

**MA/MS  
Geography Graduate Program  
Handbook**



**Fall 2020**

**PLEASE KEEP THIS BOOKLET**  
**DO NOT THROW IT AWAY**  
**IT IS A GUIDELINE FOR YOUR DEGREE PROGRAM**

### Time Guidelines for Obtaining Degree Objective:

These are 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.

#### MA/MS Students:

#### By the end of:

- |                                  |     |           |
|----------------------------------|-----|-----------|
| • Major Professor (form)         | 1   | Semesters |
| • Advisory Committee (forms)     | 1   | Semesters |
| • Select Research project        | 1.5 | Semesters |
| • File Program of Study (form)   | 2   | Semesters |
| • Thesis Proposal Defense (form) | 2   | Semesters |
| • Complete degree requirements   | 4   | Semesters |

## MA/MS DEGREE OBJECTIVE CHECKLIST

### Steps toward degree and timeline for adequate progress:

- |   |  |
|---|--|
| <input type="checkbox"/> 1. Major Professor (form)<br>[end of 1 <sup>st</sup> semester]         | <input type="checkbox"/> 5. Human Subjects [Yes No]<br>If yes, project approval #_____   |
| <input type="checkbox"/> 2. Advisory Committee (forms)<br>[end of 1 <sup>st</sup> semester]     | <input type="checkbox"/> 6. Graduation Application (online)<br>[Before beginning of 4 <sup>th</sup> semester] Please note<br>Graduate School Website for Deadline. |
| <input type="checkbox"/> 3. Program of Study (form)<br>[end of 2 <sup>nd</sup> semester]        | <input type="checkbox"/> 7. Thesis Approval And Final Oral<br>Examination (form)<br>[end of 4 <sup>th</sup> semester]  |
| <input type="checkbox"/> 4. Thesis Proposal Defense (form)<br>[end of 2 <sup>nd</sup> semester] |  |

### Program of Study Checklist (32 hours):

#### Graduate School Requirements:

A student must complete a program of study which constitutes a logical whole. MA and MS degrees require a minimum of 30 (Geography requires 32) semester hours. The Residency Requirement is fulfilled by taking courses at UGA in at least two semesters, which do not have to be consecutive. At least 12 semester hours of course work must be open only to graduate students (exclusive of 7000, 7005 and 7300). Please use asterisk (\*) to designate 6000- and 7000-level courses open only to graduate students. A maximum of 6 (Geography allows only 3) hours of 7000 and 3 hours of 7300 may be applied toward the 30 hours. A minimum of 3 hours of 7300 must be listed on the program of study. 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 on the graduate transcript and a 3.0 (B) average on the program of study.

#### Departmental Requirements:

##### Core (5 core courses (11 hours) must appear on your Program of Study):

- ☐ GEOG 8900 (1 hr).
- ☐ GEOG 8901 (1 hr).
- ☐ GEOG 6300 for MS Students GEOG 6300 or GEOG 6305 or a methods class decided upon in consultation with the student's advisory committee for MA students (3 hrs) (If equivalent coursework has been taken, this course may be waived by permission of instructor and the Graduate Coordinator. If waived, 1 additional 3-hour graduate-level course, not including GEOG 7000, must be substituted).
- ☐ GEOG 7000 (3 hrs)
- ☐ GEOG 7300 (3 hrs)

##### Electives (7 additional graduate-level courses (21 hours), or 8 additional courses (24 hours) if waived from GEOG 6300, according to the following conditions):

- ☐ Four (4) courses (12 hours) must be available only to graduate students. Graduate-only courses are typically 8000-level courses. GEOG 8900 and 8901 typically should not be used to satisfy this requirement. 6000- and 7000-level graduate-only courses may be used but must be marked with an \*. GEOG 6300 usually does not qualify as a graduate-only course. GEOG 7000, 7005 and 7300 cannot be used to satisfy this requirement.
- ☐ GEOG 7000 cannot be counted among the 7 (8) elective courses
- ☐ 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

## **Awards**

### **Regents' Waivers of Out-of-State Tuition** (Nomination deadline typically in March)

The Graduate School awards out-of-state tuition waivers to students who are classified as non-residents of the State of Georgia. The awards are based upon applicants' academic records and the recommendations of their major departments. The waiver renews on a semester basis contingent upon recipients earning at least a 3.50 graduate grade point average on twelve hours of graduate course work fall and spring semesters and nine hours of graduate course work during the summer semester. These awards waive only the non-resident portion of a student's tuition. Students interested in being nominated for this award should contact the graduate coordinator in their major department.

### **Excellence in Research by Graduate Students** (Nomination deadline typically in November)

This award recognizes outstanding research by graduate students. Five awards of \$1,000 are given annually, one from each of the following five areas: Fine Arts, Humanities, Life Sciences, Mathematics and Physical Sciences, and Professional and Applied Studies. Students who graduate in the calendar year prior to the award being presented at the Annual Research Award banquet in the spring are eligible. Students are nominated by their departments and recipients are selected by a faculty committee.

### **Excellence in Teaching by Graduate Students** (Nomination deadline typically in January)

The University recognizes the significant contribution graduate students make to the instructional mission of the University with two separate awards: The Outstanding Teaching Assistant Award, sponsored by the Office of the Senior Vice President for Academic Affairs and Provost; and the Excellence in Teaching Award, sponsored by the Graduate School. Nominees for either award must have fulfilled TA Policy, have taught at least once within the last two terms, and be enrolled fulltime in the semester of application. For more information, visit the Center for Teaching & Learning.

### **Diversity Awards** (Nomination deadline typically in November)

The graduate student diversity engagement award recognizes two graduate students for their efforts to achieve and maintain diversity and inclusion on UGA's campus or within the larger community. In addition, the awards acknowledges the outreach accomplishments related to diversity through conducting research, engaging in scholarship, or servicing the community. The two recipients will be chosen by a faculty committee appointed by the Dean of the Graduate School. Two \$1,000 cash prizes will be given.

The diversity research scholarship will be given to support the research related to the experiences, realities, and/or contributions to underrepresented populations. The scholarship can be applied to research for a dissertation, thesis, or final project. The recipient will be chosen by a faculty committee appointed by the Dean of the Graduate School. One award of \$1,500 will be given. View previous recipients.

### **Approval of Thesis**

Following the approval of the major professor, theses must be given to the reading committee members at least 2 weeks before the final oral defense to allow time for review. The major professor will seek approval from the reading committee that the thesis is ready for the defense prior to the proposed defense date. Please allow at least 3 weeks after the thesis defense before the Graduate School's final deadline for submitting the final version of the thesis and all approval paperwork.

### **MA/MS Students**

The thesis defense will cover the thesis and potentially pertinent portions of the program of study. Two of the three advisory committee members must approve the thesis. The major professor/co-major professor vote of approval is required.

### **Additional Information**

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 (<http://gradschool.uga.edu/academics/deadlines.html>). 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. If you defend your thesis but do not graduate in the same term you will be required to graduate the following term or you will need to re-defend your thesis.

### **Using Human Subjects in Thesis Research**

If you use human subjects you need to go to the following website:

<http://www.ovpr.uga.edu/hso/>

You must obtain approval from the Office of the Vice President for Research & Associate Provost. If you are not sure check out the website for guidelines.

### **Electronic Submission of Dissertations**

All theses have to be submitted in electronic form (pdf) to the Graduate School. For details, please check the Graduate School website on "Theses & Dissertations Guidelines": (<http://gradschool.uga.edu/academics/thesis/index.html>).

## **WHICH FORM TO USE**

**Routing:** All forms must be submitted to the Graduate Program Assistant – please do not submit any forms directly to the Graduate School without routing them through the Graduate Coordinator's office! All forms must be submitted at least one week before any deadline and as noted below. The Graduate Coordinator will not sign any forms unless you submit them with sufficient time for review by the Graduate Program Assistant.

**Responsibility:** Students hold full responsibility for ensuring that the correct forms are completed in timely fashion – do not rely on your Major Professor to make sure the forms get completed on time!

**Sources:** There are four sources for the forms you will need. 1) Most forms are available online at the Graduate School ([http://gradschool.uga.edu/forms&publications/currentstudent\\_forms.html](http://gradschool.uga.edu/forms&publications/currentstudent_forms.html)). Always check for the most recent version of forms. 2) There are a couple of forms that are available at the Departmental website. 3) The Graduate Program Assistant prepares a few forms. 4) The Graduate School prepares a couple of forms after an on-line application/request has been completed. Some of these applications/requests can only be made by the Graduate Coordinator's office.

**General Instructions:** All forms must be completed electronically – **not handwritten**. Once you have filled in your form obtain all required signatures, with dates, from major professor and committee members (if required), then bring the form to Graduate Program Assistant. She will obtain the Graduate Coordinator's signature, make appropriate copies and send to the Graduate School for the Dean's signature. Please go online and obtain/complete the forms as needed to be sure you have the most current form. **Always submit forms directly to the Department's Graduate Degree Program Assistant to make sure that appropriate copies are made and filed in the Department, and that the forms get properly submitted to the Graduate School.**

**When defending your Thesis Proposal, you must notify Graduate Program Assistant one week prior to the defense of your proposal by e-mail (include your name, title, date, location and names of committee members).**

**When scheduling your final Thesis defense, notify Graduate Program Assistant at least two weeks prior to the defense (required by Graduate School).**

**You must e-mail notification of all defenses to the Graduate Program Assistant. Give her all needed information such as: your name, title, date, time, location and names of committee members. Please email the Graduate Program Assistant or Emily Duggar in the front office to reserve a room.**

## **M.A./M.S. Student Forms:**

### **1. MAJOR PROFESSOR / CO-ADVISOR AGREEMENT FORM**

Source: Departmental website: <http://geography.uga.edu/m.a.-m.s.-degree/>

Instructions: 1) Fill in full common and family names for the faculty member(s) who has agreed to serve as your major professor (and co-advisor). 2) Obtain signatures with dates from everyone on the form (including the faculty member who will no longer serve as your major professor &/or co-advisor if this changes). **Note:** you must submit a new form if you change major professors and/or add or remove a co-advisor.

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

When to submit: as soon as agreement is reached – no later than the end of 1<sup>st</sup> semester.

### **2. DEPARTMENTAL ADVISORY COMMITTEE FORM**

Source: Departmental website: <http://geography.uga.edu/m.a.-m.s.-degree/>

Instructions: 1) Fill in full common and family names for the faculty members who have agreed to serve as members of your advisory committee. 2) Obtain signatures with dates from everyone on the form (including members who will no longer serve on your Advisory Committee). **Note:** you must submit a new form if you add and/or remove someone from your Advisory Committee.

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

When to submit: as soon as the committee is formed – no later than the end of the 1<sup>st</sup> semester.

### **3. ADVISORY COMMITTEE FOR MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES**

Source: Grad School website:

[http://gradschool.uga.edu/forms&publications/currentstudent\\_forms.html](http://gradschool.uga.edu/forms&publications/currentstudent_forms.html)

Instructions: 1) provide your local address and phone number, 2) provide 1<sup>st</sup> 9 digits of your "810" CAN #, 3) provide full common and family name for each committee member 4) the major professor and one other member must be on the Graduate Faculty, 5) two members must be Geography Department faculty, 6) the committee must have at least three members including the major professor (four if there are co-advisors), 7) you may have committee members from other departments and/or from off campus, 8) committee member signatures are not required. **Note:** you must submit a new form if you add and/or remove someone from your Advisory Committee.

Where to submit: Degree Program Assistant, who secures the graduate coordinator's signature, places a copy in the student's Departmental file, and submits the form to the Grad School for approval.

When to submit: as soon as committee is formed – no later than the end of 1<sup>st</sup> semester.

### **4. PROGRAM OF STUDY FOR MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES**

Source: Grad School website:

[http://gradschool.uga.edu/forms&publications/currentstudent\\_forms.html](http://gradschool.uga.edu/forms&publications/currentstudent_forms.html)

Instructions: 1) provide your local address and phone number, 2) provide 1<sup>st</sup> 9 digits of your "810" CAN #, 3) list appropriate courses in the "Doctoral Courses" section in chronological order, 4) list the courses that will be used to satisfy the department's research skill requirement, 5) list GEOG 8900, 8901 & 8910 in the "Departmental Requirements" section, 6) provide full common and family name for each committee member 7) obtain signatures with dates from each committee member, 8) on a separate sheet, provide a chronological list of courses used on the Program of Study, with department, course number, course title and course description.

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

When to submit: no later than the end of the 2<sup>nd</sup> 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. It will be easy to obtain the committee members' signatures at this meeting.

## 5. THEORY AND METHODS ASSESSMENT RUBRIC

Source: Degree Program Assistant

Instructions: This will be provided by the degree program assistant for your thesis proposal defense and final thesis defense.

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

When to submit: After thesis proposal defense and final defense

## 6. THESIS PROPOSAL ACCEPTANCE FORM

Source: Degree Program Assistant

Instructions: 1) Reserve a room (typically Rm 147) for the Proposal Defense by emailing a request to the Graduate Program Assistant 2) email the following information to the Degree Program Assistant at least two weeks prior to the scheduled Thesis Proposal Defense: (a) thesis title, (b) committee members names, (c) day, time and location of Proposal Defense. 3) After a successful proposal defense, obtain signatures (with dates) from everyone listed on the form.

Where to submit: Degree Program Assistant, 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 that gaining approval to conduct research with Human Subjects is independent of the thesis proposal and its defense.

## 7. APPLICATION FOR GRADUATION

Source: Grad School website

Instructions: Apply online at [https://gradschoolforms.webapps.uga.edu/form\\_types/1](https://gradschoolforms.webapps.uga.edu/form_types/1) (check with Grad School forms portal in case the specific web address changes). Recommended: file earlier so that the Graduate School has time to notify you if you are missing anything needed to graduate. Submit commencement information at [https://gradschoolforms.webapps.uga.edu/form\\_types/2](https://gradschoolforms.webapps.uga.edu/form_types/2). Once you have applied for graduation, you may postpone if necessary. **It is up to the student to remember to apply for graduation, not the major professor/graduate coordinator.**

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

## 8. APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION & ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM

Source: Prepared by Graduate Program Assistant from online form.

Instructions: Notify the Graduate Degree Program Assistant two weeks in advance of the anticipated defense date (provide the thesis title, full names for major professor/co-advisor and each Advisory Committee member, and the date, time and location of the defense). You will need to bring these forms to the final oral examination once the Graduate Program



Assistant has emailed it to you. Once the Advisory Committee reads, approves the thesis and the student passes the final oral defense, one copy of this completed form is sent to the Graduate School. **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. The student and the major professor **must** sign the ETD form.

Where to submit: The major professor will return the completed and signed form (signed and dated) to the Graduate Degree Program Assistant, who will secure the Graduate Coordinator's signature, place a copy in the student's Departmental file, and submit the original to the Graduate School.

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

## MAJOR PROFESSOR / CO-ADVISOR

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):  \_\_\_\_\_ Date:

Co-Advisor (new):  \_\_\_\_\_ Date:

Major Professor (former):  \_\_\_\_\_ Date:

Co-Advisor (former):  \_\_\_\_\_ Date:

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

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

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

## MA/MS ADVISORY COMMITTEE

By signing this form, I agree to serve as an Advisory Committee member for the MA/MS 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:  \_\_\_\_\_ Date:

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

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

### **Old Committee Members:**

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

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

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

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

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


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


**(Please return signed original copy to the Graduate Program Assistant 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.

# Graduate School Advisory Committee Form

<https://gradstatus.uga.edu/Forms/G130>

**Grad Status**

Session: 24:52 • UGA ID:  Reveal

EventsMy SubmissionsApprovals

KaylaLog Out

HomeFormsDepartments ⌵ ... ⌵

### Advisory Committee (G130)

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

\* First

Middle

\* Last

UGA ID

\*

Email

\*

Department

\*

Degree Objective

\*

Major/Degree

Select an Option

#### Student's Committee Members

Click on the green plus sign to add additional committee members.

Name	Email Address	Type	Outside Member? (Member not employed at UGA)	Non-Voting?	
<div>*</div>	<div>*</div>	<div>*</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>+ Add</div>
<div>*</div>	<div>*</div>	<div>*</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>-</div>
<div>*</div>	<div>*</div>	<div>*</div>	<input type="checkbox"/>	<input type="checkbox"/>	<div>-</div>

Submit

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

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# Program of Study Form

<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	* John	Middle	* Doe
UGA ID	* 810123456	Email	* jdoe@uga.edu
Department	Geography	Degree Objective	Doctoral
Major/Degree	* Geography - PhD	Area of Emphasis	

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

### 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="checkbox"/>	

Research Skills Requirement

Departmental Requirements

Completed Masters Degree

Submit

### Theory and Methods Assessment Rubric

Date:

Student Name:

Signature Major Advisor:

Please circle High Pass, Pass, or No Pass under the appropriate category.

	Ph.D.	M.S.	M.A.
Theory	<u>Comprehensive Exam</u> High Pass/ Pass/ No Pass	<u>Thesis Proposal Defense</u> High Pass /Pass/No Pass	<u>Thesis Proposal Defense</u> High Pass /Pass /No Pass
		<u>Thesis Defense</u> High Pass /Pass/No Pass	<u>Thesis Defense</u> High Pass /Pass /No Pass
Methods	<u>Dissertation Proposal Defense</u> High Pass /Pass /No Pass	<u>Thesis Proposal Defense</u> High Pass /Pass /No Pass	<u>Thesis Proposal Defense</u> High Pass/ Pass /No Pass
Overall	<u>Dissertation Defense</u> High Pass /Pass /No Pass	<u>Thesis Defense</u> High Pass /Pass /No Pass	<u>Thesis Defense</u> High Pass /Pass /No Pass

## MA/MS THESIS 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.

Thesis Title:

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

Major Professor:

Date:

Co-Advisor:

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.

APPROVAL FORM FOR MASTER'S THESIS

**APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION  
MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES**

The University of Georgia  
Graduate School 279 Williams St., Athens, GA 30602

Reset Form

**Part I: Submission of thesis to advisory committee**

The Thesis Of:

CAN # (810):

Degree:

Major:

Entitled:

is submitted for examination by the masters advisory committee.

Major Professor:

Date:

**Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee).** The master's advisory committee has read and reports the following action on the above thesis. At least two of three members must approve the thesis before the final defense may be held.

Did this student use human subjects in his/her research? ☐ Yes ☐ No

If so, provide the project number

and date approved by IRB

Do not sign below unless the question regarding human subjects has been answered.

Master's Advisory Committee (type name and sign)

Approved

Approved with  
Suggested Changes

Disapproved

Date

	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Part III: Oral Defense and Final Examination.** (To be signed by members of the advisory committee. Two positive votes are required for approval of both the defense of the thesis and the examination).

The Master's Advisory Committee reports the following results of the defense of the thesis held on:

Master's Advisory Committee (type name and sign)	Thesis Defense Date:		Final Exam (if applicable) Date:	
	Oral Pass	Oral Fail	Final Exam Pass	Final Exam Fail
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Coordinator:

Date:

**Part IV: Final Approval.** (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor:

Date:



# ETD Submission Approval Form

<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 cataloging 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	<div>Select an Option</div>
Department	<div>*</div>
Title	<div>*</div>

### Major Professor(s)

Name	<div>*</div> First	Middle	<div>*</div> Last
Name	First	Middle	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, *Kayla W Timmons*, 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.

Submit

A student may need to request a change in their degree objective. This is the form to use:

<https://gradstatus.uga.edu/Forms/G136>



# Grad Status

EventsMy SubmissionsApprovals

KaylaLog Out

HomeFormsDepartments...↗

## Request for Change of Degree Objective (G136)

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.

Old Degree Objective		New Degree Objective	
Department *	<input type="text"/>	Department *	<input type="text"/>
Major/Degree	<input type="text" value="Select an Option"/>	Major/Degree	<input type="text" value="Select an Option"/>
Area of Emphasis	<input type="text"/>	Area of Emphasis	<input type="text"/>

If requesting a change from master's to doctoral level, I understand that I will be bypassing the master's degree. ☐

Major Professor Name \*

Reason \*

Comment

Submit

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

**Another form that Masters students might need is the Recommended Change in Program of Study.** The same form is used by both Masters and Doctoral students. This form should be filed anytime you make a change in your program of study. If you have any questions about when to use this form, please see Graduate Program Assistant.

Recommended Change in Program of Study

**Reset Form**

## Recommended Change in Program of Study

The University of Georgia

Graduate School 320 E. Clayton Street, Suite 400, Athens, GA 30602

(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name	<input type="text"/>	CAN # (810)	<input type="text"/>
Address	<input type="text"/>	Degree	<input type="text"/>
	<input type="text"/>	Major	<input type="text"/>

<input type="checkbox"/> Add	Course Number	Hours	<input type="checkbox"/> Remove	Course Number	Hours
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>


Reasons:

### APPROVALS


	Name (Typed)	Signature	Date
Major Professor	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate Coordinator	<input type="text"/>	<input type="text"/>	<input type="text"/>
Graduate Dean	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Transfer Credit:** MA/MS students are allowed to transfer a maximum of 6 semester hours of graduate credit only if the coursework was completed at an accredited institution and constitutes a logical part of the student's program. Requests for transfer of credit must be approved by the student's major professor, the graduate coordinator and the Dean of the Grad School.

<https://gradstatus.uga.edu/Forms/G134>



Grad Status

Session: 24:55 • UGA ID:  Reveal

EventsMy SubmissionsApprovals

HomeFormsDepartments ⌵ ... ⌵

Request for Transfer Credit (G134)

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.

Maximum for Master's is 6 semester hours. Maximum for Doctoral is 9 semester hours after matriculation into doctoral program at UGA ONLY.

Name

\*

First

Middle

\*

Last

UGA ID

\*

Email

\*

Department

\*

Major Professor Name

\*

Major/Degree

Select an Option

Degree Objective

\*

I desire to secure approval of transfer credit from:

\*

Course Information

Subject + Course # (Ex GRSC 8550)	Course Title	Semester/Year Taken	Grade	Hours	+ Add
<div><div>*</div></div>	<div><div>*</div></div>	<div><div>*</div></div>	<div><div>*</div></div>	<div><div>*</div></div>	

Submit

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

## **Responsibilities of the Student**

Each student has the responsibility to insure that:

- He/she understands and follows these guidelines.
- All deadlines from the Graduate School are met.
- All forms are completed on time and that copies are on file.

The Graduate 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/>. Details of all degree requirements are better described in the Graduate School Bulletin and students are strongly advised to read it.

## **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. A summary leaflet is attached for your reference. The full document, entitled, "A Culture of Honesty", can be located on the web page of the Senior Vice President for Academic Affairs and Provost ([https://honesty.uga.edu/resources/documents/academic\\_honesty\\_policy\\_2017.pdf](https://honesty.uga.edu/resources/documents/academic_honesty_policy_2017.pdf)).

## **COMPUTER ETHICS**

All students at UGA should take note of computer ethics, governing their use of computers. A summary of the policies is attached herein for your reference. 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 web page of the University Enterprise Information Technology Services (EITS) [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 into 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 right and should never attempt to snoop into 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. Any offence will be dealt with seriously.

## **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:

<http://eoo.uga.edu/policies/NDAH-Policy.html>

**IF YOU ARE FUNDED, PLEASE READ CAREFULLY.**

If you did not receive an e-mail or phone call from the Onboarding System, please call 706-542-2222.

**Effective May 2, 2012,  
all newly-hired faculty and staff will use the new**

**UGA Onboarding System**

**to complete their required paperwork and view important policy information.**

New hires will receive an email (from [employ@uga.edu](mailto:employ@uga.edu)) with detailed instructions on finalizing your new hire paperwork.

You will also receive an email (from [onboard@uga.edu](mailto:onboard@uga.edu)) to log in to the Onboarding System and complete their paperwork online.

Learn more about the UGA Onboarding System:  
<https://hr.uga.edu/2uga-onboarding-system/>

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

## UGA Graduate School Continuous Enrollment Policy

All graduate students regardless of enrollment status or matriculation date are subject to the Continuous Enrollment Policy.

### I. Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia 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), including the 3 hours of *Graduate* credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy and thesis-writing master's students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. It does not supercede the minimum enrollment requirements of other programs, offices, or agencies. Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement (30 hours for PHD, 20 hours for EDD or DMA) has been met. Refer to the instructions for Out-of-State Tuition Waivers if necessary. UGA employees pursuing graduate degrees under the Tuition Assistance Program and students in non-degree status are exempt from this Continuous Enrollment Policy. However, these students remain under the pre-existing policy and will lose registration eligibility if non-enrolled for three consecutive terms. If registration eligibility is lost, these students must reapply to their programs and pay the applicable application fee to continue graduate study.

### II. Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance 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, child care, 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 stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.



- A. **Application.** Students may apply for a leave of absence for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, 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 stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted.
- B. **Student Responsibility.** It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.
- C. **Deadlines.** A student may apply for a leave of absence before or during any semester in which they are not registered for courses. Application for a Leave of absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.
- D. **Limits.** A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to a 3 semester limit. [\[Complete the Form\]](#)

### III. Monitoring and Compliance

After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student's former program, (b) pay a re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled semester, including summer, up to a maximum of 9 hours.

Students may appeal actions resulting from violation of the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

### V. Program Exemption

A graduate program may apply for an exemption from the Continuous Graduate Enrollment Policy if the program operates on an intermittent basis and does not provide graduate courses or opportunities for research and scholarship on a term-by-term basis. For example, a program that offers graduate courses and other educational opportunities only one semester a year may apply for an exemption. Cooperative programs between the University and partners such as

federal and state agencies, corporations, nonprofit organizations, and international exchange programs, may qualify for exemption if the program requires extended work or service off campus by the graduate student for multiple semesters. If granted, the exemption will apply automatically to all students enrolled in the program (i.e., students need not apply individually for an exemption). Program exemptions will be reviewed periodically and may be rescinded if the program begins to offer graduate education opportunities on a more continuous basis.

## **HEALTH INSURANCE INFORMATION FOR PROSPECTIVE GRADUATE ASSISTANTS**

**Information about the student health insurance policies can be found on the following website:** <https://hr.uga.edu/students/student-health-insurance/>

**There is just too much information on the website to be able to cover it in this handbook. It is in your best interest to go to the website where you can obtain up-to-date information and rates.**

A student health insurance policy is available for all UGA students; however, the following groups of UGA students are required to have health insurance and will be automatically enrolled in the UGA Mandatory Student Health Insurance Plan (students with other health insurance must submit a waiver request by the stated deadline:

<https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-waiver/>)

### Mandatory graduate plan

- Graduate international students holding "F" or "J" visa status.
- Graduate students receiving Qualified Graduate Assistantships.
- Graduate students receiving Qualified Fellowships.
- Graduate students receiving Qualified Training Grants.

### Voluntary graduate plan

The following groups of individuals are eligible to participate in the Voluntary Plan and must manually enroll, if desired.

- UGA students who are not required to have health insurance through the UGA Mandatory Student Health Insurance Plan may purchase the voluntary plan if they are enrolled six (6) or more semester hours
- Post-doctoral research fellows
- Post-doctoral research fellow adjuncts
- Individuals with Optional practical training (OPT) approval

## **Departmental Policies 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 receptionist 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. A logbook is located adjacent to the machine. Indicate the number of copies, your name (write legibly), and reason for the copies; for example: GEOG 1112L, personal, etc. 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 8:00 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 ask to leave and come back the next day. For large jobs please come by 4:00 PM

**LAB PRINTERS:** Lab printers are to be used for Geography related course work. They are not to be used for personal printing. For example, no printing of fliers for personal organizations, websites containing personal interest information, PowerPoint presentations for a non-Geography related course, or printing by family members.

### **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 his or her written consent, except in the case of a UGA official with a legitimate educational interest. For more specific information, visit <https://apps.reg.uga.edu/FERPA/>. **To be safe, do not post grades publicly**, even by a numerical identification system. One of the many advantages of using eLearning Commons (eLC: [elc.uga.edu](http://elc.uga.edu)) is a built-in grade reporting feature that allows students to follow their own progression through your course. The eLC gradebook feature allows you to download data, format it using a spreadsheet program, and then upload it to the registrar. Encourage students to keep up with their own grades. Lastly, inform students that they can have access to their final grades through OASIS as soon as you post them.

### **SUPPLIES**

Office supplies such as note pads, pens, etc. are for departmental related activities only. Stationary will be provided for job application, correspondence involving thesis or dissertation research, or letters to editors or program chairs.

## **CLASSROOM AIDS**

See Emily Duggar in the main office or speak with your TA coordinator about what is available in the various classrooms. When you have finished with the equipment, please return it. If a classroom or a media cabinet is locked, please come to the main office to get a key.

## **HANGING FILES OUTSIDE CARREL ROOMS**

There are six rows of three hanging file pockets on the wall outside Room 120. There is one outside each carrel room in the basement. These are to be used by the TA's of labs for students to leave assignments or to leave items for students. Please do not put file folders on glass windows outside Carrel 149. The hanging files have been put up for this use and to keep the hallways a little neater.

## **STAYING INFORMED**

**Please check your e-mail and mailboxes (Room 119) regularly.** This is the main source of information within the department. Failure to check e-mail might result in loss of assistantship, problems with TA assignments, or missing a Graduate School deadline. Also there is a bulletin board in Room 119 and at the end of the hallway on the first floor past Room 149. Please check all these sites for important information. Check the Graduate School website (<http://gradschool.uga.edu/academics/deadlines.html>) often for deadlines that may apply to you.

## **REGISTRATION**

You must present an advisement form to Kayla Timmons signed by your major professor to be cleared before you can register. **The advisement form is required every semester (including Summer).** Do not ask Kayla Timmons to clear you without that form or an email from your major professor approving of your schedule. If your major professor is out of town, please see the Graduate Coordinator for advising. The Graduate School requires, and the Department enforces the regulation, that a student must be enrolled each semester that University facilities (library, computer, carrels) or faculty advise thesis or dissertation research (that includes when you defend and when you graduate). Please fill out all requested information on these forms. All research or special problems classes must have an instructor listed on your registration forms.

## **CARRELS**

If you are the last person to leave a carrel room or computer lab, please be certain the door is securely locked. The carrels are study areas and must be kept quiet, neat and clean. All the carrels have combination locks. **DO NOT GIVE OUT COMBINATIONS TO ANYONE.** **Valuables should not be left unattended in the carrels. PLEASE SEE KAYLA TIMMONS TO REQUEST ANY TRANSFER TO A DIFFERENT CARREL, DO NOT MOVE WITHOUT PERMISSION. DO NOT MOVE FURNITURE FROM ONE CARREL TO ANOTHER.** If you have a problem with your carrel, please check with Kayla.

## **KEYS TO BUILDING**

You may obtain a key to the building for entrance at night and on weekends. There is a **\$10.00 deposit (cash only and please have correct amount)** that will be returned when you graduate and turn in the key. If you lose the key, you forfeit the deposit. If you lose the key and request another one, you must pay another deposit. You may obtain a key from Kayla Timmons.

### **MISCELLANEOUS**

This has been designated a non-smoking building. Smoking is **NOT** allowed within the building.

Make sure your lab or class knows your name. You wouldn't believe the number of students that come into the office during the semester trying to locate their TA and have no clue as to their name. Please have your name on your class syllabus and print it on the board for the first week or two of classes.

### **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://hcm-sso.onehcm.usg.edu/>. 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.

### **OFFICE STAFF**

Kayla Timmons, Graduate Program Assistant, 2-2349, [kayla.timmons@uga.edu](mailto:kayla.timmons@uga.edu)  
Jami Gilstrap, Administrative Assistant II, 2-7036, [jgilstr@uga.edu](mailto:jgilstr@uga.edu)  
Emily Duggar, Administrative Assistant II, 2-2856, [eduggar@uga.edu](mailto:eduggar@uga.edu)  
Georgi Austin, Business Manager I, 2-2348, [austing@uga.edu](mailto:austing@uga.edu)  
Beverly Cox, Accountant, 2-3164, [beverly.cox@uga.edu](mailto:beverly.cox@uga.edu)

### **IT SUPPORT**

<http://helpdesk.franklin.uga.edu/?ga=2.69329433.862280829.1589809736-1804324422.1575299783>

## CARREL ROOM SAFETY TIPS

**These rules are for your protection and the protection of your belongings.**

- Do not give out combinations to anyone who is not a Graduate Student in the Department.  
**This also applies to Room 119.**
- Do not let anyone into the carrel who is not a current graduate student, faculty or staff member unless they have an appointment with an occupant of the carrel.
- Do not leave doors propped open.
- Do not carrel hop. In other words, if you wish to change carrels, see the Graduate Program Assistant and make a request, don't assume a carrel is unoccupied and move in (you will be moved back out). There may be students on a waiting list for a vacant space.
- Do not remove items (file cabinets, etc) from another carrel to yours (you will be asked to put it back). Carrel rooms have been equipped with two drawer file cabinets, and a lamp. If your carrel room is missing any of these items please let the Graduate Program Assistant know.
- Be courteous of others. Keep noise to a minimum. These are study and work areas. If you are sharing space with someone, please keep your belongings neatly to one side and leave room for the other person to work.
- If a student knocks on the carrel door and is looking for their TA, please see if the TA is in, if the TA is not there, tell the student to return later or wait out in the hall. **Do not allow them to come in and wait in the TA's carrel.**
- **Respect others; do not go into anyone's space without their permission.**
- Mailboxes for all students are in Room 119 (Word Processing Room). Room 119 is a work area; please keep noise to a minimum. Do not give out combination to this room.
- If you are assigned a space and do not use it, please let the Graduate Program Assistant know so she can reassign it to someone who is on a waiting list for space.

Please be careful with drinks and food in those carrels. If you do accidentally spill something, clean it up immediately before it sets in.

Do not write on the surfaces or deliberately mar them in any way. Bulletin boards have been provided inside and outside each carrel for your use.

Please empty your trash cans into a larger can out in the hall on a regular basis.

Try to leave the carrel in the same shape you received it when you move out.

## 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. As indicated in Table 1, grievances related to:

- sexual misconduct or discrimination based on a protected characteristic are reviewed by the UGA Equal Opportunity Office (EOO).
- workplace violence is reviewed by the Associate Vice President for Human Resources.
- academic dishonesty (e.g. plagiarism, unauthorized assistance, theft) are addressed by the Office of the Vice President for Instruction.
- academic appeals follow a process established by the University which begins at the department level and moves to the graduate school if not resolved within the department.

Graduate students who have a concern may consult with the Student Ombudsperson (706-542-8544) to determine the nature of the grievance and the most appropriate process to follow.

The purpose of 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 (see pp. 4-5 of the NDAH Policy for more information on mandatory reporters). 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.

**Table 1:** Avenues for grievances related to discrimination or harassment, workplace violence, or academic matters related to grade appeals or misconduct.

Office	Type of Grievance	Contact Information
Equal Opportunity Office	Discrimination or harassment based on the basis of race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status	Ph: 706-542-7912 <a href="http://eoo.uga.edu/policies/non-discriminationanti-harassment-policy">http://eoo.uga.edu/policies/non-discriminationanti-harassment-policy</a>
Associate Vice President for Human Resources	Workplace violence (e.g. intimidation, bullying, stalking, threats, physical attack, property damage, or domestic and family violence)	Ph: 706-542-9756 <a href="http://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Workplace-Violence/">http://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Workplace-Violence/</a>
Office of VP for Instruction	Issues related to student plagiarism, unauthorized assistance, theft	Ph: 706-542-4336 <a href="https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/">https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/</a>
Office of VP for Instruction	Academic appeal process (e.g. grade appeals)	Ph: 706-542-4336 <a href="https://honesty.uga.edu/Student-Appeals/Process/">https://honesty.uga.edu/Student-Appeals/Process/</a>

## **What resources are available to discuss any concerns and consider options?**

### *Academic support or problem solving:*

- [Office of the Vice President for Student Affairs](#) - (706) 542-3564
- [Office of Dean of Students, including Student Care and Outreach](#) - (706) 542-7774
- [Division of Academic Enhancement](#) - (706) 542-5436
- [UGA Regents' Center for Learning Disorders](#) - (706) 542-4589
- [UGA Disability Resource Center](#) - (706) 542-8719/(706) 542-8778 (tty) or [dsinfo@uga.edu](mailto:dsinfo@uga.edu)
- [UGA Human Resources](#) - (706) 542-2222 or [hrweb@uga.edu](mailto:hrweb@uga.edu)
- [Office of Legal Affairs](#) - (706) 542-0006
- [Ombudsperson Program](#):
  - For Students – Charisse Harper at (706) 542-8544 or [charper@uga.edu](mailto:charper@uga.edu)

### *Cultural support:*

- [UGA Office of Multicultural Services and Programs](#) - (706) 542-5773
- [UGA Office of Institutional Diversity](#) - (706) 583-8195 or [diverse@uga.edu](mailto:diverse@uga.edu)
- [UGA Disability Resource Center](#) - (706) 542-8719/(706) 542-8778 (tty) or [dsinfo@uga.edu](mailto:dsinfo@uga.edu)
- [UGA Lesbian, Gay, Bisexual and Transgender \(LGBT\) Resource Center](#) - (706) 542-4077
- [Student Veterans Resource Center](#) - (706) 542-9629
- [UGA International Student Life](#) - (706) 542-5867
- [International Student, Scholar and Immigration Services](#) - (706) 542-2900 or [issis@uga.edu](mailto:issis@uga.edu)
- [UGA Women's Resources](#)

### *Individual support, consultation and referral services:*

- [UGA Counseling and Psychiatric Services \(CAPS\)](#) - (706) 542-2273
- [UGA Office of Relationship and Sexual Violence Prevention \(RSVP\)](#) (provides 24-hour crisis support, information, advocacy, education and outreach) - (706) 542-7233 or (706) 542-8690
  - [Survivor Support Group](#) for student survivors of sexual and/or relationship violence - contact Caron Hope, [chope@uhs.uga.edu](mailto:chope@uhs.uga.edu), 706-542-7233
- [UGA Center for Counseling and Personal Evaluation](#) - (706) 542-8508
- [UGA Psychology Clinic](#) - (706) 542-1173
- [Aspire Clinic](#) (offers individual, couple, and family therapy) - (706) 542-4486
- [UGA Family Violence Clinic](#) - (706) 369-6272
- [The Cottage Sexual Assault Center and Children's Advocacy Center](#) (provides interventions, referrals, support and resources for survivors of sexual assault and child abuse) - (706) 546-1133  
*24-hour Crisis Line* - (877) 363-1912
- [Project Safe](#) (24-hour confidential information and domestic violence services) - (706) 543-3331; Textline - (706) 765-8019
- [UGA School of Law Veterans Legal Clinic](#) (706) 542-6439; [veteranslegalclinic@uga.edu](mailto:veteranslegalclinic@uga.edu)