2025 - 2026
Graduate Student
HANDBOOK

Ph.D. Program

www.geography.uga.edu

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WELCOME TO UGA GEOGRAPHY GRADUATE PROGRAM!

We are excited you are here!

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

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

The first part of this book [pp 04-23] provides a general overview of the required coursework, program steps, and required forms toward your degree. We then provide some general Graduate School and Department of Geography policies [pp 24-33] and an appendix with sample forms [pp 34-42].

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

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

IMPORTANT LINKS AND PORTALS

Graduate School
Links to Forms: https://grad.uga.edu/index.php/current-students/forms/

GradStatus is the primary portal for processing Graduate School documentation. Many important forms will be submitted, tracked, and approved through this website by both the student and the department: https://gradstatus.uga.edu/

Enrolled Student Progress Portal is an online platform where graduate students manage key academic tasks such as proposing and managing their advisory committees, submitting important forms and monitoring progress toward degree completion.
- https://gradapply.uga.edu/account/login

Graduate School Dates and Deadlines
The Graduate School posts key dates and deadlines on their website. Every step of the PhD program has associated deadlines, including several critical ones in your intended graduation semester. Since these dates vary by term and year, be sure to check the site regularly.
- https://grad.uga.edu/current-students/important-dates-deadlines/

Graduate School Policies: https://grad.uga.edu/graduate-policies/

Department of Geography Forms:
Some required forms are produced and recorded through the Department of Geography. These can be found on the **Department website**: https://geography.uga.edu/graduate-student-forms

Student Information, Course Registration & Graduation Application:
Athena is the University's online system for students to manage academics, financial aid, registration, tuition, personal info, and graduation:
- https://my.uga.edu/htmlportal/index.php?guest=/html/html/Athena.html

eLearning Commons
The eLearning Commons (eLC) at the University of Georgia is the institution's official online learning management system (LMS), designed to support both students and instructors in managing academic coursework and communication.
- elc.uga.edu

OneSource/OneUSG Connect
OneSource at the University of Georgia is essential for faculty and staff daily operations related to HR, payroll, finance, and administrative tasks.
- UGA OneSource

GENERAL OVERVIEW AND TIMELINE

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

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

An overview of the doctoral program timeframe looks like this:

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

Semester 6	Semester 7	Semester 8
Dissertation Research and Writing	Dissertation Research and Writing	<u>Dissertation Defense</u> <u>File for Graduation</u> & Meet all Graduate School Deadlines (Including Dissertation Format Check and Commencement Information)

REQUIRED COURSEWORK

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

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

Graduate School Requirements

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

Department of Geography Requirements:

Core [4 core courses (8 hours) must appear on your Program of Study]:
- GEOG 8900 (1 hr.) - Proseminar I
- GRSC 7001 (1 hr.) - GradFIRST seminar
- GEOG 8910 (3 hrs.) - Geographic Thought and Methods
    - Unless taken at Master's level or waived by permission of instructor if student has completed a similar course in Master's program elsewhere.
    - If waived, 1 additional 3-hour graduate-only credit course, not including GEOG 9000 or any Directed Problems course from any department, **must be substituted**.
- GEOG 9300 (3 hrs.) – Research credits
    - Students are not permitted to enroll in this course more than once (3 hrs.) prior to passing Written and Oral Comprehensive Exams.
    - A minimum of 3 hours of GEOG 9300 must be listed on the program of study, according to Graduate School policy.

Electives - 8 additional graduate-level courses (24 hours) OR 9 additional grad-level courses (27 hours) if waived from GEOG 8910, according to the following conditions:
- Four courses (12 hrs.) or 5 courses (15 hrs.) if waived from GEOG 8910, must be for graduate-students only (graduate level only).
    - These courses should be in addition to GEOG 8900 & 8910 and GRSC 7001 and will surpass the Graduate School's 16 hours requirement for 8000-level courses.
    - If you do include a 6000- and 7000-level course open only to graduate students on the program of study form, be sure to check the 'Grad Level Only?' box on the form. Otherwise, this fact may get overlooked.
- GEOG 9000 **cannot** be counted among electives.

- No more than 3 hours of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the program of study.
- GEOG 6920 Special Problems in Area Analysis and GEOG 6921 Directed Topics in Independent Research- two versions of independent study- **cannot appear** on the program of study.
- Department **Research Skills** Requirement:
  - At least 6 hours of graduate-level "skills" must be noted on POS from the above elective courses.
  - These courses are recommended by the major advisor and approved by the advisory committee.

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

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

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

You may print the **PhD Degree Milestones & Program of Study (POS) Checklist** on the next page (8) or from the Geography Forms Site to keep track of your required coursework as you follow the guidelines above.

Please see ENROLLMENT REQUIREMENTS AND TIME LIMITS on page 24 for other important requirements by the Graduate School.

PhD – Degree Milestones & Program of Study (POS) CHECKLIST

STEPS TOWARD DEGREE AND TIMELINE FOR ADEQUATE PROGRESS:

☐ 1. Major Professor (Geography form)   [end of 1st semester]
☐ 2. Advisory Committee (Enrolled Student Progress Portal)   [end of 2nd semester]
☐ 3. Preliminary Program of Study (Geography form)   [end of 2nd semester]
☐ 4. Dissertation Proposal Defense (Geography form)   [4th or 5th semester]
☐ 5. Human Subjects [☐Yes/☐No]   If yes, project approval #_____
☐ 6. Final Program of Study (GradStatus form)   [4th or 5th semester]
☐ 7. Written Comprehensive Exam (GPA in GradStatus)   [4th or 5th semester]
☐ 8. Oral Comprehensive Exam (Grad School produces Approval Form)   [4th or 5th semester]
☐ 9. Admission to Candidacy (GradStatus form)   [end of 5th semester]
☐ 10. Graduation Application (student in Athena)   [beginning of 8th semester]
☐ 11. Doctoral Dissertation Approval & Final Oral Examination (GradStatus form)   [8th semester]

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

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

Graduate School Requirements:

☐ Thirty (30) hours of degree credit:
  - Must include 16 hrs. of course work at 8000 and/or 9000-level, excluding GEOG 9000, 9005, 9300 and all independent study or directed problems courses
  - 3 hours of GEOG 9300 must be counted in the required 30 hrs.

NOTE: GRSC 7770 is required for ALL Teaching Assistants (TA):

  - it does not count toward the program of study.

Department of Geography Requirements:

Core   (4 core courses (8 hours) must appear on your Program of Study):
☐ GEOG 8900 (1 hr.) (Repeat if taken at Master's level).
☐ GRSC 7001 (1 hr.) - GradFIRST Seminar
☐ GEOG 8910 (3 hrs.) – Geographic Thought and Methods
  - Unless taken at Master's level or waived by permission of instructor if student has completed a similar course in Master's program elsewhere.
    - If waived, 1 additional 3-hour graduate-only course, not including GEOG 9000 or any Directed Problems course from any department, must be substituted.
☐ GEOG 9300 (3 hrs.) – Research credits
  - Students are not allowed to enroll in this course more than once (3 hrs.) prior to passing Written & Oral comprehensive exams.
    - A minimum of 3 hours of GEOG 9300 must be listed on the program of study.

Electives   (8 additional graduate-level courses (24 hours), or 9 additional grad-level courses (27 hours) if waived from GEOG 8910, according to the following conditions):
☐ Four (4) courses (12 hours), or 5 courses (15 hours) if waived from GEOG 8910, must be graduate-level only (above the 8000 level).
  - These courses plus 8900, 8901 & 8910 surpass the Grad School's 16 hrs. requirement for 8000-level courses.
  - If you add to the POS a 6000/7000-level course open only to graduate students, check the 'Grad Level Only?' box on the form. Otherwise, this fact may get overlooked.
☐ GEOG 9000 cannot be counted among electives.
☐ No more than 3 hrs. of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the Program of Study.
☐ GEOG 6920 (Special Prob. in Area Analysis) & 6921 (Directed Topics in Ind. Research) cannot appear on the POS.
☐ Department *Research Skills* Requirement:
  - At least 6 hours of graduate-level "skills" classes selected with your advisor and approved by the committee must be noted on POS from the above elective courses.

COURSE ADVISING

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

Only after this form has been completed and sent to the Graduate Program Administrator (GPA) can your advising hold be lifted and departmental permissions be added to your account each semester. Students should complete this task well before the end of the previous semester.

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

➢ **Form: Advising Form**
Source: Department of Geography website at: https://geography.uga.edu/graduate-student-forms
Who submits: the Student
Instructions:
   1. All fields must be filled in completely (including Name, Major Professor/Advisor, Degree Objective, Academic Term, Assistantship (Y/N), student's email)
   2. Fill in all fields referring to the courses to be taken, especially Course#, Call/CRN#, Credit hours, and Instructor.
   3. Collect Instructor's digital signature for approval and date.
Where to submit: email a digital copy to the GPA, who will lift the advising hold for the semester so you can register for the classes listed in the form.
When to submit: at the end of the previous semester.
Note: Prepare a new Advising Form for each semester.

IMPORTANT MILESTONES OF THE GEOGRAPHY DOCTORAL PROGRAM

1. MAJOR PROFESSOR (ADVISOR) SELECTION

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

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

Sometimes circumstances arise where a student changes major professor/advisor. Given the importance of having an advisor for course selection, research, writing, and form approvals, a new advisor must be selected as quickly as possible. The student will need to have a new advisor within one semester to avoid being placed on "no clear path to degree," which can result in dismissal from the program. Typically, changing advisors will not be accompanied by any additional funding, so it is up to the student to ensure they remain on track.

➢ **Form: Major Professor/Co-Advisor**
Source: Department of Geography website.

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

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

Who submits: the Student

Where to submit: Graduate Program Administrator (GPA), who secures the Director of Graduate Studies' signature and files in the student's Departmental file.

When to submit: As soon as agreement is reached – by the end of 1_{st} semester.

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

2. ADVISORY COMMITTEE SELECTION

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

Requirements:

- The committee must consist of your major professor and 3 additional members, for a total of 4 members:
    o   Major professor + 2 other members must be Graduate Faculty.
    o   If co-advised, 5 total members are required.
    o   At least 3 members must be from the Department of Geography.
- Additional voting members may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in their field of study. If there are more than three members, there must be greater than 50% graduate faculty representation.
- The committee will be recommended to the Dean of the Graduate School by the Director of Graduate Studies after consultation with the student and faculty members involved.

➢ **Form:**

Enrolled Student Progress Portal

Who submits: the Student

Where to submit: in the Enrolled Student Progress Portal

Log into the Enrolled Student Progress Portal using your MyID and go to the "AdvCmte" tab to fill out the form (see below: link to tutorial and screenshot for reference).

When to submit: As soon as the committee is formed and you have the approval of all committee members. It should be submitted no later than the end of 2nd semester.

Graduate_Advisory_Cmte - Enrolled Student Portal Tutorial.pdf

3. PRELIMINARY PROGRAM OF STUDY

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

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

Source: Department of Geography website.
Who submits: the Student
Instructions: Work with your major professor and advisory committee to choose courses for your program of study, including "Research Skills" and other requirements.
1. Fill in your name and 81#.
2. Enter the full name of each course you have mapped out with your committee (ex. GEOG 8900 = Geography Proseminar).
3. Have the form signed and dated by your advisory committee chair.
Where to submit: to the Graduate Program Administrator (GPA) who will file in the student's departmental file.
When to submit: at the end of the second semester.

4. USING HUMAN SUBJECTS IN DISSERTATION RESEARCH

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

5. DISSERTATION PROPOSAL

Dissertation Proposal Defense

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

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

After successfully defending the dissertation proposal, the student will embark on their own original research, as outlined in the approved proposal. If any funding is required for this research, it is the responsibility of the student to secure that funding either directly or in collaboration with their major professor.

➢ **Ph.D. DISSERTATION PROPOSAL ACCEPTANCE form**

Source: Department of Geography website.

Instructions:
1. At least 2 weeks prior to the Dissertation Proposal Defense:
    a. Reserve a room for the Proposal Defense by emailing a request to the GPA at GeographyGradProgram@uga.edu.
    b. In the email add the following information:
        i. Student's Name and Email,
        ii. Title of Dissertation Proposal,
        iii. Date, time and location of defense,
        iv. Platform to be used for remote viewing if applicable, plus URL to connect.
        v. Names of Major Professor/co-advisor and each Advisory Committee member
            - their respective emails
        vi. Whether human subjects were used, and, if yes, IRB approval date and project number

2. After a successful defense, obtain signatures (with dates) from everyone listed on the form.

<u>Who submits</u>: the Student

<u>Where to submit:</u> to the GPA, who secures the Director of Graduate Studies' signature and files the form in the student's departmental file.

<u>When to submit:</u> During the 4th or 5th semesters.

<u>Recommendation:</u> We recommend that you hold your dissertation proposal defense early to facilitate field-based research efforts during Summer Terms.

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

6. FINAL PROGRAM OF STUDY

The Program of Study should prepare and support you for dissertation work. For doctoral students, the department requires a preliminary program of study to be submitted at the end of the second semester (see item 3. above).

➢ **Form: Program of Study (G138)**

Source: Graduate School website.

Who submits: the Student

Where to submit: GradStatus.

Instructions:
1. After filling in your student information, the 'Course Information' section will become available.
2. List each appropriate course in the 'Course information' section in chronological order and click the green '+add' button, continue for each course you have taken in your program.
3. For each course you take that is graduate-only (lower-level courses marked as grad-only and all 8000/9000) check the respective box in the "Grad Level Only?" column.
4. List the courses that will be used to satisfy the department's Research Skill Requirement in the respective field (previously approved by your major professor/advisor).
5. List GEOG 8900, 8901 & 8910 in the Departmental Requirements section.
6. Add GRSC 7001 to the GradFirst Requirements field and to the Subject/Course column. Students who matriculated prior to Fall 2022 should record their exemption status on the field.

When to submit: no later than the end of the 5th semester.

The final Program of Study (POS) must be fully approved by the Advisory Committee in GradStatus to be finally approved by the Graduate School.

• Only after the Graduate School has approved the Program of Study that the Comprehensive Exams can then be scheduled.

NOTES:
• See the PhD Degree Milestones & Program of Study (POS) CHECKLIST (page 8) for more details on courses and requirements.
• It is not necessary to list every class taken, only those which meet the requirements listed in the PhD Degree Milestones & Program of Study (POS) CHECKLIST.
• See a **Sample Program of Study** on the following page (16).

➢ **Sample Program of Study for PhD Students**

Program of Study (G138)

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

Student

Name		Email		UGA ID	
Major	Geography	Objective	Doctoral	Degree	PhD
Department	Geography			Emphasis	

Course Information

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

Other Information

Total Hours	
Total 8000/9000 level hours add (for doctoral student use only)	
Total Grad Only level courses (for MA/MS students only)	
Courses start to Expire	
GPA	
Research Skills Requirement	
Departmental Requirements	
Human subject agreement	No
Completed Masters Degree	Y

7. COMPREHENSIVE / QUALIFYING EXAMINATIONS

WRITTEN COMPREHENSIVE EXAMS

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

➤ **Each student makes exam arrangements with the advisor** (and subsequently schedules Oral Comprehensive Exams with the Graduate Program Administrator (GPA))

ORAL COMPREHENSIVE EXAMS

The major professor schedules an oral examination with the entire committee at least two weeks after the written essays have been disseminated to the committee. The oral exam typically lasts 2 hours and must be scheduled <u>3 weeks in advance</u>. The purpose of the oral exam is to test the student's knowledge of the subject matter in verbal format. It consists of the committee members asking the doctoral student to elaborate on elements of the essays.

The student must be registered for the appropriate number of hours prior to the exam. The student must have both the Advisory Committee form and final Program of Study (POS) form approved by the Graduate School and on file in the Geography Graduate Program office prior to this notification. All members of the Advisory Committee must be present for the entire exam. The Graduate School must be notified if the exam is postponed, or the student fails the exam.

There is one form needed for the oral part of the compressive exams:

➤ **Form: Comprehensive Exam Announcement (G118) – submitted by GPA**

Action: the Student sends an email to the GPA <u>3 weeks before the desired exam date</u> to reserve a room and to complete the Comprehensive Exam Announcement (G118) form which schedules the oral exam with the Graduate School. The Graduate School then generates the Written and Oral Comprehensive Examination (G168) form in GradStatus, which is the final form the committee receives digitally for approval after the examination takes place.

<u>Source:</u> Graduate School
<u>Where to submit:</u> GradStatus
<u>Who submits</u>: the **GPA**

<u>Instructions</u>:

1. **Student** sends email to GPA **three weeks in advance** of the oral exam date, providing the following information:
   - Student's Name and Email,
   - Date, time and location of oral exam,
   - Platform to be used for remote viewing if applicable, plus URL to connect.
   - Names of Major Professor/co-advisor and each Advisory Committee member
     - their respective emails

2. The GPA will complete this form and upon Graduate School's approval will route the Written and Oral Comprehensive Examination (G168) form to the Advisory Committee for approval.

<u>When to submit:</u> Three weeks prior to oral examination.

8. DOCTORAL CANDIDACY

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

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

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

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

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

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

9. DISSERTATION DEFENSE & FINAL ORAL EXAMINATION

Dissertation Approval and Defense policy

When the major professor is satisfied with the completed dissertation, they will certify that it has their approval and is ready to be read. The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The Geography Graduate Studies Office must notify the Graduate School three weeks prior to the defense. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community. The committee members must have three weeks to read and evaluate the completed dissertation.

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

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

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

A first draft of the dissertation **must be submitted to the Graduate School** for [format check] prior to the defense. This is a Graduate School requirement. Check the deadline for this step in the semester you wish to graduate in the [Important Dates & Deadlines - UGA Graduate School] page.

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

   Source: Graduate School

   Where to submit: GradStatus

   Who submits: the GPA

<u>Instructions:</u>

The student initiates the process **three weeks in advance** of the anticipated defense date by providing the following information to the GPA:

- Student's name and email
- Dissertation title,
- Full names of major professor/co-advisor and each Advisory Committee member,
- Date, time and location of the defense,
- Whether human subjects were used,
- Virtual viewing information, platform used and link.

After submission, the GPA will route the form to Advisory Committee members prior to the defense.

<u>When to submit:</u> Three weeks prior to defense date

Final Dissertation Defense

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

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

The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote (three of the four advisory committee members must approve, including the major professor) and must certify their approval on the Dissertation Defense Form (digitally through a notification system).

10. APPLICATION FOR GRADUATION

Source: Athena
- Late filing for graduation is done in GradStatus

Who submits: the Student

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

Where: Apply online in Athena following the instructions found at the Graduate School website under FORMS FOR CURRENT STUDENTS>GRADUATION>APPLICATION FOR GRADUATION
- https://grad.uga.edu/index.php/current-students/forms/

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

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

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

Enrollment at Time of Graduation
Students must be registered for at least 3 credit hours during the semester in which they intend to graduate. Each student must strictly adhere to the deadline dates as posted on the Graduate School website Important Dates & Deadlines - UGA Graduate School. However, if the student does not meet these deadlines, they will be removed from graduation for that term and will have to reapply to graduate through Athena in a future term.

11. FINAL SUBMISSION OF DISSERTATION TO GRADUATE SCHOOL

All dissertations have to be submitted by the students in electronic form to the Graduate School. For details, please check the Graduate School website on "Theses & Dissertations Guidelines": Graduate School - Guiding Principles of Dissertations and Theses

Additionally, follow the Graduate School's Theses & Dissertations - Student Guide to Preparation and Processing to prepare your drafts before submission.

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

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

Source: GradStatus.

Who submits: the Student

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

Where to submit: GradStatus.

When to submit: After final changes to the dissertation suggested by the Advisory Committee are approved by the major professor and before the Graduate School's deadline for this form (visit the Important Dates and Deadlines website for the submission date in the semester you wish to graduate. This can help in planning your writing and dissertation defense process.)

Note: Selection of any option other than #1 on the ETD Submission Approval Form, open and immediate access, will require written documentation of the reasons. Please read the information contained above the form and the Graduate School's guidelines carefully.

You will then submit your final dissertation in ProQuest:
ProQuest ETD Administrator - University of Georgia

ENROLLMENT REQUIREMENTS AND TIME LIMITS FOR GRADUATE STUDENTS

Minimum Enrollment

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

Continuous Enrollment Policy

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

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

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

Residence Credit Requirement

The residency requirement for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate course work that is included on the approved program of study. There is no residency requirement for master's.

Leave of Absence

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

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

Time Limits

a. PhD Time Limit for students matriculating before Fall 2024
   All pre-candidacy requirements for the degree (i.e. coursework on the program of study) must be completed within a period of six years. This time requirement dates from the first registration for graduate courses on a student's program of study.

After passing the comprehensive examination and being admitted to candidacy, a candidate for a doctoral degree must complete all degree requirements, including the dissertation and final oral examination, within five years. A student who does not complete all degree requirements within five years of admission to candidacy will be required to take the comprehensive examinations again and be admitted to candidacy a second time.

A student may petition for an exception to this policy by writing a letter to the Vice Provost and Dean of the Graduate School. This request for an extension of time must include the specific reasons that the student did not complete the requirements in the time allotted. The student must include a specific timeline for the completion of degree requirements. The student's major professor must review the student's request and write a letter to the Vice Provost and 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. If they do not concur with the recommendation, further information should be provided by them in the letter. An extension of time may be granted only on conditions beyond the control of the student.

b. <u>PhD Time Limit for students matriculating Fall 2024 and after</u>
   Doctoral students must complete all requirements for the doctoral degree and the degree must be awarded **within eight (8) calendar years after initial enrollment/registration in the program**. For example, if the date of first registration for a doctoral student is the fall semester of 2024, the eight-year time limit expires in summer semester of 2032. The student's time-to-degree clock starts with the first course approved for inclusion in their doctoral Program of Study, or the date of matriculation into the program, whichever occurred earlier. Individual colleges/schools or academic programs may have more restrictive requirements than the above stated Graduate School policy. The eight-year time limit does not include approved periods of leave. Additionally, doctoral time to degree is calculated separately for degrees obtained in each academic program.

   Students who fail to complete their degrees **within eight years** after initial enrollment will be considered as not making satisfactory progress to degree completion and will be dismissed from Graduate School. The Graduate School will notify all doctoral students when they have reached the 7-year mark to warn them about the impending 8-year degree time limit.

Extension of Time

Doctoral students in good academic standing who experience extenuating circumstances that prevent them from completing their degrees within the requisite 8 years may petition for an extension of the degree time limit to the Vice Provost/Dean of the Graduate School. Such circumstances include military obligations, family and medical challenges, and other life events. A petition for an extension of the degree time limit requires support from the major professor, graduate coordinator, and academic unit head.

For details on Graduate School's policies for Doctoral students see:
   Doctor of Philosophy (PhD)
   Graduate Enrollment Policy
   Graduate Policies - UGA Graduate School

RESPONSIBILITIES OF THE GEOGRAPHY GRADUATE STUDENT

Each student has the responsibility to ensure that:

1. They understand and follow the guidelines defined in this handbook.
2. All deadlines from the Graduate School are met and all forms are completed on time and copies are on file with Graduate Program Administrator (GPA) and/or Graduate School.
   - The Director of Graduate Studies and the Major Professor will provide advice to the student on these matters.
   - **Deadlines are subject to change, so check them often** in the Graduate School website https://grad.uga.edu/index.php/current-students/important-dates-deadlines/.
   - You can find details of all degree requirements at https://grad.uga.edu/graduate-policies/
3. They conduct themselves professionally and adhere to all applicable policies and standards established by UGA and the Department of Geography, including but not limited to those listed below. **Please carefully review each of the following documents for your records and reference**.

UNIVERSITY OF GEORGIA CODE OF CONDUCT:

Students are expected to demonstrate professional behavior while enrolled in the Geography Graduate Program and to act in a manner that demonstrates integrity and respect for others and the campus environment. The Code of Conduct outlines student behavior expectations and it explains rules for individuals and student organizations. These procedures are designed to ensure fairness and due process for everyone involved. Please familiarize yourself with the UGA Code of Conduct - Student Conduct

UNIVERSITY OF GEORGIA'S ACADEMIC HONESTY POLICY

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

FERPA (FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

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

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

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. Please visit the following website and read it carefully: https://eoo.uga.edu/laws-policies-and-regulations/civil-rights-and-ndah/non-discrimination-and-anti-harassment-policy/

COMPUTER ETHICS

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

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

Policy on Use of Generative AI in Theses and Dissertations
Refer to the Graduate School's Policy on Use of Generative AI in Theses and Dissertations - UGA Graduate School.

DUTIES OF GRADUATE ASSISTANTSHIPS

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

The combination of the graduate assistantship and departmental supplement cannot exceed 20 hours of work per week. Students must continue to be full-time taking at least twelve hours (12) of graduate credit in both fall and spring semesters and nine (9) hours of graduate credit in summer semester. A salary guide for graduate assistants is distributed annually by the Graduate School.

Graduate Teaching Assistantship

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

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

Graduate Research Assistantship

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

Graduate Assistantship Offer Letter

Each graduate student participating in a GRA or a GTA will receive an offer letter that describes their duties, benefits and monthly payment amounts (pre-tax) to be received. These letters are submitted for payroll to the Franklin College Business Office.

Students are encouraged to <u>carefully read</u> their offer letters and take notes of important details to use that information to plan accordingly for the year. Please inform the Graduate Program Administrator (GPA) if there are any discrepancies in the amounts you receive. Any discrepancies in payroll amounts will need to be rebalanced by payment to the Franklin Business Office.

UGA Onboarding

All newly hired faculty and staff use the UGA Onboarding System to complete their required paperwork and view important policy information. Learn more about the UGA Onboarding System: https://hr.uga.edu/Prospective_Employees/Hiring_Process_Onboarding/.

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

DEPARTMENTAL GUIDANCE FOR GRADUATE STUDENTS

DUPLICATING SERVICES

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

COPYING

If you are not familiar with operating the copy machine in the main office, please ask one of the staff for assistance. We ask that you **do not leave the copier jammed!** Due to the heavy usage of our copy machine, it is not feasible to make personal thesis or dissertation copies, and it is less expensive to go elsewhere.

Please **plan ahead**. If you come to the main office for copies after 4:45 you will be asked to return on the next business day. For large jobs please plan to come in by 4:00 PM.

LAB PRINTERS

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

ENTRANCE TO BUILDING

You may access the building at night and on the weekends. Your UGA ID will allow access to the building when doors are locked. Please speak with the office manager to request this addition to your UGA ID card.

UGA IS A NON-SMOKING CAMPUS

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

POSTING GRADES AND STUDENT PRIVACY RIGHTS

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

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

COMMUNICATION

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

DRESS CODE

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

PAYROLL CHECKS

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

WHEN YOU NEED HELP

OFFICE STAFF

- Geography Graduate Programs, GeographyGradProgram@uga.edu
- Fabiana Hayden, Graduate Program Administrator (GPA), fabiana.hayden@uga.edu
- Leslie Geiser, Office Manager, lesgei@uga.edu
- Matt Calonius, Undergrad Program Administrator & Communications Coordinator, Matthew.Calonius@uga.edu
- Geography Main Office, 706-542-2856

IT SUPPORT

- Franklin OIT General Request Form: helpdesk.franklin.uga.edu
- Phone: 706-542-9900
- Email: helpdesk@franklin.uga.edu

CARREL SPACES & SHARED ROOMS GUIDELINES

Carrel spaces are assigned to graduate students in the Department of Geography based on their academic roles and availability:

- Individual carrel spaces are designated for graduate students currently serving as Graduate Teaching Assistants (GTAs). These spaces are intended to support instructional responsibilities, including tutoring and student support.
- All other graduate students in the Geography program may be assigned a carrel space for research purposes, contingent upon availability.
  - o Eligible students will be contacted by the Graduate Program Administrator (GPA).

Expectations for the Geography Graduate Shared Rooms

These rooms are shared workspaces. All users are expected to:

- Carrel Rooms: B31, 120, and 149:
  - o Be respectful and courteous to others and their carrel spaces.
  - o Maintain cleanliness and organization.
  - o Keep noise levels to a minimum to support a productive environment.
- Grad Lounge (Room 119/Word Processing Room) - This room includes the following for shared use:
  - o Student mailboxes.
  - o A shared lounge area with couch, refrigerator and microwave.
  - o Workstations with desks (including one standing desk), two computers, and a meeting table and whiteboard.

Room Access and Security

All main room doors are secured with combination locks:

- Lock combinations are provided exclusively to graduate students in the Department of Geography.
- The last person to leave a shared room (including the Grad Lounge) must ensure the door is securely locked.
- Do not grant access to individuals who are not current graduate students, faculty, or staff unless they have a scheduled appointment.
  - o If a student arrives looking for a TA, confirm whether the TA is present. If not, instruct the student to return later or wait in the hallway.
  - o Students are not permitted to wait inside the lounge, carrel room or in a TA's carrel.

General Rules for Shared Spaces and Carrel Use

- Keep main doors closed at all times.
  - o Do not share lock combinations under any circumstances.
- Never leave valuables unattended.
- Carrels are designated for academic use only and must not be used for personal storage.
- Maintain a clean and orderly workspace.
- Carrels are professional environments.
  - o Personalization is allowed, provided it supports the academic purpose of the space.
- Handle food and beverages responsibly. Clean up spills immediately.

- Remove all leftover food and dispose of used items (cups, plates, containers, etc.) from carrels, shared spaces and Lounge/room 119.
- Regularly empty your carrel's trash into the main hallway bins.
- Dispose of unused food items from the refrigerator in the Lounge/room 119 on a routine basis.
- Do not move furniture or equipment (file cabinets, lamps, technology) between carrels.
  - Each carrel is equipped with a desk, shelf, two-drawer file cabinet, and lamp.
- In accordance with UGA policy, pets are not permitted inside university buildings. For details, refer to the https://eoo.uga.edu/ADA-Accessibility/uga-animal-policy/.
- Bulletin boards are provided inside and outside each carrel. Do not post materials on walls or doors outside your assigned space.
- When vacating a carrel, return it to its original condition to ensure it is ready for reassignment.
- Respect the assigned spaces of others—entry is permitted only with the occupant's approval.

End-of-Year Procedures (Spring Semester)

To prepare for the upcoming academic year:
- Students returning to their carrel in the fall must clear excess items (especially from desks and floors) and tidy the space for summer cleaning.
- Students not returning must fully vacate their carrel by the end of May.
- Custodial Services will conduct a thorough cleaning of carrels and the Grad Lounge during the summer, including all accessible surfaces.

Contact the Graduate Program Administrator (GPA) if you:

- Experience issues with your carrel.
- Wish to request a carrel reassignment.
  - Do not change carrels without prior approval.
- Are not using your assigned carrel.
  - This allows the space to be reassigned to another student.
- Have questions or concerns regarding the carrel spaces or shared rooms.

GRIEVANCE PROCESS FOR ACADEMIC MATTERS

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

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

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

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

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

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

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

WHAT THE FORMS LOOK LIKE AND WHERE TO FIND THEM

APPENDIX A. Departmental Forms for PhD Program

- Departmental Forms can be found:
  - In the digital form in the Department of Geography website:
    - https://geography.uga.edu/graduate-student-forms
  - Printed copies in the Graduate Program Administrator's Office (main office, room 204)

- <u>Submit</u> signed Departmental Forms **digitally by email** to the Graduate Program Administrator (GPA):
  - GeographyGradProgram@uga.edu.

➢ **Form: Advising Form**

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

Class Scheduling Form

Name: _____   Academic Term: _____

Major Professor/Advisor: _____   Assistantship (Y or N): _____

Degree Objective: _____   Email: _____

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

Total Hours =

Signature of Approval by Major Professor/Advisor: _____   _____   Date: _____

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

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

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

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

MAJOR PROFESSOR / CO-ADVISOR

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

Major Professor (new): _____ _____ Date: _____

Co-Advisor (new): _____ _____ Date: _____

Major Professor (former): _____ _____ Date: _____

Co-Advisor (former): _____ _____ Date: _____

Student: _____ _____ Date: _____

Graduate Coordinator: _____ _____ Date: _____

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

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

Preliminary Doctoral Program of Study

Preliminary Doctoral Program of Study
The University of Georgia Graduate School
Brooks Hall, 310 Herty Drive, Athens, GA 30602
This form is for Departmental Use only - Do Not Submit to the Graduate School

Reset Form

Name ☐   CAN # (810) ☐

Address ☐   Degree ☐

☐   Major ☐   Minor ☐

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

Doctoral Courses

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term

Research Skills Requirement (if applicable) ☐

Departmental Requirements ☐

Doctoral Advisory Committee: (Please sign and date) ☐ (Chair)

☐   ☐

☐   ☐

Graduate Coordinator ☐   Date ☐

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➢ **Form: PhD Dissertation Proposal Acceptance**

Ph.D. DISSERTATION PROPOSAL ACCEPTANCE

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

Dissertation Title: _____

By signing this form, we accept this proposal:

Major Professor: _____ _____ Date: _____

Co-Advisor: _____ _____ Date: _____

Committee Member: _____ _____ Date: _____

Committee Member: _____ _____ Date: _____

Committee Member: _____ _____ Date: _____

Committee Member: _____ _____ Date: _____

Committee Member: _____ _____ Date: _____

Student: _____ _____ Date: _____

Graduate Coordinator: _____ _____ Date: _____

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

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

APPENDIX B. Graduate School Forms for PhD Program

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

➢ **Form: Advisory Committee**

Enrolled Student Progress Portal

➢ **Form: Program of Study (G138)**

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

Program of Study (G138)

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

Student

Name	* John	Middle	* Doe

UGA ID	* 810123456	Email	* jdoe@uga.edu

Department	Geography ⌄	Degree Objective	Doctoral ⌄ **Change Dept/Degree Objective** | Resets all form fields.

Major/Degree	* Geography - PhD ⌄	Area of Emphasis	

Important Notes

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

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

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

Course Information

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

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	**+ Add**
*	*	⌄	⌄		☐	

Research Skills Requirement	
Departmental Requirements	
Completed Masters Degree	⌄

Submit

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

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

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

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

ETD Submission Approval (G129)

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

Copyright

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

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

Release Options

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

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

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

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

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

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

Dissertation Abstracts *(Doctoral Students Only)*

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

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Student

Major/Degree	Select an Option ▾
Department	* ▾
Title	*

Major Professor(s)

| Name | *First | Middle | *Last |
| Name | First | Middle | Last |

*ETD Release Option

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

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

○ 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. Requires **PRIOR** approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at leat 4 weeks before final submission date.
Note: If this release option is selected, then a supporting documentation is required. Please include a PDF file with required documentation.

*Agreement

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

[Submit]

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

> **Approval Form for Doctoral Dissertation and Final Oral Examination (G140)**
> https://gradstatus.uga.edu/Forms/G164