructions:

1. Fill in full names for the faculty member(s) who has agreed to serve as your major professor (and co-advisor).
2. Obtain digital signatures with dates from everyone on the form.

**Note:** you must submit a new form if you change major professors and/or add/remove a co-advisor obtaining signatures from everyone-new members and former members.

Where to submit: Graduate Program Administrator, who secures the graduate coordinator's signature and files in the student's Departmental file.

When to submit: As soon as agreement is reached – by the end of 1<sup>st</sup> semester.

Mentor-Mentee Compact: As part of the required GEOG 8900 in your first semester, you will complete a Mentor-Mentee compact. This will allow you to discuss expectations, needs, and procedures with your faculty advisor and come to agreement on key issues. Guidance will be given on this in GEOG 8900.

## 2. ADVISORY COMMITTEE SELECTION

Working with faculty in addition to your major professor is a key part of your training. Members of your committee complement and extend the expertise of your advisor. Students will work with the major professor to select the appropriate committee members.

Requirements:

- The committee must consist of your major professor and 3 additional members, for 4 total members.
  - Major professor + 2 other members must be Graduate Faculty.
  - If co-advised, 5 total members are required.
  - At least 3 members must be from the Geography department.
- Additional voting members may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation.
- The committee will be recommended to the dean of the Graduate School by the graduate coordinator after consultation with the student and faculty members involved.
- **Note:** You must submit a new form if you add and/or remove someone from your Advisory Committee.

### ➤ 2 Forms:

There are two forms to fill out for the advisory committee selection as follows,

#### 1. PhD Departmental Advisory Committee Form

Source: Department of Geography [website](#).

Where to submit: send a digital version of the signed form to the Graduate Program Administrator.

When to submit: as soon as the committee is formed (no later than the end of 1<sup>st</sup> semester) and after all signatures are collected in the form.

Next, fill out this form:

#### 2. Enrolled Student Progress Portal

Source: Graduate School [website](#).

Where to submit: in the [Enrolled Student Progress Portal](#)

Log into the Enrolled Student Progress Portal using your MyID and go to the “AdvCmte” tab to fill out the form.

When to submit: As soon as the committee is formed, and the PhD Departmental Advisory Committee form is completed and turned into the Graduate Program Administrator. It should be submitted no later than the end of 2<sup>nd</sup> semester.

### 3. PRELIMINARY PROGRAM OF STUDY

A Preliminary Program of Study must be submitted by doctoral students at the end of the second semester. The advisory committee, in consultation with the student, is charged with planning the student's program of study and should advise the student of required research skills and other requirements. The preliminary program of study is a plan to help guide you through the courses and can be changed as it is appropriate and advised by the student's committee. The committee is also charged with approving the program of study. This is a departmental form and does not get submitted to the Graduate School.

➤ **Form: Doctoral Preliminary Program of Study**

Source: Department of Geography [website](#).

Instructions: Work with your major professor and advisory committee to choose courses for your program of study.

1. Fill in your name and 81#.
2. Enter the full name of each course you have mapped out with your committee (ex. GEOG 8900 = Geography Proseminar).
3. Have the form signed and dated by your advisory committee chair.

Where to submit: Graduate Program Administrator who will file in the student's departmental file.

When to submit: at the end of the second semester.

### 4. USING HUMAN SUBJECTS IN THESIS RESEARCH

If you use human subjects you need to submit a proposal through the [Office of Research website, after first completing a required CITI training](#). Check the website for detailed guidelines and plan ahead, as the required proposal will be fairly detailed, and the approval by the Human Subjects Committee of the Institutional Review Board typically takes 4-6 weeks.

## 5. DISSERTATION PROPOSAL

### Dissertation Proposal Defense

The doctoral student works with their major professor to develop their dissertation proposal. This will likely take several iterations back and forth, and the progress toward the final version will depend on how clearly the project is defined at the outset, how well prepared the student is to take on that particular project (in terms of grounding literature, conceptual framework, methods), and the feasibility of completion within the expected timeline for a dissertation. Once the student and major professor agree that the proposal is finished, the advisor (or sometimes the student themselves) will share the proposal with the rest of the doctoral committee for their review. The student should reach out to the graduate administrator to schedule a proposal defense, giving the committee members at least two weeks in which to review the proposal before the date of the defense.

For the proposal defense, the student will be asked by the major professor to give a short presentation about the proposed project. Then the committee members will discuss the project with the student, with the goal of ensuring that the project is logically coherent, methodologically sound, and feasible. The proposal defense typically lasts 2 hours.

#### ➤ Ph.D. DISSERTATION PROPOSAL ACCEPTANCE form

Source: Department of Geography [website](#).

#### Instructions:

1. At least 1.5 weeks prior to the Dissertation Proposal Defense:
  - a. Reserve a room for the Proposal Defense by emailing a request to the Graduate Program Administrator at [GeographyGradProgram@uga.edu](mailto:GeographyGradProgram@uga.edu).
  - b. In the email also add the following information: (a) dissertation title, (b) committee members names, (c) day, time, and location(s) of Proposal Defense.
2. After a successful proposal defense, obtain signatures (with dates) from everyone listed on the form.

Where to submit: digitally to the Graduate Program Administrator, who secures the Graduate Coordinator's signature and files the form in the student's departmental file.

When to submit: Prior to the beginning of the 3<sup>rd</sup> semester.

Recommendation: We recommend that you hold your thesis proposal defense during the 2<sup>nd</sup> semester in order to facilitate field-based research efforts during Summer Term.

**Note:** *gaining approval to conduct research with Human Subjects is independent of the dissertation proposal and its defense.*

## 6. FINAL PROGRAM OF STUDY

The Program of Study should prepare and support you for dissertation work. For doctoral students, the department requires a preliminary program of study to be submitted at the end of the second semester.

### ➤ **Form: Program of Study (G138)**

Source: Graduate School [website](#).

Where to submit: [GradStatus](#).

#### Instructions:

1. After filling in your student information, the 'Course Information' section will become available.
2. List each appropriate course in the 'Course information' section in chronological order and click the green '+add' button, continue for each course you've taken/will take in your program.
3. List the courses that will be used to satisfy the department's research skill requirement.
4. List GEOG 8900, 8901 & 8910 in the 'Departmental Requirements' section.
5. Graduate students must list GRSC 7001 on their program of study form (G138) in GradStatus. Students who matriculated prior to Fall 2022 should record their exemption status.

When to submit: no later than the end of the 2nd semester.

Recommendation: Convene the Advisory Committee for a meeting during the 2<sup>nd</sup> semester to discuss the student's emerging research plans and the proposed Program of Study.

The final Program of Study must be fully approved by the Advisory Committee in GradStatus to be finally approved by the Graduate School. Only after the Graduate School has approved the Program of Study that the Comprehensive Exams can then be scheduled.

#### Notes:

- For the **PROGRAM OF STUDY CHECKLIST** see the PHD DEGREE OBJECTIVE CHECKLIST (page 8).
- It is not necessary to list every class taken, only those which meet the requirements listed in the PROGRAM OF STUDY CHECKLIST.
- See a **Sample Program of Study** on the following page (15).

### Sample Program of Study for PhD Students

**Program of Study (G138)**

PLEASE NOTE: Rows/fields that have a purple border have been modified or added.

**Student**

Name	<input type="text"/>	Email	<input type="text"/>	UGA ID	<input type="text"/>
Major	Geography	Objective	Doctoral	Degree	PhD
Department	Geography			Emphasis	<input type="text"/>

**Course Information**

Subject / Course #	Hours	Grade	Term	Year	Grad Level Only?	Validated? Grad School Only
GEOG 6300	3		Fall	2021	No	
GEOG 6350	3		Fall	2021	No	
GEOG 6460	3		Fall	2021	No	
GEOG 6590	3		Fall	2021	No	
GEOG 8900	1		Fall	2021	Yes	
GEOG 8450	3		Spring	2022	Yes	
GEOG 8901	1		Spring	2022	Yes	
GEOG 8910	3		Spring	2022	Yes	
GEOG 9000	1		Spring	2022	No	
GEOG 9000	3		Summer	2022	No	
GEOG 9000	3		Fall	2022	No	
GEOG 8350	3		Spring	2023	Yes	
GEOG 8550	3		Spring	2023	Yes	
GEOG 8590	3		Spring	2023	Yes	
GEOG 9000	2		Spring	2023	No	
GEOG 9000	3		Summer	2023	No	
GEOG 9300	5		Fall	2023	No	
GEOG 9000	9		Spring	2024	No	

**Other Information**

Total Hours:	<input type="text"/>
Total 8000/9000 level hours add (for doctoral student use only)	<input type="text"/>
Total Grad Only level courses (for MAMS students only)	<input type="text"/>
Courses start to Expire	<input type="text"/>
GPA:	<input type="text"/>
Research Skills Requirement	<input type="text"/>
Departmental Requirements	<input type="text"/>
Human subject agreements	<input type="text"/>
Completed Masters Degree	<input type="text"/>



## 7. COMPREHENSIVE / QUALIFYING EXAMINATIONS

### WRITTEN COMPREHENSIVE EXAMS

The form of these exams varies somewhat across the department, by research domain and by major professor. Common to all approaches is that the student reads deeply and carefully in three reading lists that inform their identity as an emerging scholar and often also inform their intended dissertation research, and then sits for written exams that have been arranged and agreed upon by their doctoral committee. The student submits their written responses (essays) to their major professor, who then shares them with the rest of the doctoral committee.

➤ **No form is needed for this step. Student makes exam arrangements with advisor.**

### ORAL COMPREHENSIVE EXAMS

The major professor schedules an oral examination with the entire committee at least two weeks after the written essays have been disseminated to the committee. The oral exam typically lasts 2 hours. The purpose is to test the student's knowledge of the subject matter in verbal format. The oral exam consists of the committee members asking the doctoral student to elaborate on elements of the essays.

The student must be registered for the appropriate number of hours prior to the exam. There must be an approved Advisory Committee form and an approved Final Program of Study form on file with the Graduate School prior to this notification. All members of the Advisory Committee must be present for the entire exam. The Graduate School must be notified if the exam is postponed, or the student fails the exam.

➤ **No form needs to be completed by the student for this step. Action to take instead:**

- The student sends an email to the Graduate Program Administrator **3 weeks prior to the oral examination** to make a room reservation and to request the announcement be sent to the Graduate School. The email should contain the reason for reservation, date and time of exam, list of committee members.

## 8. DOCTORAL CANDIDACY

Once the doctoral student has completed the required coursework and completed their Program of Study as well as passed the comprehensive/qualifying exams and successfully defended their dissertation proposal, they have reached doctoral candidacy.

Whereas the doctoral student is focused on learning, developing knowledge and skills with which to execute the dissertation, the doctoral candidate is focused on researching and writing up the dissertation. A number of things change administratively for doctoral candidates.

Admission to Candidacy Requirements:

1. An average of 3.0 (B) must be maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C will be accepted as part of the Program of Study.
2. Written and oral comprehensive examinations must have been passed and reported to the Graduate School.
3. A dissertation prospectus must be presented and approved.
4. The residence requirement must be met.

The Admission to Candidacy form is initiated by the student in [GradStatus](#). It will automatically be routed to the major professor for approval.

➤ **Form: Application for Admission to Candidacy for Doctoral Degrees (G162)**

Note that the Admission to Candidacy form can be submitted at the same time as the notification of the Oral Doctoral Comprehensive Exam if all requirements for candidacy have been met. If not, the Admission to Candidacy form should be submitted only when requirements are met.

## 9. DISSERTATION DEFENSE & FINAL ORAL EXAMINATION

### **Dissertation Approval and Defense policy**

When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community. The committee members must have three weeks to read and evaluate the completed dissertation.

Written assent of the committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. No more than one dissenting vote may be allowed for the approval of the dissertation. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School.

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or video conference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The defense can be held completely remotely if approved by the graduate coordinator and the unit/department head. The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. Abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester.

Once the dissertation has been approved by the advisory committee and the final oral examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester. Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

### ➤ **Form: Approval Form for Doctoral Dissertation and Final Oral Examination (G164)**

Source: Graduate School

Where to submit: GradStatus

**Instructions:**

1. Initiate form **two weeks in advance** of the anticipated defense date. Provide the thesis title, full names of major professor/co-advisor and each Advisory Committee member, date, time and location(s) of the defense, whether human subjects were used, and, if yes, IRB approval date and project number.
2. After submission, the Graduate Program Administrator will route it to Advisory Committee members prior to the defense.

**When to submit:** Two weeks prior to defense date

**Final Dissertation Defense**

Following the approval of the major professor, the student will send their dissertation to all members of their doctoral committee members. It is best to ask the faculty members about their preferred format (i.e., hardcopy or digital) in which to receive the thesis. They need to receive it at least 2 weeks before the final oral defense. In addition, the defense must be scheduled to as to allow at least 3 weeks between the thesis defense and the Graduate School's [final deadline](#) for submitting the final version of the thesis and all approval paperwork. This time may be needed to make final adjustments to thesis, responding to issues identified or questions raised in the thesis defense. Thus, you'll need to plan ahead carefully in order to fit the thesis defense into the semester you plan to graduate.

The dissertation defense will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period. At the defense, which typically lasts for 2 hours, the student gives an oral presentation about the dissertation for the committee members and others who may want to attend (e.g. geographers, members of the university community, friends and family). The format of the presentation may be similar to a conference presentation and is typically 15-20 minutes long. The presentation is followed by a Q&A from the audience. After Q & A, all but the committee members are excused, and the committee members engage in discussion with the student about the dissertation. They may ask for additional clarification of points in the dissertation, or they may argue with a premise or finding. Many faculty interpret this conversation as a means to find the limits of what the student knows about the subject matter. It is for these reasons that the meeting is called a defense. It is not a hostile encounter by any means, but you do need to be ready to defend, explain, and expound upon your work.

The advisory committee must approve the student's thesis and defense with no more than one dissenting vote (e.g., three of the four advisory committee members must approve, including the major professor) and must certify their approval on the Thesis Defense Form.

## 10. APPLICATION FOR GRADUATION

Source: [Athena](#)

- Late filing for graduation is done in [GradStatus](#)

Instructions: An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

Where: Apply online in Athena following the instructions found at the Graduate School website under FORMS FOR CURRENT STUDENTS>GRADUATION

- <https://grad.uga.edu/index.php/current-students/forms/>

When to submit: No later than Friday of the second full week of classes (first full week for summer) in the semester of the anticipated graduation date.

Recommendation: File as early as possible so that the Graduate School has time to notify you if you are missing anything needed to graduate. Once you have applied for graduation, you *may* postpone it if necessary. **It is up to the student to remember to apply for graduation, not the major professor/Graduate Coordinator.**

Note: this deadline occurs within the first 5-8 days of the start of each semester (first 5 days for summer). Students are able to file late for graduation in GradStatus for a fee of \$50. Remember, you can submit the application and, if you end up needing more time, you can request to move the application to another semester.

### **Enrollment at Time of Graduation**

Students must be registered during the semester in which they intend to graduate. Each must strictly adhere to the deadline dates as posted on the Graduate School website [Important Dates & Deadlines - UGA Graduate School](#). However, if the student does not meet these deadlines, they will be removed from graduation for that term and will have to reapply to graduate through Athena in a future term.

## 11. FINAL SUBMISSION OF DISSERTATION TO GRADUATE SCHOOL

All dissertations have to be submitted in electronic form (pdf) to the Graduate School. For details, please check the Graduate School website on “Theses & Dissertations Guidelines”: [using this link](#).

Please note: a format check must be approved by the Graduate School prior to Electronic Thesis and Dissertation (ETD) submission. See Graduate School format check deadline found under Important Dates and Deadlines: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

### ➤ **Form: Electronic Thesis & Dissertation (ETD) Submission Approval Form (G129)**

Source: Graduate School website.

Instructions: after deciding on a release option with their major professor, student should log into GradStatus and select ETD Submission Approval (G129) from the forms tab. Form will automatically route to the student’s major advisor who must approve it.

Where to submit: GradStatus.

When to submit: After changes to the dissertation suggested by the Advisory Committee are approved by the major professor.

**Note**: Selection of any option other than #1 on the ETD Submission Approval Form, open and immediate access, will require written documentation of the reasons. Please read the information sheet carefully.

## ENROLLMENT REQUIREMENTS AND TIME LIMITS

### **Minimum Enrollment**

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation.

### **Continuous Enrollment Policy**

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met.

All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

### **Residence Credit Requirement**

The residency requirement for the Doctor of Philosophy degree and the Doctor of Public Health degree is interpreted as 30 hours of consecutive graduate course work that is included on the approved program of study (20 hours for EdD and DMA degrees).

There is no residency requirement for master's or EdS degree programs.

### **Leave of Absence**

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.

An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

### **Time Limits**

Doctoral students must complete all course work on their approved program of study and be admitted to candidacy within six years of matriculation.



For all degrees the six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

For doctoral students, the time limit to complete the dissertation and qualify for graduation **is five years following admission to candidacy**. After this time, the student's candidacy will be considered expired and the student must retake the comprehensive exams and be re-admitted to candidacy in order to defend the dissertation and qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

### **Extension of Time**

A special request for an extension of time on the six-year expiration of coursework or the five-year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy.

A petition of this type must include:

- 1) a specific timeline for the completion of requirements
- 2) an approved advisory committee form, if required for the degree
- 3) an approved program of study and a letter of support from both the program graduate coordinator and the major professor.

## RESPONSIBILITIES OF THE STUDENT

### **Each student has the responsibility to ensure that:**

- They understand and follow the guidelines defined in this handbook.
- All deadlines from the Graduate School are met.
- All forms are completed on time and copies are on file with Graduate Program Administrator and/or Graduate School.

The Graduate Program Coordinator and the Major Professor will provide advice to the student on these matters. **Deadlines are subject to change, so check them often.** Deadlines are posted at the Graduate School website <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

You can find details of all degree requirements at <https://grad.uga.edu/graduate-policies/>

## UNIVERSITY OF GEORGIA'S ACADEMIC HONESTY POLICY

All students at UGA are expected to read the University's academic honesty policy and comply with it. Please read the document titled, "A Culture of Honesty", that can be located on the Office of Academic Honesty and Student Appeals website (<https://honesty.uga.edu/Academic-Honesty-Policy/>). As an instructor, it is important that you follow this policy if you discover academic dishonesty.

## FERPA (Family Educational Rights and Privacy Act)

The University of Georgia is legally and ethically obligated to protect the confidentiality of students' records. The Office of the Registrar provides several resources to help faculty and staff learn about student privacy rights and responsibilities under the Family Educational Rights and Privacy Act (FERPA). Each new employee who will have access to any student information system is required to complete the FERPA quiz and certification. Current employees will be asked to complete a recertification on an annual basis. To complete the required training and quiz visit <https://reg.uga.edu/general-information/ferpa/>.

## COMPUTER ETHICS

All students at UGA should take note of computer ethics governing their use of computers. You are strongly encouraged to read the full document on University of Georgia "Policies on the Use of Computers", which can be located on the University Enterprise Information Technology Services (EITS) website [http://eits.uga.edu/access\\_and\\_security/infosec/pols\\_regs/policies/aup](http://eits.uga.edu/access_and_security/infosec/pols_regs/policies/aup). The penalties for breaking the rules can be severe.

The Department of Geography provides all graduate students with computer access to the Department's network server. We expect all students observe the [UGA computer use policies](#). Students should respect each user's privacy and intellectual property rights and should never attempt to interfere with and/or copy other users' files in their home directories. Students should never illegally install computer software into the departmental computers. Nor should they attempt to "crack" or infest a computer with viruses. Violations of these policies may lead to various disciplinary measures and consequences, including termination of employment or criminal prosecution.

**UNIVERSITY OF GEORGIA – NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY**

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. Please visit the following website and read it carefully:

<https://eoo.uga.edu/policies-resources/ndah-policy/>

## DUTIES OF GRADUATE ASSISTANTSHIPS

In the Department of Geography, we offer to qualified students two types of **graduate assistantships: teaching assistantship** and **research assistantship**. The type of assistantship offered to a student depends on the needs of the academic or administrative unit and the qualifications of the individual student. Whenever possible, the duties assigned to a graduate assistant are relevant to the graduate program and the professional goals of the student.

The combination of the graduate assistantship(s) and departmental supplement cannot exceed 20 hours of work per week. Students must continue to be full-time taking at least twelve hours of graduate credit in both fall and spring semesters and nine hours of graduate credit in summer semester. A salary guide for graduate assistants is distributed annually by the Graduate School.

### **Graduate Teaching Assistantship**

Graduate teaching assistants (GTAs) are students who are assigned instructional duties in a course regardless of the student's specific instructional responsibilities in an academic course. All GTAs are required to fulfill the requirements set forth in the [TA/LA Policy](#), including attendance at the TA Orientation, completion of GRSC 7770 or equivalent course, and demonstration of language requirement (international students). GTAs should work under the supervision of experienced faculty members as a means of developing teaching skills in the academic discipline.

GTAs may be assigned as an Instructor of Record for a course or a section that is part of a regularly scheduled course. As an Instructor of Record, the graduate student may have autonomy for teaching and assigning grades as per [UGA Policy 4.07-13 Instructor of Record](#).

### **Graduate Research Assistantship**

Graduate research assistants (GRAs) are students who are assigned to assist one or more faculty members in the conduct of research. In most instances, research assistants are assigned duties such as library searches and laboratory experiments under the close supervision of faculty mentors. GRAs do not have instructional duties.

### **Graduate Assistantship Offer letter**

Each graduate student participating in a GRA or a GTA will receive an offer letter that describes their duties, benefits and monthly payment amounts (pre-tax) to be received. These letters are submitted for payroll to the Franklin College Business Office. You should use this information to plan accordingly for the year and inform the Graduate Program Administrator if there are any discrepancies in the amounts you receive. Any discrepancies in payroll amounts will need to be rebalanced by payment to the Franklin Business Office.

### **UGA Onboarding**

All newly-hired faculty and staff use the UGA Onboarding System to complete their required paperwork and view important policy information. Learn more about the UGA Onboarding System: [https://hr.uga.edu/Prospective\\_Employees/Hiring\\_Process\\_Onboarding/](https://hr.uga.edu/Prospective_Employees/Hiring_Process_Onboarding/).

Questions may be directed to [onboard@uga.edu](mailto:onboard@uga.edu) or 706-542-2222.

## DEPARTMENTAL GUIDANCE FOR GRADUATE STUDENTS

### DUPLICATING SERVICES

Graduate teaching assistants are expected to produce their own class-related work. Graduate teaching assistants are allowed to make all class related copies on the main office copy machine. **Central Duplicating** can be used for tests and hand-outs for large classes if you are unable to make copies yourself. This work should be submitted to the office manager along with all information (name, number of copies needed, due date). Your name should appear on all tests. All copies will be printed on the front and back on white paper unless otherwise noted. Please allow adequate time (up to one week during mid-term and finals week) for work to be printed and returned.

### COPYING

If you are not familiar with operating the copy machine, please ask one of the staff for assistance. **DO NOT leave the copier jammed!** Let one of us know if help is needed. Due to the heavy usage of our copy machine, it is not feasible to make personal thesis or dissertation copies, and it is less expensive to go elsewhere. **PLAN AHEAD. DO NOT come to the main office to copy after 4:45 PM. The main office hours are 9:00 AM - 5:00 PM.** The office staff will not stay beyond 5:00 so you can finish copying. If you come after 4:45 you will be asked to come back the next business day. For large jobs please come in by 4:00 PM.

### LAB PRINTERS

Lab printers are to be used for Geography-related course work. They are not for personal printing. Printing of fliers for personal organizations, websites containing personal interest information, PowerPoint presentations for a non-Geography related course, or printing by family members.

### ENTRANCE TO BUILDING

You may access the building at night and on weekends. Your UGA ID will allow access to the building when doors are locked.

### UGA IS A NON-SMOKING CAMPUS

The University of Georgia has been designated a non-smoking campus. Smoking of any kind is **NOT** allowed.

### POSTING GRADES AND STUDENT PRIVACY RIGHTS

Individual grades are part of a student's confidential record and are subject to the provisions set forth in the federal Family Educational Rights and Privacy Act (FERPA). University FERPA policies regarding student privacy indicate that you cannot release student grades to anyone except the Registrar and the student without that student's written consent, except in the case of a UGA official with a legitimate educational interest. For more specific information, visit the [UGA FERPA site](#).

**Do not post grades publicly**, even by a numerical identification system. Test results and homework scores can be uploaded to eLearning Commons ([elc.uga.edu](http://elc.uga.edu)) where students can privately and securely review their grades.

## MAILBOXES

Please check your email and mailboxes (Room 119) regularly. This is the main source of information within the department. Failure to check email might result in loss of assistantship, problems with TA assignments, or missing a Graduate School deadline. Check the [Graduate School website](#) often for deadlines that may apply to you.

## DRESS CODE

Students are expected to dress and behave in a professional manner when teaching in a classroom setting.

## PAYROLL CHECKS

After MyID creation and Archpass Duo has been completed, the new hire will have access to OneUSG Connect. OneUSG Connect is a system of record with UGA. The new hire is asked to complete these important steps to ensure that they are paid correctly. Please complete the following payroll functions through Employee Self Service (ESS): W4, G4, and Direct Deposit information. Please access OneUSG Connect via [https://onesource.uga.edu/resources/oneusg\\_connect\\_system/](https://onesource.uga.edu/resources/oneusg_connect_system/). For those employees who are not US citizens or US Permanent Residents (including F1, J1, H1 and other visa types), you will complete these forms via GLACIER.

## WHEN YOU NEED HELP

### OFFICE STAFF

- Geography Graduate Programs, 706-542-2349, [GeographyGradProgram@uga.edu](mailto:GeographyGradProgram@uga.edu)
- Fabiana Hayden, Graduate Program Administrator (GPA), [fabiana.hayden@uga.edu](mailto:fabiana.hayden@uga.edu)
- Leslie Geiser, Office Manager, 706-542-2856, [lesgei@uga.edu](mailto:lesgei@uga.edu)
- Geography Main Office, 706-542-2856

### IT SUPPORT

- Franklin OIT General Request Form: [helpdesk.franklin.uga.edu](https://helpdesk.franklin.uga.edu)
- Phone: 706-542-9900
- Email: [helpdesk@franklin.uga.edu](mailto:helpdesk@franklin.uga.edu)

## CARREL SPACES & ROOM GUIDELINES

Individual carrel spaces are offered to graduate students in the Department of Geography who are currently working on a Graduate Teaching Assistantship (GTA). These spaces are offered to GTAs so they can provide tutoring and support to the students they teach. All other graduate students are provided a carrel space upon availability based on seniority of matriculation. Those students will be contacted by the Graduate Program Administrator.

Each main room where the carrels are located are shared work areas:

- Please keep shared spaces clean and organized, and the noise to a minimum.

Mailboxes for all students and a shared space to relax are in the *Grad Lounge* in Room 119 (Word Processing Room). **Room 119 is also a work area** with 2 computers, a printer and a meeting table.

All doors to each of the main rooms have combination locks.

- Lock combinations to those rooms are given only to Graduate Students in the Department of Geography.
  - Please do not share those combinations with anyone.
- If you are the last person to leave a main room (or computer lab), please be certain the door is securely locked.

**The following rules are for you and your cohort's comfort and safety:**

- Keep the main doors to the carrel rooms closed at all times, and don't share lock combinations with others.
- Valuables should not be left unattended in the carrels.
- Do not let anyone into the carrel room who is not a current graduate student, faculty or staff member unless they have an appointment with an occupant of the carrel.
  - If a student knocks on the main door to the room and is looking for their TA, please see if the TA is in, and if the TA is not there, tell the student to return later or wait out in the hall.
  - **Do not allow students to come in the room or wait in the TA's carrel.**
- Do not remove items (file cabinets, lamp, etc.) from another carrel to yours or vice versa. You will be asked to return items to their original places.
  - Carrel spaces have been equipped with two drawer file cabinets and a lamp.
- Be courteous to others. Keep noise to a minimum. These are study and work areas.
- **Respect others: do not go into anyone's space without their permission.**
- Per UGA policy, pets are not allowed in the buildings. Please refer to the "Policy Regarding Service and Emotional Support Animal Access" in the Equal Opportunity Office's website: <https://eoo.uga.edu/ADA-Accessibility/uga-animal-policy/>
- Please be careful with drinks and food items in the carrels. If you do accidentally spill something, clean it up immediately before it sets in.
  - Make sure to remove any leftover food and dispose of used items like cups, etc.



- Bulletin boards have been provided inside and outside each carrel for your use. Please don't place items on any other surfaces like walls or carrels.
- **Please empty your trash cans into the larger can in the hallways regularly.**
- Try to leave the carrel in the same shape you received it when you move out.
- Please dispose of your unused food items from the refrigerator (in Room 119) regularly.

**Each year, at the end of the Spring Semester and before Summer Break, we prepare for the next Academic Year. At the beginning of the month of May (and before leaving for vacation) please:**

- Students who will return to their carrel the following fall must clear out your carrel space of any extra items (mainly the desk and flooring spaces) and generally tidy the space for deep cleaning over the summer.
- Students who will not return to their carrel must empty it of all items by the end of May.
- The Custodial Services team will provide the rooms with a deep cleaning during the summer, and all surfaces that are to be cleaned need to be accessible to them.

**Please speak to the Graduate Program Administrator if you:**

- have any issues with your carrel
- would like to request a transfer to a different carrel
  - please do not change carrels on your own
- do not use the space you were assigned
  - this way it can be reassigned to the next person on the waiting list
- have any questions or concerns about the main shared rooms or carrel spaces.

## GRIEVANCE PROCESS FOR ACADEMIC MATTERS

The UGA Geography department is a diverse learning community with high standards for both academic achievement and professional conduct. When a grievance or formal complaint is raised by a graduate student, the venue for the grievance depends on the nature of the complaint. The avenues for grievances related to discrimination or harassment, workplace violence, or academic matters related to grade appeals or misconduct are listed as follows:

The purpose of the grievance program as outlined below is to provide a prompt and fair resolution of a complaint related to professional or academic matters. The expectation is that before invoking this policy, both parties will have made a good faith attempt to resolve the issue in question. It should be noted that as faculty members, the Department Head, Associate Head and Graduate Coordinator are mandatory reporters under [UGA's Non-Discrimination and Anti-Harassment Policy](#) (NDAH). This means that should they learn of an action or event that they believe falls under the purview of the [Equal Opportunity Office](#) (EOO), at any step of the process described below, they will report it to the EOO immediately.

**Step 1: Reporting.** The graduate student reports a grievance to the Graduate Coordinator in writing. The Graduate Coordinator will meet in person with the graduate student in order to better understand the nature of the concerns. Following the meeting, the grievance will be shared with the complaine(s) unless an outside policy applies.

**Step 2: Mediation.** The purpose of mediation is for the Graduate Coordinator to guide both parties toward their own resolution of the grievance. The process will be guided by relevant documents and policies such as a mentoring compact, academic honesty policy, etc. Successful mediation will result in a mutually agreed upon resolution to the grievance. Unsuccessful mediation will lead to Step 3.

**Step 3: Arbitration.** The departmental leadership team (Head and Graduate Coordinator) will collect further documentation related to the grievance from all relevant parties, interview each party separately, and will subsequently develop written recommendation(s) for resolution of the grievance. Recommendations may include behavioral changes, organizational changes and/or institutional responses.

**Step 4: Graduate School Involvement.** If the student is not satisfied with the recommendations resulting from Step 3, he/she may contact the Dean of the Graduate School for further review ([graddean@uga.edu](mailto:graddean@uga.edu); 706-542-1739).

**Caveats:** If the Graduate Coordinator is a party to the grievance, then the graduate student should report their concern directly to the Head, who will then serve as the mediator in Step 2. If the Head is a party to the grievance, the process moves directly to step 3. The Associate Head will replace any member of the leadership team who may be a party to the grievance.

# WHAT THE FORMS LOOK LIKE AND WHERE TO FIND THEM

## APPENDIX A. Departmental Forms for PhD Program

- Departmental Forms can be found in the Department of Geography website:
  - <https://geography.uga.edu/graduate-student-forms>
- Submit signed Departmental Forms **digitally by email** to the Graduate Program Administrator:
  - [GeographyGradProgram@uga.edu](mailto:GeographyGradProgram@uga.edu).

### ➤ Form: Advising Form

**FORM MUST BE FILLED IN COMPLETELY INCLUDING TOP SECTION\*  
BEFORE YOU WILL BE CLEARED TO REGISTER  
FORM MUST BE TURNED IN EVEN IF ONLY TAKING RESEARCH HOURS**

#### Class Scheduling Form

Name: \_\_\_\_\_ Academic Term: \_\_\_\_\_  
 Major Professor/Advisor: \_\_\_\_\_ Assistantship (Y or N): \_\_\_\_\_  
 Degree Objective: \_\_\_\_\_ Email: \_\_\_\_\_

Course #	Call/CRN #	Credit Hours	Audit (yes or no)	Class Time	Class Period	Days (M,T,W,R,F)	Building Name	Room	Instructor

Total Hours = \_\_\_\_\_

Signature of Approval by Major Professor/Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**GEOG 7000/9000 = Research Hours**  
**GEOG 7005/9005 = Seminar Hours**  
**GEOG 7300/9300 = Thesis/Dissertation Writing Hours**

**Students on Assistantship must register for 12 hours Fall and Spring and 9 hours during Summer**

**To maintain continuous enrollment you must register for a minimum of 3 hours 2 of every 3 semesters in an academic year**

➤ **Form: Major Professor/Co-Advisor:**

<b>MAJOR PROFESSOR / CO-ADVISOR</b>	
By signing this form, I agree to serve as major professor for the student listed below. Any change to this arrangement requires that a new form be submitted with signatures from old and new major professor(s). Please type full names and sign below.	
Major Professor (new):	<input type="text"/> _____ Date: <input type="text"/>
Co-Advisor (new):	<input type="text"/> _____ Date: <input type="text"/>
Major Professor (former):	<input type="text"/> _____ Date: <input type="text"/>
Co-Advisor (former):	<input type="text"/> _____ Date: <input type="text"/>
Student:	<input type="text"/> _____ Date: <input type="text"/>
Graduate Coordinator:	<input type="text"/> _____ Date: <input type="text"/>
<b>(Please return signed original copy to the Graduate Program Assistant for Student's File)</b>	

➤ **Form: Departmental Doctoral Preliminary Program of Study**

Preliminary Doctoral Program of Study

Reset Form

**Preliminary Doctoral Program of Study**  
 The University of Georgia Graduate School  
 Brooks Hall, 310 Herty Drive, Athens, GA 30602

**This form is for Departmental Use only - Do Not Submit to the Graduate School**

Name  CAN # (810)

Address  Degree

Major  Minor

**Relevant Master's or Other Graduate Degree Courses**

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>

**Doctoral Courses**

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>
<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>	<input style="width: 30px;" type="text"/>

Research Skills Requirement (if applicable)

Departmental Requirements

**Doctoral Advisory Committee:** (Please sign and date)

<input style="width: 100%;" type="text"/>	(Chair)
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Graduate Coordinator  Date

This page was last modified on 06/28/2013 - Questions and/or comments to gradinfo@uga.edu - Copyright by The University of Georgia

➤ **Form: Departmental PhD Advisory Committee:**

Ph.D. ADVISORY COMMITTEE

By signing this form, I agree to serve as an Advisory Committee member for the Ph.D. student listed below. Any change to this arrangement requires that a new form be submitted with signatures from old and new committee member(s). Please type full names and sign below.

**New Committee Members:**

Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>

**Former Committee Members:**

Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Committee Member	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Student	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Major Professor	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Co-Advisor	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>
Graduate Coordinator	<input type="text"/>	<input type="text"/>	Date: <input type="text"/>

**(Please return signed original copy to the Graduate Program Administrator for student's file.)**

This is a Departmental form- you must also submit the Graduate School's official Advisory Committee form. Changes will require submission of a revised form to the Graduate School.

➤ **Form: PhD Dissertation Proposal Acceptance**

**Ph.D. DISSERTATION PROPOSAL ACCEPTANCE**

We have read and heard the formal presentation of the dissertation proposal of this student and formally accept it as the guide by which the dissertation research will be conducted. We realize that slight modifications can occur during the course of this research. However, the focus and scope of this research will remain the same. Should changes in the research be significant, a new proposal and presentation will be required. Please type full names and sign below.

Dissertation Title:

**By signing this form, we accept this proposal:**

Major Professor:  \_\_\_\_\_ Date:

Co-Advisor:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Student:  \_\_\_\_\_ Date:

Graduate Coordinator:  \_\_\_\_\_ Date:

**(Please return signed original copy to the Graduate Program Assistant for Student's File)**

Email the following information, **at least one week prior to the defense**, to the Graduate Program Assistant: Proposal Title, Committee Members, and the date, time and location of the Defense. Be sure to reserve a room for the defense using the department's online reservation system.

## APPENDIX B. Graduate School Forms for PhD Program

- Graduate School Forms can be found in their website:
  - <https://grad.uga.edu/current-students/forms/>.
- Most forms are submitted through **GradStatus**:
  - <https://gradstatus.uga.edu/>.
- Advisory Committee submission to the Graduate School is done through the [Enrolled Student Progress Portal](#)

### ➤ Form: Advisory Committee

#### [Enrolled Student Progress Portal](#)

UNIVERSITY OF GEORGIA

Graduate School  
UNIVERSITY OF GEORGIA

Apply Now Give

Prospective Students Current Students Faculty & Staff

## Login

Once you have setup your MyID and UGAMail, use ... [MyID Login](#)  
More information about MyID is available [here](#).

To log in, please enter your email address and password.

Email Address

Password  [Forgot Your Password?](#)

Login

UNIVERSITY OF GEORGIA

Graduate School  
UNIVERSITY OF GEORGIA

Apply Now Give

Prospective Students Current Students Faculty & Staff

Jordan [Home](#) [Logout](#)

## Welcome to your Status Page, Jordan

UGA ID: \*\*\*\*\* [Reveal UGA ID](#) UGA MyID: [J](#) [Change your email address](#)

UGA Email: [XXXXXXXXXX](#)

Status: Enrolled Student

Residency Status: Georgia Resident

Program: PHD, Bioinformatics (Institute of Bioinformatics) [PHD\_BINF]  
[Program Website](#) [Grad Program Directory](#)

Start Term: Fall 2022

Slate Program ID: [XXXXXXXXXX](#) Emphasis: Department: BINF

Academic Standing: Good Standing College: Institute of Bioinformatics

GPA: Campus: Athens

[Adv Cmte](#) [Actions](#) [Edit Address](#) [Resources](#) [Events](#)

### Graduate Advisory Committee

[Add Member / Propose Change](#)

No data were found; use the [Add Member ...](#) link to propose committee members



➤ **Form: Program of Study (G138)**

<https://gradstatus.uga.edu/Forms/G138>

### Program of Study (G138)

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student**

Name  Middle

UGA ID  Email

Department  Degree Objective  [Change Dept/Degree Objective](#)  
| Resets all form fields.

Major/Degree  Area of Emphasis

**Important Notes**

Please click the link and read the Form Instructions before submitting this form: <http://grad.uga.edu/index.php/current-students/forms/form-instruction/>

All graduate programs require a minimum of 30 graduate credit hours. Under "Course Information" on this form, list all graduate level courses that have been taken or will be taken to complete degree requirements for the degree. Students should work with the department to complete this form to make sure the student has listed all degree requirements. Doctoral students typically do not submit this form until the student is preparing to take written and oral comps. All other students are not required to submit the form until the deadlines posted on the Graduate School website for the semester in which the student plans to graduate: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

The following courses cannot be listed under course information: GRSC 7770, GRSC 9270, LLED 7768/7769, or 7005/9005. You can list these courses under Departmental Requirements or Research Skills Requirement.

**Course Information**

- Click on the green plus sign to add additional courses.
- 'Grad Student Only?' is only for Masters of Science and Master of Arts degree objectives.
- Click the Grad Student only box for any 6000/7000 level course open only to graduate students

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="checkbox"/>	+

Research Skills Requirement


Departmental Requirements

Completed Masters Degree

**Submit**

➤ **Form: Application for Admission to Candidacy for Doctoral Degrees (G162)**

<https://gradstatus.uga.edu/Forms/G162>



**GradStatus**  
Graduate School  
**UNIVERSITY OF GEORGIA**

Session: 54:59 • UGA ID: [Reveal]

[Events](#) | [My Submissions](#) | [Approvals](#) | [Log Out](#)

---

[Home](#) | [Forms](#) | [Departments](#) ↗ | ... ↗

*Application for Admission to Candidacy for Doctoral Degrees (G162)*

**DO NOT** include **Social Security Numbers, Credit Card Numbers, and/or other restricted information** on the forms or any of the attached documents. Always **redact sensitive content** from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

You should only submit this form if you have taken and passed written and oral comps. Your department must announce your oral comprehensive exam date at least 2 weeks in advance.

Department

Major/Degree

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my master's thesis. (Human subjects information available at <http://www.ovpr.uga.edu/hso/>) Please check the box.

[Submit](#)

➤ **Form: ETD Submission Approval (G129)**

<https://gradstatus.uga.edu/Forms/G129>

### ETD Submission Approval (G129)

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

#### Copyright

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations. Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

#### Release Options

The University of Georgia's land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

- Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on ETD submission form.
- Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency;
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.

#### Dissertation Abstracts (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) Dissertation Abstracts and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to Dissertation Abstracts with their major professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.

#### Dissertation Abstracts (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) Dissertation Abstracts and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to Dissertation Abstracts with their major professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.

#### Student

Major/Degree

Department

Title

#### Major Professor(s)

Name	<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input style="border: 1px solid red;" type="text" value="Last"/>
Name	<input type="text" value="First"/>	<input type="text" value="Middle"/>	<input type="text" value="Last"/>

#### \* ETD Release Option

1. Provide open and immediate digital access to the ETD.

2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.

3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. Requires **PRIOR** approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.

Note: If this release option is selected, then a supporting documentation is required. Please include a PDF file with required documentation.


#### \* Agreement

I,  hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

For technical support, please contact [gradst@uga.edu](mailto:gradst@uga.edu)

➤ **Approval Form for Doctoral Dissertation and Final Oral Examination (G140)**

<https://gradstatus.uga.edu/Forms/G164>



**Grad Status**  
Graduate School  
**UNIVERSITY OF GEORGIA**

Session: 59:20 • UGAID: ■ Reveal

Sarah [Log Out](#)

Events
My Submissions
Approvals

Home | Forms | Departments ↗ | ... ↗

### Approval Form for Doctoral Dissertation and Final Oral Examination (G164)

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student**

UGA ID \*

Last Name \*

First Name \*

Middle Name

Email \*

**Dissertation/Examination Details**

Department \*

Major/Degree

Title \*

Did you use human subjects in your research? \*

Defense Date \*

[Submit](#)

For technical support, please contact [gradit@uga.edu](mailto:gradit@uga.edu).

Version 8.26 | © 2022 The University of Georgia, Graduate School • 310 Herty Dr., Athens, GA 30602 • (706) 542-1739
[Privacy](#) • [Location](#)

You may use the Service, the Site, and the information, writings, images and/or other works that you see, hear or otherwise experience on the Site (singly or collectively, the "Content") solely for the University of Georgia Graduate School purpose. No right, title or interest in any Content is transferred to you, whether as a result of downloading such Content or otherwise.