UGA Geography Department

2025 - 2026
Graduate Student HANDBOOK

Master's Program

www.geography.uga.edu

TABLE OF CONTENTS

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 04-17] 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 18-26] and an appendix with sample forms [pp 27-33].

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 Masters' 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 M.A. and M.S. degrees are a combination of course work and an original research project. Obtaining an M.A. or M.S. typically takes 2 years (four semesters). Deviations to the timeline may occur in consultation with the student's advisor and committee.

The table below provides general guidelines designed to help students progress toward their degree objective and to assist the faculty in assessing the student's accomplishments and satisfactory progress. Requirements for the degree include coursework documented in a program of study, and a series of benchmarks involving official graduate school or departmental forms, meetings with your advisory committee, and written artifacts of thesis proposal and completed thesis. There is a lot of ground to cover in two years/four regular semesters.

An overview of that timeframe looks like this:

Semester 1	Semester 2	Semester 3	Semester 4
Coursework, including **GEOG 8900** GRSC 7770 if you will be a TA Identify Major Professor Discuss Program of Study with Major Professor	Coursework, including **GRSC 7001** Identify Advisory Committee Define Research Project Write and Defend Research Proposal Complete Human Research IRB (if needed)	Thesis research and writing Submit Final Program of Study Complete Coursework (if needed)	Check Graduate School Graduation Deadlines Apply to Graduate and compete Grad School Thesis submission guideline Complete and defend thesis

REQUIRED COURSEWORK

Departmental Requirements:

The Geography Department requires 32 hours of coursework on the MA and MS program of study (two more than minimum required by the Graduate School). The program of study is a formal graduate school document which lists your courses and should constitute a logical whole. It should prepare you for and support the work you do for your thesis. Work with your major professor and advisory committee to choose courses for your program of study. Consult the UGA Course Bulletin (https://bulletin.uga.edu/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.

Core 5 core courses (11 hours) must appear on your Program of Study:
- GEOG 8900 (1 hr.) - Proseminar I
- GRSC 7001 (1 hr.) – GradFIRST seminar
- Methods (3 hrs.)
    - MS students must take GEOG 6300 (3hrs) Data Science in Geography
    - MA students must take GEOG 6305 (3 hrs.) or a methods class decided upon consultation with the student's advisory committee. If substituting a methods class for this requirement, be sure to note it on the Program of Study.
- GEOG 7000 (3 hrs.) Master's Research
- GEOG 7300 (3 hrs.) Master's Thesis

Electives 7 additional graduate-level courses (21 hours):
- Four of the seven courses (12 of 21 hours) must be for graduate students only (graduate level only).
    - Graduate-only courses are 8000-level courses, or 6000- and 7000-level marked as graduate-only. Graduate-only courses must be marked as such on the Program of Study.
    - Unless limited to graduate-only, GEOG 6300 is not considered a graduate-only course as it is mostly co-taught as a 4000/6000 level course.
    - GEOG 7000, 7005 and 7300 cannot be used to satisfy this requirement.
- GEOG 7000, 7005 and 7300 **cannot** be counted among electives.
- No more than 3 hrs. of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the Program of Study.
- GEOG 6920 Special Problems in Area Analysis and GEOG 6921 Directed Topics in Independent Research, two versions of independent study, **cannot appear** on the Program of Study.

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

NOTE: Print the **Master's – Degree Milestones and Program of Study (POS) CHECKLIST** (next page) to keep track of your required coursework as you follow the guidelines above.

Please see ENROLLMENT REQUIREMENTS AND TIME LIMITS FOR GRADUATE STUDENTS on page 18 for other important requirements by the Graduate School.

MASTER'S – Degree Milestones and Program of Study (POS) CHECKLIST

STEPS TOWARD DEGREE AND TIMELINE FOR ADEQUATE PROGRESS:

☐1. Major Professor (Geography form)   [1 semester]
☐2. Advisory Committee (Enrolled Student Progress Portal)   [1.5 semesters]
☐3. Thesis Proposal Defense (Geography form)   [2 semesters]
☐4. Human Subjects [☐Yes/☐No]   If yes, project approval #_____
☐5. Program of Study (GradStatus form)   [3 semesters]
☐6. Thesis Defense (form)   [4 semesters]
☐7. Graduation Application (in Athena)

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

➤ When completing the Program of Study form in GradStatus: list your courses in the order they were taken.

Graduate School Requirements

☐30 consecutive hours of credit to meet residency requirement:
- 21 hours of course work where 12 hours must be graduate-only courses (8000 level or grad-only 6000 & 7000)
- Graduate school allows 6 hours of research (GEOG7000) on the POS but the dept only allows 3.
- No more than 3 hrs. of GEOG7300 may be counted in 30 hrs.

NOTE: GRSC7770 is required for ALL Teaching Assistants (TA):
- It does not count towards the program of study.

Department of Geography Requirements:

Core courses (11 hrs.):

☐ GEOG 8900 (1 hr.)
☐ GRSC 7001 (1 hr.)
☐ Methods Course (3 hrs.)
- **M.S.** students must take GEOG 6300
- **M.A.** students must take GEOG 6305 or a methods class approved by their committee
☐ GEOG 7000 (3 hrs.)
☐ GEOG 7300 (3 hrs.)

Elective Credit Hours (minimum of 21 elective hrs.)
☐ 12 of 20 hours must be graduate-only courses
- 8000 level or grad-only 6000 & 7000 – mark all of these on the "Grad Level Only?" column.
☐ GEOG 7000, 7005 & 7300 cannot be included in elective hours.
☐ 3 hours only of Directed Problems (GEOG 8290, 8390, 8590, 8690, etc.) or any another department.
☐ GEOG 6920 and 6921 cannot be on Program of Study.
☐ Courses used to fulfill deficiencies may not be included in 20 hrs.

COURSE ADVISING

Taking graduate-level courses is the foundation of the Masters' 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 MASTERS 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 1st 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 major professor and one other member must be on the Graduate Faculty.
- Two members must be Geography Department faculty.
- The committee must have at least three members including the major professor (four if there are co-advisors), you may have committee members from other departments and/or from off campus.

Note: You must submit a new form if you add and/or remove someone from your Advisory Committee.

➢ **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. PROGRAM OF STUDY

Students must submit the Program of Study for approval by their major professor, advisory committee, the Director of Graduate Studies, and the Graduate School. The program of study outlines **completed course work** to ensure the student has met the Department and Graduate School requirements.

➢ **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: Third semester.

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

NOTES:

- For a **PROGRAM OF STUDY CHECKLIST** see the MASTER'S – Degree Milestones and Program of Study (POS) CHECKLIST (page 07).

- It is not necessary to list every class taken, only those which meet the requirements listed in the **Program of Study Checklist**.

- See a **Sample Program of Study** on the following page (12).

4. USING HUMAN SUBJECTS IN THESIS RESEARCH

If you use human subjects you need to go to the Office of Research website. You must obtain approval from the Office of the Vice President for Research & Associate Provost. If you are not sure check out the website for detailed guidelines.

Sample Program of Study

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	Master of Science	Degree	MS
Department	Geography			Emphasis	

Course Information

Subject / Course #	Hours	Grade	Term	Year	Grad Level Only?	Validated? Grad School Only
ATSC 6116	3		Spring	2023	No	Yes
ATSC 6111	3		Spring	2023	No	Yes
ATSC 6114	3		Spring	2024	No	Yes
ATSC 6130E	3		Summer	2024	No	Yes
GEOG 8290	3		Fall	2024	Yes	Yes
GEOG 8120	3		Fall	2024	Yes	Yes
GEOG 6300	3		Fall	2024	No	Yes
GEOG 8900	1		Fall	2024	Yes	Yes
JRMC 8170	3		Fall	2024	Yes	Yes
GRSC 7001	1		Spring	2025	Yes	Yes
GEOG 8040	3		Spring	2025	Yes	Yes
GEOG 7000	3		Spring	2025	No	Yes
GEOG 7300	3		Spring	2025	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	
Major Professor	
Research Skills Requirement	
Departmental Requirements	
GradFIRST Requirements	GRSC 7001
Human subject agreement	Yes

5. THESIS RESEARCH PROPOSAL DEFENSE

The Masters student works with their major professor to develop their thesis research proposal. The goal of the research proposal is to clearly outline a compelling and appropriate Master's level research project. Working on the proposal with your major professor and committee ensures the research is both meaningful and feasible relative to the scope of a Master's degree.

The format and page length of the proposal should be agreed upon in advance between the student and the committee. Proposals range in length from 12 to 20 single-spaced pages and should contain a research problem/question(s), background, literature and/or conceptual framework, and detailed research methods. Clear and detailed specification of the research methods and the feasibility of completion within the 2-year timeline for a Masters project is needed.

Once the student and major professor agree that the proposal is finished, the proposal should be shared with the rest of the Masters committee for their review. It is expected that the student gives committee members at least two weeks to review the proposal before the defense date.

The student must contact the Graduate Program Administrator (GPA) to schedule a proposal defense at least two weeks in advance. The GPA will announce the defense date and time, with the project name and committee members one week in advance.

For the proposal defense, the student will be asked by the major professor to give a short oral presentation about the proposed project that is open to the public. After the presentation, the committee members will discuss the project with the student, with the goal of ensuring that the project is logically coherent, methodologically sound, and feasible. The proposal defense typically lasts 1.5-2 hours. The "defense" is meant to offer a forum for further feedback and discussion among the student and the committee.

➢ **Form: MA/MS Thesis Proposal Acceptance**
   Source: Department of Geography website.

   Instructions:
   1. At least 2 weeks prior to the Thesis 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 Thesis 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> Second semester.

<u>Recommendation:</u> We recommend that you hold your thesis proposal defense during the 2nd semester in order to facilitate field-based research efforts during Summer Term. *Note that gaining approval to conduct research with Human Subjects is independent of the thesis proposal and its defense.*

Conducting the Master's Research and Writing the Thesis

After successfully defending the thesis 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.

The research activities can vary widely among different subdisciplines, but the general concept is that the student will produce/collect original data (what this is can vary) for them to analyze as part of their written thesis.

Students will work with their major professor to determine the exact format of the written thesis. The thesis should represent an entire overview of the student's research project, and how it relates to their specific area of expertise.

Theses typically include some of the following chapters:
1. Introduction
2. Background
3. Theory/Framework
4. Methods
5. Results/Findings (can be more than one chapter)
6. Discussion
7. Future Research.

A final M.A./M.S. thesis is generally 100-175 double spaced pages.

6. 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.

7.   THESIS DEFENSE

After the major professor's approval of a final thesis document, the student will send their thesis to the Advisory Committee members at least 2 weeks before the final oral defense. In addition, **the defense must be scheduled allowing at least 3 weeks between the thesis defense and the Graduate School's final deadline for submitting the final version of the thesis and all approval paperwork**. This time may be needed to make final adjustments to thesis, responding to issues identified or questions raised in the thesis defense. Thus, you'll need to plan ahead carefully in order to fit the thesis defense into the semester you plan to graduate. An approved Program of Study is required to schedule a thesis defense.

The defense of the master's thesis will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period. At the defense, which typically lasts for 2 hours, the student gives an oral presentation about the thesis for the committee members and others who may want to attend (e.g., geographers, members of the university community, friends and family). The format of the oral presentation is similar to a conference presentation and is typically 20-25 minutes long. The presentation is followed by Q & A from the audience. After Q & A, all but the committee members are excused and the committee members engage in discussion with the student about the thesis. They may ask for additional clarification of points in the thesis, or they may argue with a premise or finding. Many faculty interpret this conversation as a means to find the limits of what the student knows about the subject matter. It is for these reasons that the meeting is called a defense. It is not a hostile encounter by any means, but you do need to be ready to defend, explain, and expound upon your work.

The advisory committee must approve the student's thesis and defense with no more than one dissenting vote (e.g., two of the three advisory committee members must approve) and must certify their approval on the Thesis Defense & Final Examination Approval Form.

A first draft of the thesis **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 Master's Thesis and Final Oral Examination (for MS and MA) (G140)**

Source: Graduate School
Where to submit: GradStatus
Who submits: the GPA
Instructions:
1.   The student initiates the process **three weeks in advance** of the anticipated defense date by providing the following information to the GPA, who will also reserve a room for the defense:
  • Student's name and email
  • Thesis title,
  • Full names of major professor/co-advisor and each Advisory Committee member,
  • Date, time and location of the defense,
  • Virtual viewing information, platform used and link.
After submission, the GPA will route the form to Advisory Committee members prior to the defense.
When to submit: Three weeks prior to defense date.

8. FINAL SUBMISSION OF THESIS TO GRADUATE SCHOOL

All theses 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: ETD (Electronic Thesis & Dissertation) 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 thesis 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 thesis 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 thesis 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.

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

Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the 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, 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 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

Master's degree students must complete all degree requirements, including all coursework on their approved program of study and defend their thesis (if applicable) within six years of matriculation. The six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

Extension of Time

A special request for an extension of time on the six-year expiration of coursework due to "conditions beyond the control of the student" may be made in writing to the Vice Provost and Dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. In addition, it must contain 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, 3) an approved program of study and 4) a letter of support from both the Director of Graduate Studies and the Major Professor.

For details on Graduate School's policies see: Graduate Policies - UGA Graduate School

RESPONSIBILITIES OF THE GEOGRAPHY GRADUATE STUDENT

Each student has the responsibility to ensure that:
- They understand and follow the guidelines defined in this handbook.
- All deadlines from the Graduate School are met 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/
- 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 carefully read 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](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.
    - 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:
    - Be respectful and courteous to others and their carrel spaces.
    - Maintain cleanliness and organization.
    - 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:
    - Student mailboxes.
    - A shared lounge area with couch, refrigerator and microwave.
    - 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.
    - 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.
    - 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.
    - 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.
    - 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 as follows:

The purpose of the grievance program as outlined below is to provide a prompt and fair resolution of a complaint related to professional or academic matters. The expectation is that before invoking this policy, both parties will have made a good faith attempt to resolve the issue in question. It should be noted that as faculty members, the Department Head, Associate Head and 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 complainee(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 Master's 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: MA/MS Thesis Proposal Acceptance:**

MA/MS THESIS PROPOSAL ACCEPTANCE

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

Thesis Title:

By signing this form, we accept this proposal:

Major Professor: _____ Date:

Co-Advisor: _____ Date:

Committee Member: _____ Date:

Committee Member: _____ Date:

Committee Member: _____ Date:

Student: _____ Date:

Graduate Coordinator: _____ Date:

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

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

APPENDIX B. Graduate School Forms for Master's Program

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

➢ **Form: Advisory Committee**

Enrolled Student Progress Portal

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

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

ETD Submission Approval (G129)

Copyright

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

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

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

Release Options

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

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

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

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

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

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

Dissertation Abstracts *(Doctoral Students Only)*

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

Dissertation Abstracts *(Doctoral Students Only)*

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

Student

Major/Degree	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 reguried 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.

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

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