



GRADUATE STUDENT HANDBOOK

M.A. / M.S.

2022



M.A. / M.S. Graduate Handbook

TABLE OF CONTENTS

	Page
Responsibilities of the Student	1
Overview of Geography M.A. and M.S. Programs	3
Time Guidelines for Obtaining Degree Objective	5
Program of Study	6
Managing Your Paperwork	8
UGA Continuous Enrollment Policy	13
If Funded	16
Health Insurance	17
Departmental Guidelines for Graduate Students.....	18
Carrel Room Safety Tips.....	20
Department Grievance Policy	21
Resources for Graduate Students.....	23
UGA Professional Resources	25
Appendix A.....	27

RESPONSIBILITIES OF THE STUDENT

Each student has the responsibility to ensure that:

- They understand and follow 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 more thoroughly 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). 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. More information and the required training and quiz available at: <https://reg.uga.edu/general-information/ferpa/>

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. 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. 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/>

OVERVIEW OF GEOGRAPHY M.A. AND M.S. THESIS PROGRAM(S)

Thesis Proposal Defense

The Masters student works with their major professor to develop their thesis 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 2-year timeline for a Masters project. 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 Masters 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. Refer to page 8 for specific details and information on the scheduling process.

For the proposal defense, the student may 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 1.5-2 hours.

Thesis Defense

Following the approval of the major professor, the student will send their thesis to the Advisory 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 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 defense of the master's thesis 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 thesis 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 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 thesis. They may ask for additional clarification of points in the thesis, 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., two of the three advisory committee members must approve) and must certify their approval on the Thesis Defense Form.

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 [here](#). 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 [Office of Research website](#). 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 detailed guidelines.

Final Submission of Thesis to Graduate School

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”: [using this link](#). Please note: a format check must be approved by the Graduate School prior to ETD submission. See Graduate School format check deadline found above in “Additional Information” section.

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.

Requirements for the degree include coursework documented in a program of study, and a series of benchmarks involving official graduate school or departmental forms, meetings with your advisory committee, and written artifacts of thesis proposal and completed thesis. There is a lot of ground to cover in two years/four regular semesters.

An overview of that timeframe looks like this:

Semester 1	Semester 2	Semester 3	Semester 4
Identify Major Professor	Define Research Project	Coursework	Coursework
Identify Advisory Committee	Write and Defend Research Proposal	Thesis research and writing	Complete thesis
Coursework*	Map out Courses for rest of program		
Coursework*	Coursework		
Forms to File	Forms to File	Forms to File	Forms to File
Major Professor Form Advisory Committee Form	Theory and Assessment Rubric. Thesis Proposal Defense Form Program of Study Form Institutional Review Board Proposal**		Graduation Application Thesis Approval Form Theory and Assessment Rubric. Final Oral Examination Form

*Coursework is listed on Program of Study, see next page.

** For students working with human subjects (research participants) in their research. Consult your major professor for guidance.

MA/MS DEGREE PAPERWORK CHECKLIST

Steps toward degree and timeline for adequate progress:

- 1. Major Professor ([form](#)) [end of 1st semester]
- 2. Advisory Committee ([forms](#)) [end of 1st semester]
- 3. Program of Study ([form](#)) [end of 2nd semester]
- 4. Thesis Proposal Defense ([form](#)) [end of 2nd semester]
- 5. [Yes No] Human Subjects
If yes, [IRB project](#) # date approved_____
- 6. Graduation Application (in Athena) [Before beginning of 4th semester]
Please note the Graduate School Website for [Deadline](#).
- 7. Thesis Approval and Final Oral Examination ([form](#)) [end of 4th semester]

PROGRAM OF STUDY

The Geography Department requires 32 hours of coursework on the MA and MS program of study (two more than minimum required by the Graduate School). The program of study 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 thesis. 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 to the extent possible, 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.

Credit hours in the program of study need to be spread out according to several requirements:

The Residency Requirement. This is fulfilled by taking courses at UGA in at least two out of three semesters each year; Fall, Spring, Summer terms each count as semesters). Any of the summer terms (Maymester, Summer I, Summer II, Through Session, Extended Session) count for summer in this policy.

Continuous Enrollment Requirement. Please see full details on page 12 for detailed information on this requirement.

Graduate Credit Only Requirement. At least 12 semester hours of course work must be open only to graduate students. This usually means an 8000 or 9000 level course. 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. Otherwise, this fact may get overlooked.

Limits to research credits. Research credits fall under the course numbers GEOG 7000 and GEOG 7300. For the MA and MS in Geography, a minimum of 3 hours of GEOG 7300 must be listed on the program of study, according to Graduate School policy. While you can take more than 3 hours of GEOG 7000 during your program, no more than 3 hours of GEOG 7000 may appear on the program of study.

Minimum grades. 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.

Directed problems credits. No more than 3 hours of directed problems credit hours from Geography or any other department may appear on the Program of Study (GEOG 8290, 8390, 8590, 8690)

What cannot be included in the Program of Study. Credit hours under course number GEOG 7005 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. Credit hours under GEOG 6920 and GEOG 6921 cannot appear on the program of study.

Departmental Requirements:**Core [5 core courses (11 hours) must appear on your Program of Study + GRSC 7001 (1 hr)]:**

- GEOG 8900 (1 hr.) Proseminar I
- GEOG 8901 (1 hr.) Proseminar II
- GradFIRST GRSC 7001 (1 hr.) seminar
- For MS students, GEOG 6300 (3hrs) Data Science in Geography
- For MA students, either GEOG 6300 or GEOG 6305 (3 hrs.) or a methods class decided upon in consultation with the student's advisory committee. IF you substitute a methods class for this requirement, be sure to note in on the Program of Study.
- GEOG 7000 (3 hrs.) Master's Research
- GEOG 7300 (3 hrs.) Master's Thesis

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 of the seven courses (12 of 21 hours) must be available only to graduate students. Graduate-only courses are typically 8000-level courses. 6000- and 7000-level graduate-only courses may be used but must be marked as such on the Program of Study. Unless limited to only graduate only course, Geog 6300 is not considered a graduate-only course as it is mostly co-taught as a 4000/6000 level course. GEOG 7000, 7005 and 7300 cannot be used to satisfy this requirement.
- GEOG 7000 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.

MANAGING YOUR PAPERWORK

Deadlines: All paperwork for your Master's program has deadlines. Please take these seriously as missing them may prevent you from progressing in your program. The Graduate School [website](#) lists deadlines that change each year, be sure to check them regularly.

Routing: All Departmental forms must be submitted to the Graduate Program Administrator. All Graduate School forms must be submitted by the student directly to the Graduate School via [GradStatus](#). See below for list of which forms are submitted where. 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 Administrator.

Responsibility: Students hold full responsibility for ensuring that the correct forms are completed in a 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 (details on p. 9).

- 1) Most forms are available online at the Graduate School [website](#)
Always check for the most recent version of forms.
- 2) Some forms are available online at the Departmental [website](#)
- 3) The Graduate Program Administrator 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 in digital format. Once you have filled in your form, obtained all required signatures, with dates, from major professor and committee members (if required), then submit the form to the Graduate Program Administrator. The Graduate Program Administrator will obtain the Graduate Coordinator's signature and, when necessary, submit to the Graduate School. Please go online and obtain/complete the forms as needed to be sure you have the most current form. Always submit departmental forms directly to the Graduate Program Administrator.

You must email notification of all defenses to the Graduate Program Administrator. Provide all needed information such as: your name, title, date, time, location, and names of committee members.

When defending your *Thesis Proposal*, you must notify the Graduate Program Administrator 1.5 weeks prior to the proposal defense by email (include the date, time, location(s), thesis title, and names of all committee members).

When scheduling your *final Thesis defense*, you must notify the Graduate Program Administrator 1.5 weeks prior to the final defense by email (include the date, time, location(s), thesis title, and names of all committee members). All forms need to be filed and approved before you can schedule your thesis defense.

To request a room reservation, please email the Graduate Program Administrator.

M.A./M.S. STUDENT FORMS

(Screenshots of each form can be found in Appendix A)

1. MAJOR PROFESSOR / CO-ADVISOR AGREEMENT FORM

Source: Departmental [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 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 – no later than the end of 1st semester.

2. DEPARTMENTAL ADVISORY COMMITTEE FORM

Source: Departmental [website](#)

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

Note: you must submit a new form if you add and/or remove someone from your Advisory Committee. The new form will need to include the signatures of those faculty who will be stepping off the committee.

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 the committee is formed – no later than the end of the 1st semester.

3. GRADUATE SCHOOL ADVISORY COMMITTEE FORM FOR M.A./M.S. CANDIDATES

Source: Graduate School [website](#)

Instructions:

1. Provide your local address and phone number,
2. Provide 1st 9 digits of your "81#",
3. Provide full name for each committee member.

Other requirements: the major professor and one other member must be on the Graduate Faculty, two members must be Geography Department faculty, the committee must have at least three members including the major professor (four if there are co-advisors), you may have committee members from other departments and/or from off campus, 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: Grad Status (see link above)

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

4. GRADUATE SCHOOL PROGRAM OF STUDY FORM FOR M.A./M.S. CANDIDATES

Source: Graduate School [website](#)

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.

Where to submit: GradStatus (see link above)

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

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

Note: For Program of Study guidelines see page 6. It is not necessary to list every class taken, only those which meet the requirements listed in the Program of Study Checklist.

5. THEORY AND METHODS ASSESSMENT RUBRIC

Source: Graduate Program Administrator

Instructions: This will be provided by the Graduate Program Administrator for your thesis proposal defense and final thesis defense and will be sent to you via email the day before your defense.

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

When to submit: Within 7 days after thesis proposal defense and final defense.

6. THESIS PROPOSAL ACCEPTANCE FORM

Source: Graduate Program Administrator

Instructions:

1. Reserve a room for the Proposal Defense by emailing a request to Sarah Baker (sbaker81@uga.edu).
2. Email the following information to the Graduate Program Administrator at least **two weeks prior** to the scheduled Thesis Proposal Defense: (a) thesis title, (b) committee members names, (c) day, time, and location(s) of Proposal Defense.
3. After a successful proposal defense, obtain signatures (with dates) from everyone listed on the form.

Where to submit: 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 3rd semester.

Recommendation: We recommend that you hold your thesis proposal defense during the 2nd 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: [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. Apply online in Athena following the instructions found at the Graduate School website [here](#).

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 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 each semester. Students are able to late-file for graduation 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.

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. GRADUATE SCHOOL THESIS DEFENSE & FINAL EXAMINATION APPROVAL FORM (M.A.& M.S.)

Source: Graduate School-link found [here](#)

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 or not 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.

Where to submit: GradStatus (see link above)

When to submit: Two weeks prior to defense date

9. GRADUATE SCHOOL ELECTRONIC THESIS & DISSERTATION SUBMISSION APPROVAL FORM

Source: Graduate School- link found [here](#)

Instructions: 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 thesis 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.

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) graduate or professional course 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 supersede 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. GA 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 or professional course 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.

IF YOU ARE FUNDED, PLEASE READ CAREFULLY.

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

All newly-hired faculty and staff use the

UGA Onboarding System

to complete their required paperwork and view important policy information.

New hires will receive an email from onboard@uga.edu with detailed instructions on finalizing your new hire paperwork.

Learn more about the UGA Onboarding System:

https://hr.uga.edu/Prospective_Employees/Hiring_Process_Onboarding/

Questions may be directed to onboard@uga.edu or 706-542-2222.

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/>

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 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 leave and come back the next 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 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.

SUPPLIES

Office supplies such as note pads, pens, etc. are for departmental related activities only. Letterhead stationery will be provided for job applications, correspondence involving thesis or dissertation research, and other UGA-related professional needs.

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 Sarah Baker if you have a problem with your carrel or would like to request a transfer to a different carrel. Do not move furniture from one carrel to another.

KEYS TO BUILDING

You may obtain a key to the building for entrance at night and on weekends. You may obtain a key from the Graduate Program Administrator.

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 [this](#) 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: 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. 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 [here](#) 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.

REGISTRATION

You must present an advisement form to the Graduate Program Administrator signed by your major professor to be cleared before you can register. **The advisement form is required every semester (including Summer)**. 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 (e.g., 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.

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 [OneUSG Connect](#). 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

Sarah Baker, Graduate Program Administrator
706-542-2349, sbaker81@uga.edu

Leslie Geiser, Office Manager
706.2348 lesgei@uga.edu

Geography Main Office 706-542-2856

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.
- 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 Administrator 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 Administrator 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 the Grad Lounge 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 Administrator know so it can be reassigned to someone on the waiting list.

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; 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 http://eoo.uga.edu/policies/non-discriminationanti-harassment-policy
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 http://policies.uga.edu/Human-Resources/Employment/Employment-Related-Policies/Workplace-Violence/
Office of VP for Instruction	Issues related to student plagiarism, unauthorized assistance, theft	Ph: 706-542-4336 https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/
Office of VP for Instruction	Academic appeal process (e.g. grade appeals)	Ph: 706-542-4336 https://honesty.uga.edu/Student-Appeals/Process/

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 email- askstudentaffairs@uga.edu
- [Office of Dean of Students, including Student Care and Outreach](#)-(706) 542-7774 email- dosadmin@uga.edu
- [Division of Academic Enhancement](#)– (706) 542-5436
- [UGA Regents’ Center for Learning Disorders](#)– (706) 542-4589 email- rcld@uga.edu
- [UGA Disability Resource Center](#)– (706) 542-8719 email- drc@uga.edu
- [UGA Human Resources](#)– (706) 542-2222 hrweb@uga.edu
- [Office of Legal Affairs](#)– (706) 542-0006
- [Ombudsperson Program](#): (706) 542-7912
For Students– Charisse Harper (706) 542-8544 email- charper@uga.edu

Cultural support:

- [UGA Office of Multicultural Services and Programs](#)– (706) 542-5773 email- mspinfo@uga.edu
- [UGA Office of Institutional Diversity](#)– (706) 583-8195 email- ordiverse@uga.edu
- [UGA Disability Resource Center](#)– (706) 542-8719 email- ordsinfo@uga.edu
- [UGA Lesbian, Gay, Bisexual and Transgender \(LGBT\) Resource Center](#) (706) 542-4077 email lgbtrc@uga.edu
- [Student Veterans Resource Center](#)– (706) 542-7872 email- svrc.uga.edu
- [UGA International Student Life](#)– (706) 542-5867 email- isl.uga.edu
- [UGA Office of Global Engagement-International Student Services, Global Education, Immigration Services](#)– (706) 542-2900 email- dhadden@uga.edu
- [UGA Women's Resources](#) email- womenresource@uga.edu

Individual support, consultation and referral services:

UGA-based resources

[UGA Counseling and Psychiatric Services](#) (CAPS)– email- contact@uhs.uga.edu
24/7 mental health support- (706) 542-2273 24 hr. Sexual Assault hotline- (706) 542-SAFE (7233)

- [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, 706-542-7233

- [UGA Center for Counseling and Personal Evaluation](#)– (706) 542-8508
- [UGA Psychology Clinic](#)–(706) 542-2174
- [UGA Aspire Clinic](#) (offers therapy, financial planning/counseling, nutrition education, legal problem solving for individuals, couples, and families)–(706) 542-4486 email-aspire@uga.edu

Local Athens-based resources

- [The Cottage Sexual Assault Center and Children’s Advocacy Center](#) (provides interventions, referrals, support and resources for survivors of sexual assault and child abuse)
Hablamos Espanol– local-(706) 353-1912 24-hour Crisis Line– (877) 363-1912
- [Project Safe](#) 24-hour confidential information and domestic violence services–
phone (706) 543-3331 Teen Text line-(706) 765-8019

National-based resource

- [The Trevor Project](#)- LGBTQ-centered crisis support, connect to a crisis counselor 24 hours a day, 7 days a week, 365 days a year text line- text ‘START’ to 678-678 phone-866-488-7386

UGA Professional and Support Resources for Graduate Students

1. Career and Professional Development Opportunities

Graduate School

[\(https://grad.uga.edu/index.php/current-students/professional-development/\)](https://grad.uga.edu/index.php/current-students/professional-development/)

[Professional Development Seminars](#)

[Experiential Professional Development](#)

[Emerging Leaders Program](#)

[Faculty Development & Diversity](#)

[Three Minute Thesis Competition](#)

[Graduate Student Financial Education](#)

Career Center

<https://career.uga.edu/>

Help with resumes, interviewing skills, job search

Orcid ID

orcid.uga.edu

Department of Geography

Professional Development Workshops (possible topics)

Building Your CV

Writing Effective Abstracts

Making the Most of a Conference

The Elevator Speech

Networking Strategies

Social Media for Academics

Why attend conferences? How to organize sessions

What is the publication process?

External funding

How to interview for a job (in person and online)

2. Teaching-Related Skills

Graduate School

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

Teaching Portfolio

Interdisciplinary Certificate in University Teaching

Center for Teaching and Learning (CTL)

<https://ctl.uga.edu/>

Teaching Professional Development

Future Faculty Fellows Program

Various workshops and events related to teaching

Office of Online Learning

<https://online.uga.edu/>

3. Other opportunities/resources

Health and Wellness Resources <https://www.uhs.uga.edu/aod/fontaine>

Resources related to stress/sleep management, mindfulness, nutrition, wellness coaching, alcohol and other drug prevention, relationships and sexual violence prevention). Relationship and sexual violence prevention (RSVP) is free and confidential; uhs.uga.edu/rsvp or 706-542-safe

Student Care and Outreach <https://sco.uga.edu/>

Provides interventions (e.g. hardship withdrawals, absence notifications, incidence response, concerns about homelessness or risk for homelessness ([embark@uga](mailto:embark@uga.edu))). You can just walk in (in Tate Center near Starbucks) or use their online report form.

Counseling and Psychiatric Services (CAPS) <https://www.uhs.uga.edu/caps/welcome>

Provides counseling and psychiatric care and support/referral, virtual services that are HIPAA compliant.

- For students who pay the health fee and bill insurance, there is no out-of-pocket cost for most services.
- Graduate student support group (Monday 1:30-3 p.m. via zoom) that covers topics like work-life balance, dealing with imposter syndrome, sense of isolation (call CAPS to join at 706-542-2273).
- New service called therapy assisted online (uhs.uga.edu/TAO) which offers self-paced modules for handling stress, anxiety, or depression.
- Crisis services available for “walk-ins” Monday-Friday (9-5); after business hours can reach them at 706-542-SAFE (7233)

Healthcare Provider Referral Database uga.rints.com

This service is a UGA-created database that was designed to help match your mental health needs to off-campus mental health providers in the Athens community. The results are local healthcare providers based upon the zip code you enter (which is optional). Alternately, one can search based on the health care provider’s gender identity, racial identity, or profession. One can search based on treatment sought, services offered, or insurance accepted, among other things.

APPENDIX A. Departmental and Graduate School Forms for Master's Program

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

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

Session: 24:52 • UGA ID: [Reveal](#)

Kayla | [Log Out](#)

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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	<input style="border: 1px solid #ccc;" type="text" value="First"/>	<input style="border: 1px solid #ccc;" type="text" value="Middle"/>	<input style="border: 1px solid #ccc;" type="text" value="Last"/>	
UGA ID	<input style="border: 1px solid #ccc;" type="text"/>	Email	<input style="border: 1px solid #ccc;" type="text"/>	
Department	<input style="border: 1px solid #ccc;" type="text"/>		Degree Objective	<input style="border: 1px solid #ccc;" type="text"/>
Major/Degree	<input style="border: 1px solid #ccc;" type="text" value="Select an Option"/>			

Student's Committee Members

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

Name	Email Address	Type	Outside Member? <small>(Member not employed at UGA)</small>	Non-Voting?	
<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ Add
<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input style="border: 1px solid #ccc;" type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

For technical support, please contact gradit@uga.edu.

Version 7.19 | © 2020 The University of Georgia, Graduate School • 210 S. Jackson St., 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.

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

Major/Degree * Geography - PhD 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="checkbox"/>	

Research Skills Requirement

Departmental Requirements

Completed Masters Degree

Submit

Theory and Methods Assessment Rubric

Date: [Redacted]

Student Name: [Redacted]

Signature Major Advisor: [Redacted]

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.

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 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 (JMI) *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	<input type="text" value="Select an Option"/>
Department	<input type="text" value="*"/>
Title	<input type="text" value="*"/>

Major Professor(s)

Name	<input type="text" value="* First"/>	<input type="text" value="Middle"/>	<input 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, *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

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

<https://gradstatus.uga.edu/Forms/G140>



Grad Status
Graduate School
UNIVERSITY OF GEORGIA

Session: 53:14 • UGA ID:  [Reveal](#)

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

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

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

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 *

Major/Degree Select an Option

Title *

Did you use human subjects in your research? *

Defense Date * mm/dd/yyyy

[Submit](#)

For technical support, please contact gradit@uga.edu.

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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 Events My Submissions Approvals Session: 24.32 * UGA ID: [reveal] Kayla Log Out

Home Forms Departments ...

Request for Change of Degree Objective (G136)

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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

For technical support, please contact gradlit@uga.edu.

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 Graduate School.

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



Grad Status

Session: 24:55 • UGA ID: Reveal

Events
My Submissions
Approvals
Kayla Log Out

Home
Forms
Departments ↗
... ↗

Request for Transfer Credit (G134)

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

Name *

UGA ID *

Email *

Department *

Major/Degree *

Major Professor Name *

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	
* <input style="width: 100%;" type="text"/>	+ Add				

Submit

For technical support, please contact gradit@uga.edu.