



Graduate School UNIVERSITY OF GEORGIA

Graduate Coordinator's Handbook

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PREFACE

The *Graduate School Bulletin* is the official source for the policies and procedures approved and established by the Graduate Council. The Graduate Coordinator's Handbook is a supplement to the Bulletin and is not intended to duplicate material provided in other published documents. Graduate coordinators should refer to the *Graduate School Bulletin* for complete policies and procedures.

I. APPOINTMENT AND ROLE OF THE GRADUATE COORDINATOR

The dean of the Graduate School appoints the departmental graduate coordinator upon recommendation and approval by the department head and the academic dean of that unit. The graduate coordinator is an appointed member of the Graduate Faculty who serves as the liaison between the department and the Graduate School with delegated authority of the department head. It is the responsibility of the graduate coordinator to implement all policies and procedures of the Graduate Council pertaining to graduate education at the University of Georgia (UGA). Furthermore, the graduate coordinator works in conjunction with the Graduate Faculty in the department to ensure that policies and procedures unique to the department are followed.

These are the primary responsibilities of the graduate coordinator:

- Makes recommendations concerning admission to Graduate School.
- Makes recommendations for Graduate School assistantships, dissertation completion assistantships, scholarships, etc., and assists in rating other applications for financial aid.
- Maintains current records on all departmental graduate students.
- Keeps graduate students and faculty informed of deadline dates and policies of the Graduate School.
- Recommends appointment of Advisory Committee for Master of Arts, Master of Science, and doctoral students.
- Notifies the Graduate School of the date, time, and place of Oral Preliminary Examinations and Final Defenses of Doctoral Dissertations.
- Makes recommendations on all petitions submitted to both the Administrative Committee and Admission and Retention Committee of the Graduate Council.
- Countersigns with the major professor on all requests for Degree Objective Changes, Programs of Study, Recommended Changes in Programs of Study, Requests for Transfer Credit, and Applications for Admission to Candidacy.

II. GRADUATE ADMISSIONS

The Graduate School Admissions Office has the responsibility for the admission of all graduate students at UGA. The initial recommendation concerning the admission of an applicant for graduate study is made by the academic unit in which the applicant plans to enroll. The final decision on admission is made by the dean of the Graduate School. Abbreviated admissions information follows.

Application for Admission

Applicants to graduate programs must hold a bachelor's or higher degree from an institution accredited by the appropriate U. S. regional accrediting association. Graduates of international institutions must hold a degree equivalent to a U.S. bachelor's degree from an institution that is recognized by the appropriate government agency in the country. Each applicant must file an online application for admission with Graduate Admissions. A

Entrance Test Scores

Entrance test scores are required for admission to most degree programs offered at the university. Currently the GRE, GMAT, and MAT are the standardized entrance tests used by departments at UGA. Departments can determine the most appropriate of these standardized tests or sub-tests to use for admission to their programs with the approval of the dean of the Graduate School. To change the established departmental entrance test requirements, a request must be submitted to the dean of the Graduate School. Departments may not substitute entrance test requirements for individual applicants. Test score reports must be sent directly to Graduate Admissions by the appropriate testing agency.

A test of English language proficiency (either the TOEFL or the IELTS examination) is required of all applicants whose primary language is not English. Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language (e.g., the United Kingdom, Australia, New Zealand) usually are not required to submit the TOEFL (or IELTS) scores. If such an applicant received the degree more than two years prior to application to the Graduate School and has been residing/working in a country where the primary language is not English, he or she must submit current scores. Students, who are currently enrolled and have been enrolled at least one year at a regionally accredited U.S. institution, may have the English language proficiency requirement waived, if their work shows a

strong quality of performance. Some departments may require the TOEFL (or IELTS) regardless of previous educational experience.

All test scores except the English language examinations are subject to a five-year time limitation. TOEFL and IELTS scores are valid for two years from the date of examination. The Graduate School requires that international students score a minimum of 20 points each on the Speaking and Writing sections of the TOEFL with an overall minimum score of 80 and an overall band score of 6.5 with no sub-score below 6.0 on the IELTS.

Applicants who have been admitted previously to a degree program and earned credit toward that degree at the University of Georgia may submit the same test scores in support of an application for a new degree program. In this case, the scores are not subject to the five-year time limit, but must meet the standards of the new program. Departments may require new scores.

Admission from Baccalaureate to Doctoral Programs

When considering an applicant with only a baccalaureate degree for admission into a doctoral program (either directly or subsequently by change of degree objective), the Graduate School recommends using the score from the following formula as a guideline for initial screening:

$$\text{Score} = 1000 \times \text{GPA} + \text{GRE}$$

(GPA = undergraduate grade point average, and GRE = sum of the verbal and quantitative Graduate Record Examinations scores.)

The minimum score recommended by the Graduate School is 4300. In cases where the score obtained through the use of the formula is less than 4300, a written justification will be required from the department for admission to be approved by the Graduate School, which includes both a description of why the student should be admitted and how the department intends to support the student to ensure successful completion of the program.

All program of study requirements specified for doctoral students who hold the master's degree must also be met by students who bypass the master's degree. In addition, the doctoral program of study for a student who bypasses the master's degree shall contain at least 20 semester hours, exclusive of hours for dissertation research (9000) and dissertation writing (9300), in University of Georgia courses open only to graduate students.

Admission to Dual Degree Programs

The Graduate School offers dual degree options with other UGA schools and colleges for graduate students who are currently enrolled or seek enrollment in dual degree programs. The current programs are listed in the Graduate Bulletin. There are three types of dual degree programs: professional/graduate; undergraduate/graduate; and graduate/graduate.

Applicants for dual degree programs must submit the required application materials and fees for each program.

Applicants for dual undergraduate and graduate programs must have written correspondence from the Honors Program identifying them as applicants for a combined program. Students pursuing combined undergraduate and graduate degrees will be assessed the graduate tuition rate for all courses after admission to the Graduate School.

Enrolled graduate students who intend to add a second degree objective should consult with their major professor before applying for the new program. Students will have both programs listed in Athena, and clearances for registration will be available from either academic department.

Transcripts and Grade Point Averages

Domestic and international applicants must submit one unofficial transcript/academic record from each institution attended. See “Country Specific Requirements” on the Graduate School Website (http://www.uga.edu/gradschool/admissions/int_country.html) for information regarding submission of academic records for international applicants. If admitted to a degree program, official transcripts will be required. Official documents must bear an original certification from the appropriate school official or office. Photocopies of certified documents are not acceptable.

Transfer credit posted on the records of other institutions, including the University of Georgia, is not accepted in lieu of transcripts from the original institutions. This also applies to This also applies to study abroad credit that is posted on records as transfer credit to other institutions, if the department requires this.

The Graduate School will indicate receipt of transcripts in Noli Web and Grad Status. Grade point averages (GPA) are calculated from the proof of degree transcript.

Graduate School Admissions Guidelines

Admissions guidelines suggested by the Graduate School (GPAs and entrance test scores) are not absolute requirements; rather, they are suggested minimum guidelines. Departments may determine their own admissions criteria. Departments are encouraged to consider applications in their entirety before making admissions decisions. Final decisions for admission are made by the dean of the Graduate School

Departmental Involvement in Record-Keeping

Initial application are received by Graduate Admissions through the online application system. A paid application is transferred into Banner and Nolij Web. Departments can login to Nolij Web to view application materials. Training for Nolij Web will be offered by the Graduate Admissions office as needed. Refer to Life Cycle of a Graduate Application in the Essential Info for the New Graduate Coordinators.

Departmental Recommendation

After an applicant's file is complete, the department forwards a recommendation to admit or refuse to Graduate Admissions. The recommendation must be submitted in Nolij Web. Decisions are not processed on the same day that they are submitted.

Admissions recommendations must be submitted in a timely manner. Recommendations should be made on domestic applicants when the files are complete in the Graduate School (unless recommended provisionally – see below). Applicants' files must be complete before an acceptance or refusal letter is mailed. Refusal letters will not be mailed after the drop-add point of the semester of expected matriculation.

Appeal Procedure

If an applicant is refused admission by an academic department, any appeal on the part of the applicant should be directed to the departmental graduate coordinator. The handling of the appeal should follow policies adopted by the department.

If an applicant is recommended for admission by a department and is refused admission by the Graduate School, the appeal should be directed to the dean of the Graduate School. The appeal should be made in writing within 30 days after receipt of the notice that admission has been denied. See Section V of this handbook for the policy governing appeals to the Graduate School.

Matriculation Date Changes

Admission is granted for a specific semester and is validated by registration for that semester. Applicants wishing to defer admission to a subsequent semester may submit their request to Graduate Admissions provided the request is received in writing or by email before the start of the initial semester of acceptance. A deferred application must be reconsidered by the department, and a new departmental recommendation must be forwarded to Graduate Admissions. Applicants are allowed only one free request to change their matriculation date.

Provisional Admissions

An applicant who is missing requisite test scores, transcripts, or other requirements for admission, such as letters of recommendation, may be granted provisional admission for one semester. A student admitted provisionally, who satisfies the requirement within that semester, will be admitted as a prospective candidate for a graduate degree. A degree objective change will be completed automatically by Enrolled Student Services, as long as the Graduate School has been officially notified of the degree for which the student is accepted. Without such notice, departments will be required to submit a degree objective change form immediately after the requirement has been met. Failure to remove the provisional admission within one semester will result in the student being dropped from the graduate program and will not be allowed to register for any courses.

When an applicant is admitted provisionally because of missing test scores, the Graduate School will inform the department when the official scores arrive and determine if the test scores meet the departmental requirements. Upon confirmation that the test scores meet the departmental requirements, the Graduate School will process a degree objective change.

Departments may no longer recommend a provisional admission and specify that the student maintain a GPA of 3.0 or better on the first nine semester hours of graduate course work at the University of Georgia. This definition of “provisional admission” is not an appropriate condition on which acceptance can be based.

General Information

Classification of Graduate Students. Applicants may be considered for admission in one of the following classifications:

- (1) Prospective candidate. An applicant, who has met all requirements and is recommended for admission, is admitted as a prospective candidate for a graduate degree.
- (2) Provisional. An applicant, who is missing an official document or test scores may be admitted provisionally to a degree program, if recommended by the department and approved by the graduate dean.
- (3) Nondegree. An applicant, who does not intend to pursue a degree, but wishes to take courses for professional advancement, licensure, or certification purposes, and who holds a baccalaureate degree or higher degree from a regionally accredited institution, may be admitted in a nondegree status.
- (4) Graduate Transient. A student in good standing at another regionally accredited graduate school may enroll for one semester at the University of Georgia with the submission of the appropriate application, fees, and other required documentation. Students admitted in this classification who later wish to enroll as prospective candidates for a degree must make formal application to the Graduate School.

Residence Status for the Purpose of Paying In-State Fees. Decisions concerning an applicant's classification as a resident or non-resident of the State of Georgia are made based on the regulations established by the Board of Regents for all system institutions. To be considered a Georgia resident for tuition purposes, the applicant must first submit the Application for Georgia Residence Status; this form automatically becomes part of the online application when the applicant marks the “yes” box for Georgia residence status. A decision on residence status will be made after the application is reviewed. Questions concerning residence status prior to matriculation should be directed to Graduate Admissions. After matriculation, questions must be directed to the Office of the Registrar.

Name or Address Change. If a person is in the admission process, a request for a change in name or address must be directed to the Graduate Admissions Office (gradadm@uga.edu). Once a student has enrolled, all requests should be directed to the Office of the Registrar.

Admission Classification, Major, Department Changes. A current applicant may notify Graduate Admissions of his/her wish to change the proposed degree objective, major, and/or department. These requests should be made by email or letter. Changes must be requested before the application deadline passes for the intended semester of enrollment.

Applicants requesting changes after the application deadline will be asked to defer their application to a later semester. Academic departments may, however, retroactively admit applicants after the application deadline. The applicant is responsible for contacting the new department regarding any supplemental departmental requirements. The applicant may request that the previous department forward letters of recommendation to the new department. This request should be submitted in writing to the original department. If the department has no objection, the material should be mailed directly from the original department to the new department; it should not be given to the applicant to deliver by hand.

Application Materials Provided by the Graduate School. Both domestic and international applicants use the same application materials. Admissions policies, forms, and directions are available in the admissions section of the Graduate School Website (<http://www.uga.edu/gradschool/admissions/requirements.html>). All applications are submitted online

Assistantship Letters for International Students. A copy of a departmental assistantship award letter must be sent to Graduate Admissions and must include a specific statement that the award is an assistantship, the dollar amount of the assistantship, the start and end dates of the assistantship, and the amount of service required of the recipient (one-third time, etc.). The letter should also state whether non-resident fees will be waived and in-state fees will be reduced. Visa documents will not be prepared for an applicant who has been awarded an assistantship until the award letter is received.

III. ENROLLED STUDENT SERVICES

Enrolled Student Services maintains graduate student files for registration, degree objective changes, grades, transcripts, test scores, registration flags, and all forms pertaining to completion of degree requirements. After graduation, documents in the students' files are scanned for archiving at the Graduate School, and the files are sent to the University Archives for storage.

Graduate Enrollment Policy

Graduate students must register for a minimum of three hours of credit during any semester in which they use UGA facilities and/or staff time. A student who holds an assistantship must register for a minimum of 12 hours of graduate credit during the fall and spring semesters and nine hours of graduate credit during the summer semester. Other programs, offices, and agencies, such as the Veterans Administration, Immigration and Naturalization Service, and financial aid programs may have other minimum requirements for enrollment.

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) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-masters students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver request form must be submitted by the last day of classes for the semester preceding the effective semester.

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 who were admitted to candidacy prior to August 16, 2007, must request the waiver using the Application for Waiver of Graduate Out-of-State Tuition. The waiver will

be effective for the semester following the semester the request was received (must be received prior to the last day of classes to be entered for the next semester).

Doctoral students who are admitted to candidacy after August 16, 2007, will automatically be granted the out-of-state tuition waiver by Graduate School staff, if they do not have an assistantship waiver. The waiver will be effective the semester following the semester in which the student is admitted to candidacy (must be admitted prior to the last day of classes). Doctoral students on assistantship at the time of candidacy, must submit the request form if the waiver is needed after the student is no longer on an assistantship.

Master's students who are required to submit a thesis to the Graduate School are eligible for the out-of-state waiver after all courses on the program of study have received a grade with the exception of 7000 (research) & 7300 (thesis writing). A program of study form must be on file in the Graduate School. All students in this category must submit the Application for Waiver of Graduate Out-of-State Tuition to the Graduate School by the last day of classes for the semester prior to the eligible semester. The form is available on the Graduate School Website (http://www.uga.edu/gradschool/forms&publications/oos_waiver.pdf).

II. Leave of Absence. A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the graduate enrollment policy. A leave of absence requires approval of the program's graduate 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 three 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 for any reason other than pregnancy, childbirth, adoption, or military duty does not stop the clock: time on leave counts toward any UGA, Graduate School, or program time limits pertaining to the degree being sought.

An approved leave of absence for pregnancy, childbirth, adoption of a child under the age of six, or military duty will not count toward time limits related to expiration of courses or

candidacy governing a student's graduate degree. Both the duration of leave and extension(s) of time are subject to the overall limits of the prevailing Leave of Absence policy.

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, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. It is not necessary to request a leave of absence for one semester, if it is the only semester a student will miss during an academic year.

B.Student Responsibility. It is the student's responsibility to apply for a leave of absence in a 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 Graduate 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 Enrolled Student 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.

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 these overall limitations:

- (1) 3-semester limit for master's students;
- (2) 3-semester limit for doctoral students prior to advancement to candidacy;
- (3) 3-semester limit for doctoral students after advancement to candidacy.

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 reinstatement 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 nine hours.

Students may appeal actions resulting from violating 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.

IV. 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 UGA 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.

UGA employees pursuing graduate degrees under the Tuition Assistance Program and students in non-degree or transient status are exempt from this Continuous Enrollment Policy.

Student Registration

Graduate student registration is conducted via computer (Athena) on the days specified by the Registrar's Office. Before attempting to register, a student must be advised by the academic advisor and cleared by the department as advised in the registration system.

The online access to registration consists of three phases (see dates at <http://www.reg.uga.edu>).

- (1) Early registration. Dates vary depending on semester and are posted on the Registrar's Website.
- (2) Registration (last workday before the first day of classes). Open to all students who did not register during early registration.
- (3) Drop/Add. Open to all students. Athena is open until 12:00 midnight each day during this period. Drop/Add for both graduate and undergraduate courses is 5 days.

Cross Registration. Students may register to take courses at other institutions which are members of the Atlanta Regional Council for Higher Education. This program gives students the opportunity to broaden their academic experience. Students must be enrolled in at least one course at UGA to participate in the program. Additional information can be found at <http://www.reg.uga.edu/or.nsf/html/arche>.

Payment of Tuition and Fees. The deadline for fee payment during the registration phase each semester may be found on the Bursar's Website. Failure to make payment by the due date will result in a late fee of \$50, which is assessed to the student account the day following the due date. If payment is still outstanding by the end of the drop/add period, the late fee will increase to \$100. A schedule of late fees is located at: <http://www.bursar.uga.edu/deadlines.html>.

A \$50 late fee will also be assessed to students who do not register during early registration, registration or drop/add. Payment of the student account balance must be paid in full prior to the processing of late add forms.

Procedures for Late Add after Drop/Add. If a student is registering for the first time or adding additional courses to the current schedule after the drop/add period, s/he must receive permission from the instructor, department head/director responsible for the course, and the graduate dean's office. Such permission will be granted only under extenuating circumstances. To add courses after the drop/add period, students must complete the following steps:

- (1) Obtain Late Add Forms. Graduate students and Honors undergraduate students adding graduate courses must go to their academic department to obtain signed late add forms for each class section. Honors students must also submit the "Graduate Course Application" obtained in the Honors Office.
- (2) Submit a petition. If courses are being added after the fourteenth calendar day of the semester, the student must write a letter explaining why they did not add the class during regular OASIS registration periods and how they will catch up with the rest of the class. This petition should be signed by the student's instructor, major professor and graduate coordinator and submitted to the Graduate School before the dean's signature can be placed on the add form.
- (3) Obtain approvals. Approval is required from the instructor, the director or department head of the department offering the course, and the graduate dean's office. These individuals or their designated representatives must complete and sign the late add forms, if the request to late add is approved.
- (4) Take all completed and signed add forms to the Registrar's Office.
- (5) Take late add forms and fee receipt to the Registrar's Office.

NOTE: Late fees are not applicable to late schedule additions for students who have existing schedules within the same term and whose fees have been paid.

Schedule Adjustments. To increase credit hours in a course after drop/add, the above procedures should be followed. Increases in credit hours are ordinarily noted on a section change form. However, the increase must also be approved by the dean of the Graduate School. No courses may be dropped after the drop/add period ends.

Withdrawals. A graduate student may withdraw from a course in Athena. The withdrawal deadline is two weeks after the midpoint of the semester. NOTE: A student holding an assistantship must maintain the required minimum course load.

NOTE: No refund is issued for withdrawal from a course after the drop/add period.

Course Loads. Students are required to enroll for a minimum of three credit hours during any semester they are using university facilities or resources, including faculty or staff time. The maximum semester course load for any student is 18 hours per semester. For those students whose degree program officially requires more than the 18 hours of credit per semester, the students will be limited to the program maximum. Course loads for which a graduate student may enroll is governed by the following:

	Minimum Semester Hours	Maximum Semester Hours
Students who do not have an assistantship	3	18
Graduate Assistants: One-fourth (.25) time	12	18
Graduate Assistants: One-third (.33) time	12	18
Graduate Assistants: Four-ninths (.44) time	12	18
Graduate Assistants: One-half (.50) time	12	18

The maximum course load for an eight-week summer thru session is 18 hours. The minimum course load for any summer session is 3 hours. The maximum course load during pre-summer session (Maymester) is 6 hours. For students on an assistantship, the minimum course load across all summer sessions is nine graduate credit hours. Permission to exceed the maximum load is not granted during summer semester.

Overloads. Generally, a request to exceed the maximum course load will not be approved unless the student satisfies the following guidelines:

- (1) is a prospective candidate for a degree,
- (2) has a cumulative graduate course average of 3.5 or higher,
- (3) has no incompletes in any graduate courses, and
- (4) is not a first-semester student.

The request for an overload must then be routed to Enrolled Student Services from the graduate coordinator's office by e-mail.

Registration Flags. Enrolled Student Services is responsible for the placement and removal of most registration flags on graduate student records. Reasons for placement of a flag could include lack of proof of degree, incomplete transcripts from other institutions, extensions

of time, probation or dismissal, transient status, and non-compliance with the Graduate Enrollment Policy. The flag will be removed when the condition for placement of the flag has been satisfied.

Enrollment of Law or Undergraduate Students in Graduate Courses.

Law Students. Students enrolled in the School of Law, who hold a bachelor's degree from an accredited university/college and who are in good standing, may enroll in graduate courses with approval of their advisor, the instructor of the course, the graduate coordinator, and the dean of the Graduate School. An approval form may be obtained in dean's office of the School of Law.

Honors Students. An undergraduate Honors student who is in good standing may request enrollment in graduate courses numbered 6000 - 7999 with approval of the Honors coordinator, the undergraduate academic advisor, and the course instructor. The dean of the Graduate School must also approve the request, if the student wishes to take a course numbered 8000-9999. Approval to take courses numbered 8000 or higher will not be given if the student has not successfully completed at least one 6000 or 7000-level course. An approval form may be obtained from the Honors Program Office and submitted to Enrolled Student Services.

Undergraduates within 3 to 6 Hours of Bachelor's Completion. With prior approval from the Graduate School, an undergraduate student may enroll for up to six semester hours of credit to be included in a graduate program of study, if the student is within three hours of completing requirements for the undergraduate degree. A student may enroll for three hours of such credit, if within six hours of completing degree requirements. This credit is limited to courses numbered 6000-7999. A form to request prior approval may be obtained in the Graduate School.

Records Maintenance

Change of Degree Objective. A request to change a degree objective and/or major may be submitted to the Graduate School if a student has been admitted to the graduate program, is eligible to register, and is, (1) changing degree status within the same department and/or (2) changing from one major to another within the same department. When the department recommends a degree objective change, the Graduate School checks the student's record for acceptable test scores, GPAs, previous degrees, and conditions of admission. If the request is

acceptable, the change is approved and processed through the student database.

A student admitted in the non-degree classification is not eligible to request a change of degree objective. A student in this classification must submit an application for admission to be considered for a degree program. Non-degree students who are later admitted by the Graduate School may apply a maximum of nine hours of course credit taken in a non-degree status toward a graduate degree. The inclusion of such course work on a program of study is subject to the approval of the major professor, the departmental graduate coordinator, and the dean of the Graduate School.

Identification Number, Name, and Address Changes. After a student enrolls in graduate school, all name, address, and student identification number changes are processed by the Office of the Registrar (<http://www.reg.uga.edu/or.nsf/html/records>) in the Holmes/Hunter Academic Building.

Letter of Good Standing. A letter of good standing may be requested by a graduate student who wishes to enroll in another institution as a transient student. The request may be made by email or letter to Enrolled Student Services at the Graduate School. If the student is eligible to register, a letter of confirmation is sent to the institution in which the student intends to enroll. A copy of this letter is sent to the student and the student's major professor. To be in good standing, the student must have a 3.0 graduate course average. The student should seek approval of the major professor or graduate coordinator prior to enrollment at another institution, if the courses taken are to be transferred onto the program of study at UGA.

Purging of Student Records. Files of graduate students who have not registered for six years or whose admission to candidacy has expired (doctoral only) are scanned before being sent to the University Library for storage. These files are maintained at the library for a brief period before being destroyed.

Probation and Dismissal. Students with a cumulative graduate course average below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course average is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course average each semester while on probation. Probation status ends when the student's cumulative graduate course average reaches at least 3.0. If the semester graduate course average drops below 3.0 while on probation, the student will be dismissed from the Graduate School.

When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate course average that is used for probation, dismissal, admission to candidacy, and graduation. Courses that are created as “repeatable” for additional credit constitute an exception to this rule. Grades earned in these courses do not replace the previous grade.

Grades of S, U, I, and V will not be used in calculating the cumulative graduate course average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for that semester.

Students who are dismissed by the Graduate School may not apply for admission to another graduate program offered by the university. Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of the notice of dismissal. Information concerning the appeal process may be obtained in the *Graduate School Bulletin*.

Grade Scale Converted to Numerical Value.

A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0
WF	0.0
S/U	Not computed

Test Scores and Transcripts from Other Institutions. All test scores and transcripts received for graduate students after they enroll are filed in the Enrolled Student Services at the Graduate School. Copies of these materials are sent to the departments/schools in which the students are currently enrolled.

Transcripts from UGA. Transcripts from the University of Georgia may be obtained from the Office of the Registrar in the Holmes/Hunter Academic Building (<http://www.reg.uga.edu/or.nsf/html/records>). Current students may order a UGA transcript through Athena.

IV. REQUIREMENTS FOR GRADUATE DEGREES

Advisory Committee

Committee Composition

Master of Arts/Master of Science. The advisory committee for the Master of Arts and Master of Science must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Faculty of the University of Georgia. The third member may be a member of the Graduate Faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental Graduate Faculty and the dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study (see *Non-affiliated Persons on Advisory Committees*). No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the Graduate Faculty.

Committee requirements for professional master's and educational specialist degrees should follow the individual department's guidelines.

Doctoral. The doctoral committee must consist of a minimum of three members of the Graduate Faculty, including the student's major professor, who will serve as chair of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, more than 50% must be members of the Graduate Faculty.

Persons employed by the University of Georgia who hold one of the following ranks may serve on doctoral committees: professor, associate professor, assistant professor, academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve on doctoral committees: instructors and lecturers.

A visiting professor or a part-time or temporary faculty member may not serve on a doctoral advisory committee, unless that person is replacing a professor with sole expertise in a designated area on the student's program of study. The graduate coordinator must send a letter to the Graduate School explaining the need for this replacement. Replacements for original members of the advisory committee must be approved by the dean of the Graduate School prior to their service in any capacity. A revised advisory committee form showing the reconstituted committee must be submitted to the Graduate School.

Co-major Professors. Co-major professors, limited to two, may be appointed to an advisory committee provided both parties are appointed members of the Graduate Faculty. Both parties must sign all forms requiring the chair's signature. Co-major professors count as one member of the committee; therefore, an additional faculty member must be added to the advisory committee with a majority of Graduate Faculty members being maintained.

Advising Members of Immediate Family. The nepotism policy defines members of the immediate family as the following: spouse, parents, siblings, children, and in-laws of the same. When a member of the immediate family is involved, a faculty member may not serve as major professor or as a member of any committee which plans a program of study or evaluates the educational progress of the student.

Non-affiliated Persons on Advisory Committees. In addition to the regular committee members, a person having no official relationship with the University of Georgia may be appointed to serve as a voting member on the advisory committee of a graduate student on nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume with an Advisory Committee form (http://www.uga.edu/gradschool/forms&publications/faculty_forms.html) and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A person nominated must have distinguished credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment. Compensation, if required, must be provided by the department which originated the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

Adjunct Faculty. A faculty member who leaves UGA may apply for adjunct status through Faculty Records. If a former Graduate Faculty member is approved as an adjunct member of the general faculty, they may retain Graduate Faculty status by making a request to the dean of the Graduate School. **Please note that Graduate Faculty status is not automatic and is not directly linked to an adjunct appointment.** Once Graduate Faculty status is approved, that faculty member may assume responsibilities normally performed by a regular member of the Graduate Faculty. These responsibilities include direction of a student's dissertation or thesis, service on doctoral and master's level committees, and teaching graduate courses open only to graduate students. An adjunct member of the general faculty who is not a member of the Graduate Faculty may serve on doctoral and master's committees in positions where membership on the Graduate Faculty is not required.

Retired Faculty. Membership on the Graduate Faculty terminates at the time of retirement. The policy of the Graduate School concerning the participation of retired faculty in graduate programs is:

- (1) The chair of a doctoral student's advisory committee, who has retired, may continue in that capacity, if the student has been admitted to candidacy for the degree, and if the student and the department wish for the relationship to continue. If the student has not been admitted to candidacy at the time of the chair's retirement, another chair must be selected following regular procedures.
- (2) A retired professor will not assume the role of chair of an advisory committee for a student.
- (3) A retired professor may retain Graduate Faculty status and continue to serve as a member of a doctoral committee provided that the student has been admitted to candidacy, and provided that the student and the department wish for the relationship to continue, and the professor is in a position to perform the required services. If the student has not been admitted to candidacy at the time of the member's retirement, another member must be selected following regular procedures.
- (4) A retired professor may be appointed to serve on a doctoral committee as a non-Graduate Faculty member following regular procedures.

- (5) A retired professor may continue to serve as a student's major professor for a master's degree, providing that the program of study has been received by the Graduate School prior to his/her retirement.

Consideration will be given to a waiver of any of the above policies upon petition from the graduate coordinator of the academic unit to the dean of the Graduate School.

Former Graduate Faculty. A retired professor may continue to serve as a student's major professor for a master's degree, providing that the program of study has been received by the Graduate School prior to his/her retirement. A faculty member who is appointed to a doctoral advisory committee in the capacity of Graduate Faculty, but who is no longer a member of the Graduate Faculty, may continue to serve in that capacity provided the student has been admitted to candidacy for the degree. If the student has not been admitted to candidacy, a new advisory committee must be constituted with the proper number of required Graduate Faculty members.

Residence Requirement

Master's and Specialist in Education Degrees. All but six hours of course credits must be taken at official University of Georgia centers. This is defined as any courses for which registration takes place through Athena so that they appear on the student's official transcript without a manual transfer process, and any courses taken under the cross-registration policy (<http://www.reg.uga.edu/or.nsf/html/arche>).

Doctoral Degrees. The residence requirement for the Doctor of Philosophy degree and the Doctor of Public Health degree is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. For the Doctor of Musical Arts degree, residence is interpreted as 20 consecutive hours of the minimum 30 graduate hours required on the program of study. Residence for the Doctor of Education degree is interpreted as 20 consecutive hours of the minimum 33 graduate hours on the program of study. Courses may be taken at a minimum of three hours a semester to fulfill this requirement.

A break in residence is not incurred if a student elects not to register for the summer term; however, if the student does register for a course on the program of study during the summer, that course may be used toward the residence requirement.

Courses taken to fulfill research skills requirements or courses listed under the category "Other Departmental Requirements" do not count as part of the residence requirement, but they do not constitute a break in residence if they are the only hours taken during a given semester.

A maximum of three hours of dissertation writing (9300) may be included toward the required residence. Dissertation research (9000) credits in excess of 15 hours do not count toward the residence requirement, but these hours do not constitute a break in the residence if they are the only hours taken during a given semester.

Leave of Absence during Residence. In extreme circumstances, a leave of absence from residence may be obtained with the permission of the dean of the Graduate School. This leave must be approved prior to the break in residence. See Graduate Enrollment Policy, page 11.

Programs of Study

Non-degree Status. A maximum of nine hours of course credits taken in non-degree status at UGA may be applied to a program of study after the student has been admitted as a prospective candidate for any graduate degree.

Master's Degrees. All Graduate School requirements for a master's degree must fall within a six-year time limit beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth year. The program of study for Master of Arts and Master of Science degrees must contain a minimum of 30 hours of graduate course work. These 30 hours must include at least 21 hours of graduate course work exclusive of 7000 (research) and 7300 (thesis writing). Twelve of these 21 hours must be courses that are restricted to graduate students. The program of study must include a minimum of 3 hours of 7300 (thesis writing). Any courses below the 8000 level which are open only to graduate students must be marked with an "*" The remaining six hours may be 7000 (research), 7300 (thesis writing), or any other appropriate graduate coursework. Courses not allowed on a program of study are 7005 (Graduate Seminar), GRSC 7770, GRSC 9270, and ELAN 7768/7769. See also "Transfer of Credit for Master's/Specialist Degrees," page 31.

Specialist in Education Degree. All Graduate School requirements for the education specialist degree must fall within a six-year time limit beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth

year. A program of study should be prepared by the student and the major professor during the first semester in residence. The program for the degree shall consist of a minimum of 30 semester hours of study at the graduate level beyond the master's degree. A maximum of 6 semester hours may be transferred from an accredited institution for inclusion on the program of study with the approval of the major professor, the graduate coordinator, and the dean of the Graduate School. Courses used for transfer credit must have been taken after the master's degree was awarded. See also "Transfer of Credit for Master's/Specialist Degrees," page 31.

Doctoral Degrees. A preliminary program of study, developed by the student and major professor and approved by a majority of members of the advisory committee, must be submitted to the graduate coordinator by the end of the student's first year of residence (the preliminary program of study is not submitted to the Graduate School).

The *Graduate Bulletin* describes the numbering of courses as follows:

8000-9999 = advanced graduate courses and seminars which provide educational experiences at the highest level;

7000-7999 = techniques and professional courses;

6000-6999 = fundamental knowledge courses.

Courses numbered 6000-7999 are normally taken early in the student's program of study. Joint undergraduate/graduate courses, numbered 4000-4999/6000-6999 and 5000-5999/7000-7999, in which undergraduate and graduate students are combined, are not normally used to fulfill the core requirements of a graduate degree program. Based on this structure, a doctoral program of study should consist of 16 or more hours of 8000- and 9000-level courses, exclusive of 9000 (research) or 9300 (dissertation writing) or be accompanied by a letter of justification as to the acquisition of fundamental knowledge, technique, or professional courses.

The final program of study must be submitted for the approval of the dean of the Graduate School by the time the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year time limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy, the Doctor of Musical Arts, and the Doctor of Public Health degrees this program of study must carry a minimum of 30 hours of course work, three hours of which must be

dissertation writing (9300). A program of study for the Doctor of Education degree must include 30 hours of course work in addition to three hours of 9300.

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 16 hours of 8000- or 9000-level courses and four additional hours of University of Georgia courses open only to graduate students. Courses not allowed on a program of study are directed study courses, 9005 (Graduate Seminar), GRSC 7770, GRSC 9270, and ELAN 7768/7769. See also "Transfer of Credit for Doctoral Degrees," page 32.

Course work taken in approved cooperative programs will be placed on the student's transcript as part of the degree requirements when the Graduate School receives the transfer credit form with an official transcript from the cooperative institution. For other policies regarding transfer of credit for doctoral degrees see "Transfer of Credit from Other Institutions."

Course Challenge. Graduate courses listed on a program of study may not be fulfilled by challenge, a process which allows a student the opportunity to receive resident credit for courses by examination without attending the regular classes; however, courses taken for personal enrichment or certification purposes may be challenged provided they are properly approved by the designated officials. Information about the course challenge procedure is given in the *UGA Bulletin* (http://www.bulletin.uga.edu/Bulletin_Files/acad/general_Link.html).

Research Skills and Departmental Requirements

Undergraduate courses used to satisfy departmental research skills requirements may not be counted as part of the basic program of study for any graduate degree. These and any other departmental requirements, including any special conditions noted in the admission acceptance letter, must be listed separately on the program of study form in the space provided for research skills or departmental requirements.

Foreign Language Examination. The Research Skills Foreign Language Exam is offered to graduate students the fourth week of every semester. Students may register at any time, but registration closes for a given exam date two weeks prior to that date. Contact the Senior Administrative Secretary of Romance Languages for deadlines to register and the exact dates of exams. There is an exam fee to be paid (by check only) at the time of registration. For

fee amount, please check the Romance Languages Website at <http://www.rom.uga.edu/rsfle.html>. The department notifies the Graduate School of a successful completion of the exam, if this is listed as a requirement on the program of study.

Transfer of Credit from Other Institutions

Course Requirements for Transfer Credit (All Degrees). Courses to be transferred onto a graduate student transcript must meet the following requirements:

- taken at an accredited institution;
- fall within the 6 year course time limit;
- received a grade of B or better;
- not used to fulfill requirements for another degree at UGA or another institution.

Transfer of Credit for Master's/Specialist Degrees. With proper approval, six semester hours of graduate credit may be transferred onto a master's or education specialist program of study. A request for transfer of credit cannot be made until a student has been admitted at UGA as a prospective candidate for a degree. The transfer credit must be included on the program of study. Specialist in Education prospective candidates must have been awarded the master's degree prior to taking courses for transfer credit. No grade below a "B" may be transferred, and the courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative GPAs. All requests for transfer of credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

A student enrolled in a program leading to a Master of Arts or a Master of Science degree may not use transfer credit to fulfill the requirement that twelve of the hours on the program of study be open only to graduate students. The following course requirements may not be satisfied by transfer of credit: Master's research (7000), thesis writing (7300), or directed study courses.

Transfer of Credit for Completion of Degree Requirements. A student must be registered for a minimum of three hours of credit the semester in which degree requirements are completed (12 graduate credit hours, if receiving an assistantship). *Departments should advise students of the existence of more stringent registration requirements for international students or for those receiving financial assistance.* A student transferring a course from another institution to complete degree requirements must be registered concurrently at the University of Georgia. If

an official transcript cannot be obtained from the institution from which the course is to be transferred in time for graduation, the student's graduation date will be moved to the following semester, but the student will not be required to register. Only an official transcript may be accepted as proof of completion of course work.

Transfer of Credit for Doctoral Degrees. No courses taken prior to a doctoral student's admission to his/her degree program at the University of Georgia are eligible for transfer. Doctoral students who have enrolled into a degree program may take courses at other accredited institutions and have up to nine semester hours of credit transferred to the UGA program of study. These courses must constitute a logical part of the student's program and must be recommended by the student's major professor and graduate coordinator for approval by the dean of the Graduate School. No grade below a "B" may be transferred, and the courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative GPAs. All requests for transfer of credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

Courses transferred for the doctoral degree may not be used in fulfilling the following:

- (1) requirement that a minimum of 16 hours of 8000/9000-level courses be included on the program of study,
- (2) the university's residence requirement.

If the transfer credit course is taken during the fall or spring semesters, the student must also be registered at UGA to fulfill the graduate enrollment policy, if this requirement has not already been satisfied.

Cooperative Degree Programs. A student enrolled in a cooperative program must submit an official transcript for courses listed on the program of study taken at the cooperating institution. Though technically not transferred courses, these credit hours must be treated as such in order to appear on the University of Georgia transcript.

Doctoral Preliminary Comprehensive Examinations

The doctoral comprehensive examinations are traditionally regarded as the means by which the members of the faculty assess the level of mastery a student has attained once the

prescribed course work for the degree has been completed. Both a written and an oral examination are required for all prospective candidates. After completion of the written examination, the oral examination is announced by the Graduate School on the Graduate School Website (<https://gradstatus.uga.edu/Announcements/G118>); therefore, the graduate coordinator should notify Enrolled Student Services of the date, time, place, and names of the committee members at least two weeks prior to its administration. The form for electronic submission of the announcement is located at gradstatus.uga.edu. Click on "Forms Comprehensive Exam Announcement (G118)." An approved advisory committee form and program of study must be on file prior to this notification. The Graduate School will mail the "Report of the Written and Oral Comprehensive Examination" form to the graduate coordinator prior to the examination for the committee to record the scores for the written and oral examinations. The scheduling of the oral examination must be arranged when all members of the student's advisory committee can be available for the entire examination. If, for a good reason, a member cannot be present, the student must choose one of the following options:

- (1) The absentee member may participate via a teleconference or video conference in which all participants can hear each person's comments. The chair of the committee will need to sign the report of the exam for the absentee member and register his/her vote and indicate that the member participated by telecommunication or video conference (the major professor signs the absentee member's name followed by the major professor's initials).
- (2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research project. A revised advisory committee form must be submitted to the Graduate School prior to the examination.
- (3) The examination may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.

No more than one dissenting vote is permitted for the student to pass both the written and oral examinations. The major professor's/co-major professors' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for comprehensive examinations.

Professional Master's/Education Specialist Comprehensive Exams

The Graduate School must receive written notification on departmental letterhead of the result of comprehensive examinations, if this is part of the requirements for graduation. The comprehensive examination follows the completion of courses for the degree program. There is no standard form for reporting the result. Departments may develop their own format provided the information includes student name, ID#, department, degree, major, the result of the exam, and the signatures of the major professor and graduate coordinator.

Admission to Candidacy (Doctoral Degrees Only)

Under ordinary circumstances, admission to candidacy for a doctoral student is requested immediately after the successful completion of the comprehensive oral examinations. The following is a complete list of requirements for admission to candidacy:

- (1) all prerequisites set as a condition to admission have been satisfactorily completed;
- (2) research skills requirements, if applicable, have been met;
- (3) the final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School;
- (4) an average of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
- (5) written and oral comprehensive examinations have been passed and reported to the Graduate School;
- (6) the advisory committee, including any necessary changes in the membership, is confirmed, and all its members have been notified of their appointment;
- (7) a dissertation prospectus has been approved (if required by the department); and,
- (8) the residence requirement has been met.

The Application for Admission to Candidacy form must be submitted to the Graduate School as soon as possible following the completion of these requirements (http://www.uga.edu/gradschool/forms&publications/faculty_forms.html).

Candidacy begins on the date the form is received in the Graduate School. The graduate coordinator must notify the Graduate School should there be a reason to delay admission to candidacy as indicated on the comprehensive examination report form.

After admission to candidacy, a student must register for a combined minimum of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using UGA facilities, and/or faculty or staff time.

Time Limit on Candidacy. The dissertation must be completed within five years following admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

Dissertations and Theses

Preparation. Any student whose research will involve the use of human subjects must make application to the Institutional Review Board in the Office of the Vice President of Research for approval (<http://www.ovpr.uga.edu/hso/index.html>). Any student whose research will involve the use of animals must comply with the requirements of the Institutional Animal Care and Use Committee (<http://www.ovpr.uga.edu/compliance/oacu/iacuc/>). The dissertation is the final component of a series of academic experiences which culminate in the awarding of the doctoral degree. The dissertation fulfills four major functions:

- (1) it presents original research or scholarship;
- (2) it demonstrates the student's ability to understand and critically evaluate the literature of the field;

- (3) it reflects the student's mastery of appropriate research methods and tools;
- (4) it shows that the student can address a major problem, arrive at successful conclusions, and report results in a literate fashion.

The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. The thesis is a requirement for most master's degrees and represents a more modest contribution to knowledge than does a dissertation.

The dissertation or thesis must demonstrate unity and purpose. All parts of the dissertation or thesis must contribute to the stated objectives of the research. The methods used in the research must be described adequately to permit an independent investigator to repeat the work.

All theses and dissertations must be submitted in electronic Adobe Acrobat (.pdf) format. The dissertation or thesis format should conform to the instructions contained in a style manual or scholarly journal approved by the department and the Graduate School.

The Graduate School guide for preparing the dissertation or thesis should be followed to ensure that standards of uniformity and consistency are maintained. If a student receives assistance to format the document, the student has a responsibility to see that this individual reads and follows the guide that is available at <http://www.uga.edu/gradschool/academics/thesis.html>. Any questions concerning formatting should be directed to Enrolled Student Services (gradinfo@uga.edu). Difficulties with electronic submission may be referred to the ETD Help Desk (etdhelp@gradsch.uga.edu).

Dissertation and Thesis Styles. The dissertation or thesis may be written in either the traditional or the manuscript (journal article) style described below.

The dissertation or thesis must include an introduction and a literature review with the purposes of defining the problem, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. There must also be a concluding chapter or section which unites the preceding chapters or sections and may include a general discussion integrating the major findings.

Traditional Style. In addition to an introduction, literature review, and conclusion, this style may include materials and methods, results, discussion, literature cited, and figures and

tables as appropriate to the student's discipline. Documentation and format must be consistent throughout the dissertation or thesis.

Manuscript Style. The practice of using the manuscript (journal article) style thesis or dissertation format shall be at the discretion of the department. In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals.

The manuscript style permits, for the doctoral degree, the inclusion of two or more manuscripts and, for the master's degree, the inclusion of one or more manuscripts submitted or prepared to be submitted to scholarly journals as chapters or sections of the dissertation or thesis. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, with the exception of the particular differences required by journals (e.g., literature citations, table designations). Numbered lines, as required by some journals, must not be used. Captions must accompany each figure on the same or preceding page of each manuscript. No reprints or photocopies of reprints will be permitted.

The student must be the first author of each manuscript in this style. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if published) must be given as a footnote to the title on the first page of each manuscript to indicate the current status of each manuscript. The Graduate School must receive proof of permission to use articles which have been published or accepted for publication.

Continuous pagination is required throughout the dissertation or thesis. The usual requirements for margins, consistency in chapter or section titles, and other mechanics as specified in the Graduate School dissertation and thesis guide will apply.

Approval by Advisory Committee. A dissertation will not be approved before candidacy has been established. The graduate coordinator must notify the Graduate School at least two weeks in advance of the defense of a dissertation. The notification must include the date, time, place, list of committee members, and the title of a doctoral dissertation. An electronic notification form is available on the Graduate School Website gradstatus.uga.edu. A thesis will not be approved before an approved program of study is on file in the Graduate School.

No advance notification is necessary for the defense of a master's thesis.

The approval forms for the defense of a thesis or dissertation are available at the Graduate School Website. When the approval form is submitted, it must be accompanied by the "Electronic Thesis and Dissertation Submission Approval Form" which is attached to the defense approval forms.

All of the members of the advisory committee must be present for the entire defense. If, for a good reason, a member cannot be present, the student must choose one of the following options:

- (1) The absentee member may participate via a teleconference or video conference in which all participants can hear each person's comments. The chair of the committee must sign the approval form for the absentee member, register his/her vote and indicate that the member's participation was by teleconference or video conference (the major professor signs the absentee member's name followed by the major professor's initials).
- (2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.
- (3) The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified

The advisory committee must approve the student's dissertation or thesis and defense with no more than one dissenting vote and must certify their approval in writing. The major professor's/co-major professors' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the defense of the dissertation or thesis. The committee, after having read the dissertation, should verify whether or not human subjects were used in the student's research and indicate this by verifying that the appropriate box is checked on the approval form. If human subjects were used, the student must provide the

IRB protocol number and date of approval on the defense form. The defense approval form must be submitted to the Graduate School before the corrected copy of the electronic thesis or dissertation will be accepted as the final official copy. The deadline for this is posted at the Graduate School Website in advance for three semesters.

Submission of Dissertation or Thesis. The Graduate School shall not accept a dissertation until the student has been admitted to candidacy for the degree. The year on the title page of the dissertation or thesis shall be the same as the year in which the degree is conferred. The thesis/dissertation will not be forwarded to the University Library until the degree is conferred.

First Format Check. One complete formatted copy of the thesis/dissertation must be electronically submitted to the Graduate School by the established deadline for the student's graduation semester for a first format check. Instructions for formatting the thesis may be obtained in the Thesis and Dissertation section of the Graduate School Website, <http://www.uga.edu/gradschool/academics/thesis.html>.

Final Format Check. All requirements for the thesis/dissertation must be completed no later than two full weeks prior to graduation (see "Important Dates" at <http://www.uga.edu/gradschool/academics/deadlines.html>). The final copy will not be accepted as the official copy until the Graduate School has received the signed approval form for the thesis or dissertation defense and the ETD submission approval form. These forms are due by the same deadline as the final copy of the thesis/dissertation.

The Graduate School will not accept theses and dissertations for any student graduating in future semesters between the final copy submission deadline for the current semester and late registration for the following term.

Master's Degree Awarded While Pursuing a Doctoral Degree

Some departments allow students to complete requirements for a master's degree in the same department in which they are pursuing a doctoral degree. In such cases, a student must submit a letter of intent to the department. If the department approves the request, the letter must be signed by the student's major professor and the graduate coordinator to indicate departmental approval. The letter then must be sent to the Graduate School. The student must submit an

Application for Graduation by the deadline for the anticipated graduation semester for the master's degree. The student should notify the department and Graduate School immediately upon beginning the PHD program. All other forms for the master's degree must also be submitted by published deadlines for approval by the dean of the Graduate School prior to the conferral of the master's degree.

Graduate Areas of Emphasis

Departments may create official areas of emphasis within majors and have these placed on a student's transcript. The department must submit a SGASTDN change form to the Registrar's Office to add an area of emphasis to a student's record.

Areas of emphasis are not new majors or minors. Many degree programs already have emphases within the majors. For new areas of emphasis and those that already exist, the department must go through the process described below to create a code for entry in the SIS. If a department has areas of emphasis, there may already be directors or coordinators managing them, but there will be no additional graduate coordinators to manage areas of emphasis.

Creation of Official Areas of Emphasis. The creation of official areas of emphasis is optional. Departments choosing this option must complete the "Proposal for Area of Emphasis," at <http://www.curriculumsystems.uga.edu/Policies/aaps5.pdf> and submit it to the dean of the academic college for approval. The request must then be submitted to the Graduate School for the graduate dean's approval. The Graduate School will submit it to the University Curriculum Committee. When approved, a code is created by the Registrar's Office. This can be done either before or after graduation. Areas of emphasis cannot be assigned to a student's record through the Graduate School's admission process.

Graduation Process

Application for Graduation. A student must apply for graduation 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 to permit the Graduate School to review the student's file. These deadlines are published on the Graduate School Website for three semesters in advance, <http://www.uga.edu/gradschool/academics/deadlines.html>. Students must enroll for a minimum of three hours during the semester in which degree requirements are completed. The application for graduation is submitted in Athena and requires no signatures.

Late Filing for Graduation. A student who misses a graduation deadline by failing to file the *Application for Graduation, Advisory Committee Form, and/or Program of Study Form* will have the option of paying a single fee of \$50 (check or money order in U.S. dollars) for the late processing of all required forms. A completed *Late Filing for Graduation Form*, all required graduation forms, and the late fee payment must be submitted to the Graduate School Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45 day late period, no students will be added to the commencement roster for the current semester.

Change in Graduation Date. If a student cannot complete degree requirements in the semester for which a graduation application was submitted, the student should notify the Graduate School by sending an email to Enrolled Student Services (gradinfo@uga.edu). The major professor or graduate coordinator may also notify the Graduate School by letter or e-mail of the student's intent. Once notified, the graduation record will be removed and the student will have to reapply for a later term. If a student does not complete degree requirements for the term in which he/she applies, the ESS staff will remove the graduate record at the end of the term.

Doctoral Information for Commencement Program. Because the commencement program contains dissertation titles and major professor names for all doctoral candidates, doctoral candidates must submit this information on the form at gradstatus.uga.edu by the deadline for the graduation deadline for the graduation semester listed on the Graduate School's Important Dates page, <http://www.uga.edu/gradschool/academics/deadlines.html>.

Clearance for Graduation. When all degree requirements have been successfully completed, the student's file is cleared for graduation. Under ordinary circumstances, this process occurs when the grades for the final semester are received.

The grade of U as a terminal grade in 7300, 9300, or GRSC 9270 is not acceptable. The same rule applies to courses entitled technical report, applied project, seminar, special problems, internship, practicum, and research courses when these are degree requirements.

Graduate students must have a cumulative graduate course average of at least 3.0 to graduate (this includes all graduate courses attempted, whether or not they are used on the program of study for the current degree). A student will not be allowed to graduate with an incomplete grade on the transcript, if conversion of the incomplete grade to F will drop the student's graduate course average below a 3.0.

GRSC 9270. If a non-thesis master's or education specialist student does not graduate during the expected graduation semester because s/he received an incomplete grade, failed the final comprehensive exam, or was not able to schedule the final comprehensive exam by established deadlines for the graduation semester, s/he will be required to enroll for a minimum of three hours during the semester in which these requirements are completed. If no other course is needed to complete the program, the student must register for GRSC 9270, the Graduate School's requirement completion course. The graduate coordinator's office must notify the Graduate School in writing or by e-mail of the student's name, last four digits of the ID#, and the requirement to be completed. Graduate School staff will place the student on an access list for the course and will assign a grade of "S" or "U" depending on whether the student completes the requirement. If the requirement is completed satisfactorily, the student's file will be cleared as graduated on the date the notification of completion is received by the Graduate School. If the student does not complete the final requirement, they will be required to register for GRSC 9270 during each semester they attempt to complete the requirement (for a maximum of three semesters) until degree requirements are completed.

Petition Procedure

A student who wishes to petition for an exception to Graduate School policies may do so by writing a letter to the dean of the Graduate School stating the nature of the request and providing the reason to justify approval of the request. The major professor must review the student's request and write a letter to the dean stating approval or disapproval of the petition. The graduate coordinator and department head must review the major professor's recommendation and indicate their concurrence by writing an additional letter of recommendation, which they should co-sign. If they do not concur with the recommendation, further information should be provided by them in the letter to the dean.

Requests for an Extension of Time. A request for an extension of time must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include a specific timeline for the completion of requirements. It must be accompanied by an advisory committee form, if required for the degree, and by a proposed program of study, if one is not already on file in the Graduate School.

V. DISCIPLINARY ACTIONS AND APPEALS

This section provides information concerning procedures to be followed for alleged violations of university conduct regulations and appeals of Graduate School policies governing admissions and academic matters. See Section VI for appeals related to assistantships.

Alleged Violations of University Conduct Regulations

Hearings on alleged violations of university conduct regulations fall within the jurisdiction of the Office of Judicial Programs (<http://www.uga.edu/judicialprograms/>). Violations of conduct regulations include, but are not limited to, academic dishonesty, falsification of university records, unauthorized entry into or use of university facilities, and theft.

When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should write to the Office of Judicial Programs of the alleged misconduct. The Office of Judicial Programs, following its own procedures, will hold hearings to determine guilt or innocence and will send written notification to the department, the faculty member, and the Graduate School of the decision in the case.

Probation and Dismissal

Students may be dismissed by their department at the end of any semester, if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the department and the action will be reported to the Graduate School. Dismissal by an academic department may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the departmental level. When students are terminated by a department, but not simultaneously by the Graduate School, they may apply for admission to another graduate program, if they wish to do so.

Appeals to the Graduate School

An applicant/student who submits an appeal to the Graduate School concerning admission to graduate study or completion of an academic program may have the petition

considered by either the Administrative Committee or the Admission and Retention Committee of the Graduate Council. The Administrative Committee will consider appeals of administrative decisions by the dean of the Graduate School or appellate bodies at the department/school/college level involving academic matters. The Admission and Retention Committee will hear appeals of decisions by the dean of the Graduate School or appellate bodies at the department/school/college level to (a) deny admission to graduate study, (b) deny a request for a change in degree objective, or (c) dismiss a student for academic reasons.

An applicant/student, who wishes to appeal a decision, must initiate the process within 30 calendar days after receipt of an adverse decision by the dean of the Graduate School or by an appellate body at the department/school/college level. The appeal must be written and addressed to the dean of the Graduate School stating the nature of the appeal, the decision desired, and reasons why the petition should be granted. The petition should include the current address, telephone number, and email address of the applicant/student. An applicant/student submitting an appeal to the dean of the Graduate School has the right to appear in person before the appropriate committee on the scheduled hearing date to present his/her views on the matter under consideration.

The following rules will apply to hearings before both committees when the appellant chooses to appear and present his/her appeal in person:

- (1) The appellant and any respondent will be notified either orally or in writing of the date, time, and place of the hearing.
- (2) The hearing will be recorded on equipment provided by the Graduate School. The recording will be maintained in the Graduate School for one year and will be available to the appellant and respondent to hear or copy in preparation for any subsequent appeal. The participants may record the proceedings on their recording equipment, if they choose to do so.
- (3) The appellant and respondent may review all material relating to the appeal that is on file in the Graduate School. All material on file must be available to the appellant and respondent at least 48 hours prior to the hearing. Only those issues presented in the petition will be considered at the hearing.

- (4) Members of the Administrative Committee and the Admission and Retention Committee will be appointed by the dean of the Graduate School from the membership of the Graduate Council, the elected body responsible for promulgation of policy governing the Graduate School. Each committee has six members appointed at the beginning of the academic year. A majority of the members constitutes a quorum. In the event a member of either committee is unable to be present for a hearing, a replacement will be selected by the dean of the Graduate School from members of the Graduate Faculty who have served on one of the committees in previous years. Whenever possible, the replacement will be from the same college/school as the member who is unable to attend the meeting.
- (5) Members of either the Administrative Committee or the Admission and Retention Committee will be excused from service under the following circumstances:
- a. If, in their judgment, they have a personal or professional relationship with any party to the hearing which would preclude rendering an objective judgment in the case;
 - b. If the hearing involves a member of the faculty or a student from the same department as a member of the committee;
 - c. If the hearing involves an appeal of a decision of a department, college, or school committee in which the committee member has been involved.
- (6) Hearings shall be closed and attended only by persons essential to the proceedings.
- (7) Each committee will choose the option of whether the appellant and respondent appear separately or together. The parties will not be permitted to cross-examine each other during the hearing. Formal legal rules of evidence do not apply in hearings on academic matters.
- (8) The appellant and the respondent in the hearing may each invite a maximum of three persons to be present. Unless permitted by the committee, the role of any such person(s) shall be limited to advising the participants. Any appellant or respondent intending to bring an attorney to a hearing must notify the dean of the Graduate School at least one week in advance of the hearing.

- (9) The appellant is responsible for contacting any person(s) whom he/she wishes to provide a written recommendation to the committee concerning the appeal. The appellant may submit additional evidence related to his/her previous academic performance or his/her potential to undertake graduate study. Such evidence may include scores on standardized tests other than required admission tests, or a record of exemplary academic or professional achievement, including publications, theses, or other comparable evidence.
- (10) The appellant shall be the first to address the committee in the hearing; the respondent will address the committee after the appellant.
- (11) The appellant and respondent in the hearing may be recalled singly or together at the discretion of the committee.
- (12) When the committee has received the information it deems necessary for reaching a decision in the case, it will determine the outcome by a majority vote of all members present. The decision will be transmitted in writing to the appellant within ten (10) working days after the committee's action. If an appeal is denied, the appellant will be notified of the decision by certified letter.
- (13) A committee decision may be appealed to the Educational Affairs Committee. Such an appeal must be addressed in writing to the Associate Vice President for Instruction in the Senior Vice President's Office within thirty (30) calendar days from the time the decision is received by the appellant.

VI. FINANCIAL SUPPORT FOR GRADUATE STUDENTS

Graduate Assistantship Administration

The primary goal of a graduate assistantship is to permit orderly progress, academically and financially, through a graduate degree program. The assistantship may be a component of the total academic program of a particular student, along with course work, a project or thesis, a practicum, and examinations. While graduate assistants progress toward an advanced degree, they also receive practical experience and apprenticeship under the supervision of faculty mentors.

Graduate assistants occupy dual roles – they are both students at the university and temporary student employees of the university. In the former role, graduate assistants are expected to concentrate on their studies under the direction of faculty mentors as a means of developing knowledge of their field of study and their professional skills. As temporary student employees of the university, graduate assistants are expected to meet the obligations assigned, whether they involve teaching, research, or other support work. At all times, graduate assistants are to work under the supervision of faculty who are experienced and knowledgeable in their field. Supervision of graduate assistants includes providing appropriate training prior to and during the assistants' assumption of responsibility for assigned tasks.

Types of Graduate Assistantships. Academic units of the university may employ graduate assistants in four classifications. The type(s) of graduate assistant(s) to be employed depends on the needs of the academic units, the availability of funds, and the qualifications of the students involved. The four classifications may be described as follows:

Graduate teaching assistants (GTAs) are students enrolled in the Graduate School who are assigned instructional responsibility for a course or lab section. Graduate laboratory assistants (GLAs) are students enrolled in the Graduate School who are assigned teaching responsibility for a laboratory section which is part of a regularly scheduled course. They may have autonomy for teaching and assigning grades as per UGA policy on Instructor of Record (<http://www.uga.edu/provost/polproc/aapm/gp/gp407.htm#40712>), BOR policy, and SACS criteria for teaching faculty. The personnel forms of GTAs and GLAS must be reviewed for academic credential verification by a faculty member in the unit and must be processed through the Office of Faculty Affairs for UGA approval. Contact the Office of Faculty Affairs at 706-

542-0547 with questions about Instructor of Record requirements for GTAs and GLAs. Prior to assuming responsibility for a course, GTAs and GLAs are required to work under the supervision of experienced faculty members as a means of developing teaching skills in the academic discipline.

Graduate research assistants (GRAs) are students enrolled in the Graduate School who are assigned to assist one or more faculty members with research projects. In most instances, research assistants are assigned duties such as library searches and laboratory experiments under the close supervision of faculty mentors.

The term graduate assistant (GA) encompasses all other graduate students receiving assistantship stipends not covered by the three previously mentioned categories. Duties assigned to graduate assistants may include grading papers, gathering, organizing, and analyzing data, and assisting academic faculty. Whenever possible, the duties assigned to graduate assistants should be relevant to the graduate program and the professional goals of the students.

Qualifications for Appointment. To be eligible for an assistantship appointment, students must have been admitted to the Graduate School and be pursuing a graduate degree. Teaching, laboratory, and research graduate assistants must have substantial academic work in the field in which they receive the appointment. They should have achieved a strong academic record and must be committed to full-time study for the degree.

Training for Graduate Teaching Assistants. All departments must conform to the policies (http://www.ctl.uga.edu/teach_asst/pdf/Fall08Policy.pdf) issued by the Office of the Provost/Senior Vice President for Academic Affairs when appointing graduate teaching assistants. These guidelines provide that all *new* graduate teaching assistants must attend a university-wide workshop held for graduate teaching assistants prior to the beginning of fall semester classes. Graduate students who have no prior successful teaching experience at the college level must enroll in [GRSC 7770](#) or participate in equivalent departmental training before being assigned teaching responsibilities.

TOEFL/TAST Test Requirements. International students whose native language is not English are required to take and score at least 26 on the speaking section, TAST, of the [internet-based TOEFL](#) before being considered for a teaching assignment. Standards for the TAST have been established by UGA and are administered by the Center for Teaching and Learning

http://www.ctl.uga.edu/teach_asst/teach_asst.htm. International students who have not achieved a 26 on TOEFL/TAST should enroll in [ELAN 7768 or ELAN 7769](#). Language consultation and recommendations for language development are available from the Department of Language and Literacy Education.

Appointment Procedures. Appointments of graduate assistants are made by the head of the academic unit involved. Appointments must be approved subsequently by the dean of the college in which the academic unit is located and the dean of the Graduate School. The head of the academic unit offering the assistantship is responsible for making the offer of appointment in an official letter. The letter should provide full information on the terms of the assistantship, including:

- (1) title, hours of work per week required, and length of appointment;
- (2) stipend level and remission of the non-resident fee and reduction in the tuition fee;
- (3) minimum and maximum course load;
- (4) description of duties;
- (5) name and position of supervisor;
- (6) evaluation procedures;
- (7) procedure and timing for reappointment;
- (8) any contingencies, including the availability of funding;
- (9) deadline for acceptance;
- (10) conditions under which the assistantship may be withdrawn.

All graduate assistants must be registered for classes prior to the first day of classes for each semester. Failure to do so may result in the loss of the assistantship.

At the time assistantship offers are accepted, the heads of the appointing units should provide recipients with a copy of departmental policies relating to graduate assistants. Those students who have been assigned teaching or laboratory duties should also be provided a copy of the *Handbook for Graduate Teaching & Laboratory Assistants*. The *Handbook* is available online at http://www.ctl.uga.edu/teach_asst/TAHandbook/index.html. New graduate assistants

should be notified by the department about orientation meetings and other training opportunities as soon as these meetings are scheduled.

Length of Appointment to an Assistantship. In most cases, appointments to graduate assistantships should be made for an academic or fiscal year so that employing units and graduate assistants can plan effectively. In some instances, appointments may be made for one semester only. To be eligible for reappointment, graduate assistants must have maintained a 3.0 average on all graduate course work and must have received acceptable performance evaluations from their immediate supervisor.

Condition of Service. Graduate assistants are expected to make uninterrupted progress toward completing requirements for the degree. Students cannot hold an assistantship(s) that requires more than one-half time service (a maximum of 20 hours of work each week). Students holding assistantships requiring one-half time service may not accept other university employment during the regular academic year.

Graduate assistants who hold assistantships that require from one-third to one-half time service must register for a minimum of 12 graduate credit hours during an academic semester. Exceptions to the maximum course load may be obtained with written approval of the major professor and the dean of the Graduate School. Because of the intensive nature of course work in the summer term, graduate assistants must register for a minimum of nine graduate credit hours during this term. Summer term rules for maximum loads apply.

Students will not be permitted to hold assistantships when they are placed on academic probation by the academic unit in which they are studying or by the Graduate School. Graduate assistants are not permitted to teach upper division or graduate level courses or to enroll in courses for which they are assigned assistantship responsibilities.

Responsibilities. Graduate assistants are responsible for being informed about departmental, college, and institutional regulations and for following them consistently. Regardless of the work assignment, graduate assistants are obligated to maintain standards of academic honesty and integrity and to report violations of these to their faculty supervisor. Recognizing that the assistantship is a temporary position, graduate assistants should keep careful records of work assignments and should leave records in such a condition that decisions can be traced, results verified, and incomplete work finished after the assistantship has ended.

Privileges. Graduate assistants have access to the privileges available to all graduate students, such as health care, psychological counseling services, libraries, and computer-usage time. In addition, they should be assigned appropriate space and equipment, including copies of textbooks and other supplies, to enable them to carry out their assignments effectively.

Rights. Graduate assistants must be notified in writing of all decisions that affect their status as temporary student employees. They should be given advanced notice of evaluation procedures and must receive notice of reappointment procedures in time to permit preparation of their assistantship applications.

Graduate assistants have access to appeal and grievance procedures available in the university. Appeals resulting from academic decisions are usually directed to the unit responsible for the decision. An unfavorable ruling may be appealed to successive levels within the university and ultimately to the Board of Regents of the University System of Georgia. Information about appeals of academic matters can be found on the Graduate School Website, <http://www.uga.edu/gradschool/academics/regulations.html#Appeals>.

Complaints of discrimination based on race, color, religion, national origin, sex, age, disability, or veteran status may be heard through the university's Consolidated Grievance Procedures. Under these procedures, a grievance panel will also hear complaints that allege deviation from official university policy. The panel does not have jurisdiction over pay disputes, promotional decisions, or other matters involving the exercise of legitimate discretionary authority, unless the decision is alleged to have been based upon discriminatory factors. Information on the consolidated grievance procedures may be obtained from the University of Georgia Grievance Coordinator in the Office of Academic Affairs.

Evaluation. The performance of all graduate assistants in each academic unit must be evaluated annually following written policies and procedures adopted by the unit. Evaluation is to be made by the immediate supervisor(s) of the graduate assistant and monitored by the head of the department. Evaluation results must be reported in writing to graduate assistants and the report should identify strengths and weakness of their performance.

Ongoing informal evaluations should occur in addition to the annual evaluation. If these informal evaluations identify a weakness, the graduate assistant should be advised in writing of the weakness and a notation of the evaluation should be entered in their personnel records. A

plan of improvement should be devised by the graduate assistants and their immediate supervisor(s). In a particular instance, if the performance of a graduate assistant fails to improve in accordance with the plan, further action should be taken. In those situations where continuance of the assistantship would be detrimental to the effective operation of the academic unit, consideration should be given to terminating the assistantship. When an assistantship is terminated, the student must be advised in writing of the termination of the assistantship and of the appeal procedures available. Appeals of terminations, unless they include charges of discrimination, will be heard through channels established for academic decisions. The appeals must be in writing and must specify the grounds on which they are based.

Annual Stipend Rates. Annual stipend rates for graduate assistants will be established by the dean of the Graduate School prior to the beginning of the fiscal year. Annual rates for graduate assistants which vary from the rate set by the dean of the Graduate School may be approved by the Graduate School providing the rate used is uniform for all graduate students in a particular degree program regardless of the source of funds (state appropriations, grants from state and federal agencies, etc.)

Tuition Waivers for Graduate Assistants. Graduate Assistants that are on a 1/3 time appointment for at least 60% of the working days of the semester will qualify for a reduction of tuition to \$25 per semester. In order to request this tuition waiver, each department must submit a listing to the Graduate School Business Office prior to the registration period. The list must include the student's name, last four digits of their social security number, percentage time employed, type of service, and duration of assistantship. This listing must be updated and submitted each semester.

Implementation of Policies. The dean of the Graduate School has responsibility for the proper implementation of these policies and is delegated the authority by the Office of the Senior Vice President for Academic Affairs and Provost to obtain compliance from all units in the university, regardless of the source of funding.

Graduate School Assistantships

The Graduate School provides assistantships to students in all disciplines across the university. By directive of the President, the dean of the Graduate School is to ensure that these assistantships are used to *recruit* exceptionally qualified students, to further international

exchange programs, to support a diverse student body, and to facilitate the timely degree completion of enrolled students. Graduate School Assistantships are awarded for 21 consecutive months and are for duties other than teaching. Three types of assistantships are awarded by the Graduate School: Presidential Graduate Fellows Program (Doctoral only); Graduate School Assistantships (Masters and Doctoral); and Dissertation Completion Assistantships (Doctoral only). For a complete discussion of all financial opportunities refer to the *Graduate Bulletin's* Financial Assistance and Awards section.

Presidential Graduate Fellows Program. The University of Georgia's Presidential Graduate Fellows Program was established in 2000-2001 to recruit exceptionally qualified students to our doctoral programs. The awards are for multiple years of support with a minimum annual stipend of \$24,000 (2008-09). The UGA Research Foundation will contribute \$12,000 to a Fellow's stipend each year. The Graduate School will contribute the remaining \$12,000 (non-teaching assistantships) for the first two years, and the Fellow's department MUST guarantee \$12,000 per year for the remaining eligibility period. Funding is contingent upon satisfactory academic performance and progress.

Recipients pay a reduced tuition fee of \$25 per semester and applicable student fees (see <https://busfin1.busfin.uga.edu/bursar/schedule.cfm>). Students will be guaranteed up to five years of funding, contingent on satisfactory performance and progress toward degree completion. In addition to being engaged in assistantship duties and graduate studies on a full-time basis (12 months), the recipients will be expected to participate in special activities, which are designed to enhance their professional development. A maximum of twelve awards will be made each year, with no more than one per department.

Each year departments are invited to nominate up to two applicants they wish to recruit. Only citizens and legal permanent residents of the United States are eligible to receive this Fellowship. The nominations are submitted to the Graduate School in January each year, Nomination materials should include:

- (1) A letter of recommendation (from the department head, the graduate coordinator, or a faculty member) describing the exceptional qualifications of the applicant and the value that the applicant is expected to add to the university. The letter must declare the department's commitment of the expected funding beyond the first two years of Graduate School support, and carry the endorsement of the department head;

- (2) Nominee's curriculum vitae with a statement of research interests, scholarly achievements, including research experience, and other meritorious activities, and career goals;
- (3) Copies of all academic transcripts and test scores (GRE or GMAT). Nominees are expected to have a minimum score of 4800 from the following formula:
$$\text{Score} = (\text{Undergraduate GPA} \times 1000) + \text{GRE (verbal} + \text{quantitative)}; \text{ or}$$
$$\text{Score} = (\text{Undergraduate GPA} \times 1000) + (800 \times \%Q \text{ GMAT}) + (800 \times \%V \text{ GMAT})$$
However, outstanding nominees with lower scores will be considered, if a case is made for an exception based on other meritorious qualifications; and
- (4) Three letters of recommendation, usually those which submitted as part of the Graduate School application package.

A committee consisting of faculty members appointed by the dean of the Graduate School and the Vice President for Research will review and rank nominations. Final selections will be made by the dean of the Graduate School and the Vice President for Research. No more than one award will be made to any department during an academic year.

Recruitment Assistantships. Graduate School Assistantships are awarded on a competitive basis for the *recruitment* of new graduate students following a highly qualified student's nomination by his/her major department or school. Selections are based on the coordinator's nomination letter, the applicant's academic record including test scores, the letters of recommendation, and any other pertinent information. The Graduate School Assistantship is awarded for the first two years of a student's academic study (21 months/five semesters). Recipients of these assistantships must be fully admitted to the Graduate School in a degree seeking status. Students must continue to be a full-time student taking at least 12 hours of graduate credit in the fall and spring semesters and nine hours of graduate credit in the summer semester for the first 21 months of graduate study.

The duties of the assistantship are determined by the individual department head and graduate coordinator and should be designed to enhance the student's graduate experience. The student pays a reduced tuition of \$25 per semester and the student fees of \$587 (2008-09) per semester (see <https://busfin1.busfin.uga.edu/bursar/schedule.cfm> for current fees). Recipients of these Graduate School Assistantships are eligible to receive supplemental stipends from their

departments. The combination of the Graduate School Assistantship and departmental supplement cannot exceed 20 hours of work per week.

The dates for the review of dossiers will be announced in December by the dean of the Graduate School through the Graduate School business office. Graduate coordinators nominating students for a Graduate School Assistantship are required to evaluate nomination files as part of the selection process. Coordinators will not evaluate nominees from their department. General guidelines for the rating of nominees will be provided to the evaluators at the time of the competition. Should a coordinator be unable to serve in the evaluation process, the department head designates another representative from the department's Graduate Faculty to perform the task. In the event that a department fails to provide an evaluator, the department's nominees will be removed from consideration. Those departments not submitting nominations will not be requested to provide evaluators for the competition.

Each nominee will be rated by the evaluator and a total composite score and a ranking of all scores will be established. Based upon the funding for a given year, assistantships are awarded on a descending basis from the highest rank. This process continues until the majority of funds are assigned. The dean of the Graduate School evaluates the remaining nominations and makes the final awards based upon budgetary and other relevant factors.

Dissertation Completion Awards. (*This award is not available for the 2009-2010 academic year.*) Dissertation Completion Awards are given each year on a competitive basis following a highly qualified student's nomination by their major department or school. Each nominee is evaluated by a faculty panel. The Dissertation Completion Awards are available to doctoral students in their final year of study. These assistantships allow the student to devote time to the completion of their dissertation. As a result of this, students on a Doctoral Completion Award are not to be assigned duties other than focusing on the completion of their dissertation, nor are they expected to be enrolled in academic courses. If a department chooses to assign teaching responsibilities, the student will lose the dissertation completion award. At the completion of this assistantship year, the student is expected to have finished the dissertation and graduated. If that student fails to complete the degree during the assigned academic year, the department may lose its potential awards the following year.

Nomination materials should include: the application form; a letter of nomination from the graduate coordinator; letter of recommendation from the student's major professor including

a confirmation that the student will complete the degree in the award year; a 250 word description of the student's research (written by the student); and, copies of the student's approved final program of study, admission to candidacy, approval for the use of human or animal subjects (if applicable), and approval form of the dissertation proposal or prospectus. The student should have concluded the data collection stage at the time of nomination. Students whose department requires a "capstone" internship are also eligible for these assistantships during the year in which they are completing the dissertation. The nominations will be reviewed and awarded by the dean of the Graduate School based upon budgetary and other relevant factors. The combination of the Dissertation Completion Award and departmental supplement cannot exceed 50 percent time.

Student Travel

The Office of the Vice President for Research and the Graduate School have limited funds to assist graduate students when traveling to present papers at professional conferences. Because of limitations on resources, travel funds will be primarily for doctoral students who are at advanced stages in their graduate programs and are presenting results of their dissertation research findings. If travel is to an international conference to be held outside of the continental United States, requests for assistance should be sent to the Office of the Vice President for Research. If the conference is to be held within the continental United States, requests for travel assistance should be sent to the dean of the Graduate School. The Graduate School makes travel awards based on available funding and current budget considerations.

International Travel. A student receiving an invitation to present a paper at an international conference may submit a travel request to the Office of the Vice President for Research. Forms and the submission guidelines are available on the Website of the Office of the Vice President for Research (<http://www.ovpr.uga.edu/iga/grants>). The request must be endorsed by the student's major professor/department head and be accompanied by a copy of the invitation to participate in the conference. Each request will be evaluated in terms of its own merit and in accordance with the guidelines for foreign travel support.

Students seeking travel assistance must be registered during the semester in which the request is submitted and for the semester for which the trip is scheduled. Assistance will not be

granted in those instances where travel was undertaken prior to receiving written approval from the Office of the Vice President for Research.

Domestic Travel. A student receiving an invitation to present a paper at a professional meeting within the continental United States may submit a travel request to the Graduate School. Each request form must be accompanied by evidence that the student's research has been accepted for presentation and by an abstract of the research to be presented. The following guidelines (<http://www.uga.edu/gradschool/financial/travel.html>) will be used in considering all such requests:

- (1) First preference will be given to doctoral students who have been enrolled full-time for at least five completed semesters at UGA. A request from a master's student will be given consideration, only if the department in which the student is enrolled does not offer a doctoral degree.
- (2) The meeting or conference to be attended must be of regional or national importance.
- (3) Approval of travel requests for a student will be limited to one per fiscal year (July 1 - June 30).
- (4) A student submitting a request must possess a minimum cumulative graduate GPA of 3.50 based on at least two years of full-time graduate study at UGA with no grades of "Incomplete" or "No Report" or their equivalent.
- (5) Funding will be for first or second authored research only. No more than one student will be funded for presenting the same research.
- (6) Funding will not be provided to students employed as instructors or classified employees.
- (7) The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following the travel.
- (8) Each travel request must be approved prior to the date of travel. Reimbursement for expenses will not be made, if travel is undertaken prior to receiving written approval.

All requests should be thoroughly reviewed at the departmental level before submission to the Graduate School. This review should include an assessment of the quality of the research

to be presented, the stature of the organization to which the presentation will be made, and review of the student's academic record to ensure that he/she meets all of the criteria stated. Each department's request(s) for each semester must be received in the Graduate School's business office as a group. Deadlines for applying for travel funding can be found on <http://www.uga.edu/gradschool/financial/travel.html>.

The amount of the award for an individual will be based on such factors as prevailing costs at the meeting site, cost of travel, whether the meeting is national or regional, and the availability of funds. Students should be prepared to receive an award of less than the total cost of travel. No student will be reimbursed more than the actual cost of the trip.

Regents' Out-of-State Tuition Waivers

The Graduate School has been authorized by the Board of Regents to award a limited number of out-of-state tuition waivers to non-resident graduate students. A majority of the waiver recipients are chosen from a pool of departmental nominees; the remaining waivers are awarded to students holding non-service type fellowships which are in the approximate pay range as a Graduate School assistantship. All nominations originate in the department, and students should not make personal requests to the Graduate School for out-of-state tuition waivers.

General Policies. The following general policies and criteria have been established as guidelines for awarding Regents' Out-of-State Tuition Waivers:

- (1) Out-of-state tuition waivers available through the Graduate School are awarded only to students admitted to a graduate program.
- (2) The criteria for selection are applied uniformly to master's and doctoral students regardless of the college or department in which they are enrolled.
- (3) Out-of-state tuition is waived for one semester; however, the waiver will be automatically continued in succeeding semesters for one academic year, provided the student earns a minimum graduate GPA of 3.0 each semester. All out-of-state tuition waivers awarded by the Graduate School are terminated at the end of summer semester.

- (4) Out-of-state tuition waivers will not be granted to students who have an incomplete on a graduate-level course at the University of Georgia.
- (5) Each recipient of an out-of-state tuition waiver is required to register for a minimum of 12 semester hours of graduate credit each semester of the academic year. A recipient must register for a minimum of nine hours of graduate credit during the summer semester, if enrolled. In the event a recipient of an out-of-state tuition waiver fails to register or registers for less than the required hours of graduate credit, the award is forfeited immediately.

Criteria for Awarding Out-of-State Tuition Waivers. The following criteria are utilized in awarding out-of-state tuition waivers:

- (1) An applicant should have a 3.5 graduate GPA and a minimum combined score of 1100 on the quantitative and verbal sections of the Graduate Record Examinations.
- (2) An applicant who has not completed graduate course work should have a 3.3 undergraduate GPA and a minimum combined score of 1100 on the quantitative and verbal sections of the Graduate Record Examinations.
- (3) An applicant pursuing the Master of Education or Specialist in Education degree who is submitting Miller Analogies Test results in lieu of Graduate Record Examinations scores should have a minimum score of 50.
- (4) An applicant pursuing the Master of Business Administration or Master of Accountancy degree who is submitting Graduate Management Admission Test results in lieu of Graduate Record Examinations scores should have a minimum score of 550.
- (5) An applicant pursuing the Master of Laws degree who is submitting Law School Admissions Test results in lieu of Graduate Record Examinations scores should have a minimum score of 500.

Each spring semester, graduate coordinators will be invited to submit electronically nominations for out-of-state tuition waivers for the following school year. Award letters will be mailed by mid-May.

The Graduate School has a limited number of out-of-state fee waivers to award each year. Nominations should be:

- (1) no more than 5 percent of the full-time graduate enrollment in the department in the preceding fall semester.
- (2) ranked to indicate departmental preference for order of awarding non-resident waivers.

Academic departments may nominate students for late awards at any time during the academic year; however, no department should have more than 5 percent of the full-time departmental enrollment of the previous fall semester on the waiting list at any one time.

Work Loads, Course Loads, and Compensation for Graduate Students

Graduate Assistants. A graduate student holding an assistantship that requires from one-third to one-half time service must register for a minimum of 12 hours of graduate credit in the fall and spring semesters and nine hours of graduate credit in the summer semester, if receiving assistantship funding. Graduate assistantships in excess of one-half time service are not permitted.

The maximum course load for which a graduate assistant may enroll is governed by the following:

<u>Assistantship</u>	<u>Course Load</u>
Less than one-third (1/3) time	18 semester hours
One-third (1/3) to one-half (1/2) time	18 semester hours

To exceed the maximum course load, a student must obtain written approval from the major professor and the dean of the Graduate School. The department head or the graduate coordinator may approve the overload request in the absence of the student's major professor. Audits will not be counted in the computation of maximum and minimum course load requirements.

Because of the intensive nature of class work in the summer term, a graduate assistant is required to enroll for a minimum of nine hours of graduate course work. Summer term rules for maximum loads apply.

To be eligible to receive the reduced tuition fee of \$25/semester), a student holding an assistantship must:

- (1) perform at least one-third time service (13 hours per week) for the university,
- (2) be paid at the approved rate for a graduate assistant in the particular school, college, or department offering employment, and
- (3) be employed at least 60 percent of the class days of the semester for which the waiver is requested

Student Hourly Employees. To be eligible for employment by the University of Georgia on an hourly basis (student assistant, job classification code 22005), a graduate student must be registered for a minimum of three semester hours. Student hourly employees should keep their major professor and/or graduate coordinator advised as to their workload each semester.

Financial Aid and Veterans' Benefits. To qualify as a full-time graduate student for financial aid and veterans' benefits, a student must enroll for a minimum of nine hours per semester. A student must enroll for at least five hours per semester to be considered halftime. In the summer term, six hours is considered full-time.

VII. ACADEMIC COMMON MARKET

At its 1972 annual meeting, the Southern Regional Education Board (SREB) created the Commission on Regional Cooperation to explore and develop new areas of interstate sharing of educational programs and facilities among states in the South. One of the first undertakings of the Commission was the establishment of a regional Academic Common Market.

The Common Market, first operational in 1974, is an interstate agreement for sharing academic programs across state lines. As a result, students have access to selected programs not offered in their home states without having to pay out-of-state tuition charges. Complete information can be found at <http://www.sreb.org/programs/acm/acmindex.aspx>.

Operations

SREB employs a staff member to coordinate the activities of the Commission on Regional Cooperation, including the Academic Common Market. Each of the 14 states participating in the Common Market has designated a state coordinator for the program. In addition, each institution, which has one or more academic programs in the Common Market, has named an institutional coordinator as a contact person for that institution (<http://www.reg.uga.edu/or.nsf/html/acm>). At the University of Georgia, this person is the dean of the Graduate School.

Responsibilities of the Institutional Coordinator include:

- (1) maintaining a record of all students certified to enter academic programs at the institution through the Academic Common Market;
- (2) facilitating the enrollment process for Common Market students by waiving out-of-state fees;
- (3) publicizing the Academic Common Market to the student body at large.

Updating Program Offerings

One of the primary functions of the Academic Common Market is to assist states in offering together what they cannot offer individually. Programs may be added to and removed from the Market on an annual basis in order to reflect the changing needs of participating states.

Throughout the year, states are asked to indicate to SREB the types of programs that are unavailable through their own institutions and to which they would like to have access to in other states. This information is shared with other states, which can then determine if they have programs which would be appropriate for the Common Market. On this basis, states recommend programs from their own institutions to be included in the Common Market. These recommendations are compiled and circulated among the states. If one or more states select a given program, it is included in the Market for residents of the state(s) which select it. Information concerning the programs offered by the University of Georgia through the Academic Common Market is available in the Graduate School.

Program Admission

A student desiring entrance to a program offered through the Common Market should do the following:

- (1) The student must first be accepted for admission into a degree program accessible through the Academic Common Market. Unless this procedure is followed as a first requirement, all other preparations could be wasted effort should the student not be accepted by the institution.
- (2) The student must then contact the coordinator in the home state and request resident certification to be supplied to the participating institution. Each state has developed its own forms and procedures for certifying students.
- (3) After certifying the residence of an applicant, the state coordinator sends a copy of the completed residence form to the student, the institutional coordinator at the receiving institution, and to SREB.
- (4) The institutional coordinator then makes arrangements with the appropriate officials at the participating institution so that the student is not charged out-of-state tuition fees.