

**PHD
Geography Graduate Program
Handbook**



Fall 2014

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

Time Guidelines for Obtaining Degree Objective:

These are general guidelines designed to help students progress toward their degree objective and to assist the faculty in assessing the student's accomplishments and satisfactory progress.

Ph.D. Students:

• Major Professor (form)	1	Semesters
• Select Research project	2	Semesters
• Advisory Committee (forms)	2	Semesters
• Dissertation Proposal Defense (form)	4-5	Semesters
• Final Program of Study (form, filed prior to oral exam)	4-5	Semesters
• Written and Oral Doctoral Comprehensive Exams*	4-5	Semesters
• Admission to Candidacy (form)**	4-5	Semesters
• Complete degree requirements	8	Semesters

* The oral doctoral comprehensive exam can proceed only after the Advisory Committee communicates to the major professor that the student has passed the written section of the examination. The graduate coordinator's office must notify the Graduate School of the time and location of the oral exam at least **two weeks prior to the desired date**. Exams will need to be rescheduled if deadlines are not met. In order to verify that the student's file is complete and to provide time to process the required paperwork, the information needed to notify the Graduate School of the oral comprehensive exam will be submitted to the Graduate Coordinator's office **three weeks prior to the date of the oral exam**. The student must be registered for the appropriate number of hours prior to the exam. There must be an approved Advisory Committee form and an approved Final Program of Study form on file with the Graduate School 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.

** 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 will be submitted only when requirements are met.

Admission to Candidacy Requirements:

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

PHD DEGREE OBJECTIVE CHECKLIST

Steps toward degree and timeline for adequate progress:

- | | |
|---|--|
| <input type="checkbox"/> 1. Major Professor (form)
[end of 1 st semester] | <input type="checkbox"/> 7. Written Comprehensive Exam
[4 th or 5 th semester] |
| <input type="checkbox"/> 2. Advisory Committee (forms)
[end of 2 nd semester] | <input type="checkbox"/> 8. Oral Comprehensive Exam (form)
[4 th or 5 th semester] All information must be provided to Graduate Coordinator's office three weeks prior to desired date for oral exam. |
| <input type="checkbox"/> 3. Begin to Consider Courses for Program of Study
[end of 2 nd semester] | <input type="checkbox"/> 9. Admission to Candidacy (form)
[end of 5 th semester] |
| <input type="checkbox"/> 4. Dissertation Proposal Defense (form)
[4 th or 5 th semester] | <input type="checkbox"/> 10. Graduation Application (online)
[Before beginning of 8 th semester] Please note Graduate School Website for Deadline. |
| <input type="checkbox"/> 5. Human Subjects [Yes No]
If yes, project approval # _____ | <input type="checkbox"/> 11. Doctoral Dissertation Approval And Final Oral Examination (form)
[end of 8 th semester] |
| <input type="checkbox"/> 6. Final Program of Study (form)
[4 th or 5 th semester] Must be approved by Grad School before Oral Comp Exam can be scheduled | |

Program of Study Checklist (32 hours):

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.

Departmental 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).
- GEOG 8901 (1 hr) (Repeat if taken at Master's level).
- GEOG 8910 (3 hrs) (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) (You are not allowed to enroll in this course more than once (3 hrs only) prior to passing Written & Oral comprehensive exams)

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 available only to graduate students. These courses should be in addition to GEOG 8900, 8901 & 8910 and will surpass the Grad School's 16 hr requirement for 8000-level courses.

8000 Level Seminars _____

- GEOG 9000 cannot be counted among the 8 (9) courses
- No more than 3 hrs of Directed Problems courses from Geography (e.g., GEOG 8290, 8390, 8590, 8690) or any other department can appear on the Program of Study
- GEOG 6920 & 6921 cannot appear on the Program of Study

Department Research Skills Requirement:

- At least 6 hours of graduate-level “skills” classes approved by doctoral committee. [see appropriate section of the Policies and Procedures document for additional details].

Advanced Ph.D. Student Travel Grants

The Graduate School has limited funds to assist graduate student travel to present papers at professional conferences within the United States. The Office of the Vice President for Research has limited funds for international travel to meetings. Ph.D. students seeking travel assistance must be properly registered during the semester in which the request is submitted and the semester for which the trip is scheduled. Assistance will not be granted in those instances where travel was undertaken prior to receiving written approval from the Office of the Vice-President for Research.

Rules that apply:

1. The meeting or conference to be attended must be regional or national.
2. Approval of travel requests for individual students will be limited to one trip during a fiscal year (July 1-June 30).
3. Students submitting a request must possess a minimum cumulative graduate grade point average of 3.50 based on at least 4 semesters of full-time graduate study at The University of Georgia with no grades of "Incomplete" or "Unsatisfactory".
4. The applicant must be registered for classes during the semester of his/her travel. If a student is traveling between semesters, he/she must also be registered for the semester following the travel.
5. Each travel request must be approved prior to the date of travel. Reimbursement for expenses will not be made in those instances where travel was undertaken prior to receiving written approval from the Graduate School.
6. All requests must be reviewed by the Graduate Coordinator before submission to the Graduate School. Each request must be accompanied by evidence that the student's research has been accepted for presentation, an abstract of the research to be presented, Authority to Travel form and a cover letter from the student. The Graduate School has four travel periods, each of which has a deadline for application. The four periods are: Jan 1- Mar 31, Apr 1-Jun 30, Jul 1-Sep 30, Oct 1-Dec 31. Requests must be submitted to the Graduate Program Assistant by the posted deadline each semester (normally one month before the first date in the period).

Other Awards

Outstanding Teaching Assistant Award:

This award carries recognition but no cash award and is given to approximately 35 graduate teaching/laboratory assistants in the University each year. Nominees must have taught two semesters during the previous calendar year. The Graduate Coordinator selects nominees on the basis of recommendations by instructors and student evaluations.

Excellence in Teaching Award:

This award carries recognition and a cash award of \$250 and is given to five graduate teaching/laboratory assistants each year. The nomination dossier will include a nomination letter from the Graduate Coordinator, a letter of support from a faculty member, a one page synthesis of teaching evaluations, and a one page CV.

James L. Carmon Scholarship:

This scholarship is awarded in the Fall Semester annually to a graduate student whose thesis/dissertation research employs an innovative use of the computer. The stipend of the scholarship will be \$2,000 for one academic year. The scholar may apply for extensions for up to three years. Both levels of graduate research, masters and doctoral, in all subject areas will be considered.

Regents' Out-of-State Tuition Waivers:

This award is for non-resident graduate students who do not have an assistantship. It requires a minimum verbal plus quantitative GRE score of 1100 and a minimum graduate GPA of 3.5 and/or a 3.3 undergraduate GPA. It is awarded for one semester and continued in succeeding semesters, provided the student maintains a GPA of 3.5 in each semester. A recipient must register for a minimum of 12 semester hours of graduate credit each semester (9 semester hours during summer semester).

Dissertation Completion Award

Doctoral research assistantships are awarded each year on a competitive basis following a highly qualified student's nomination by their major department or school. A faculty panel evaluates each nominee. The doctoral research assistantships are available to doctoral students in their final year of study. These assistantships allow the student to devote time to the completion of their dissertation. At the completion of the assistantship award, the student is expected to have finished the dissertation and graduated.

Dissertation Completion Award recipients will be hired as graduate research assistants, with \$18,871,10-month with a reduced matriculation fee of just \$25 per semester and

fees of \$1,145 per semester (as of Spring 2020) for one year. Recipients must register for a minimum of twelve (12) graduate credit hours for the Fall and Spring semesters. Dissertation Completion recipient is required to prepare an Individual Development Plan (IDP).

Approval of Dissertation and Oral Defense

Following the approval of the major professor, dissertations must be given to the reading committee members at least 2 weeks (4 preferred) before the final oral defense to allow time for corrections or revisions. When the dissertation has been approved, the final oral exam will be administered by the student's advisory committee and the faculty.

Ph.D. Students

Following a formal presentation of the dissertation proposal a Ph.D. preliminary exam will be administered by the student's Advisory Committee. This exam will consist of both a written and oral portion. Successful completion of this exam lifts the student to the level of Doctoral Candidate. The exam is open to any faculty member. The Graduate School must be notified by letter of the time and place, major professor and title of dissertation *at least two weeks prior* to the oral exam. The dissertation defense will consist of a presentation of the dissertation and questioning by the committee. Four of the five advisory committee members must approve the dissertation.

Additional Information

Students must be registered during the semester in which they intend to graduate. Each must strictly adhere to the deadline dates as posted on the Graduate School website (<http://gradschool.uga.edu/academics/deadlines.html>). However, if the student does not meet these deadlines, they will be removed from graduation for that term and will have to reapply to graduate through Athena in a future term. If you defend your thesis but do not graduate in the same term you will be required to graduate the following term or you will need to re-defend your thesis.

Using Human Subjects in Dissertation Research

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

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

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

Electronic Submission of Dissertations

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

WHICH FORM TO USE

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

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

Sources: There are four sources for the forms you will need. 1) Most forms are available online at the Graduate School (<https://grad.uga.edu/index.php/current-students/forms/>). Always check for the most recent version of forms. 2) There are a couple of forms that are available at the Departmental website. 3) The Graduate Program Assistant prepares a few forms. 4) The Graduate School prepares a couple of forms after an on-line application/request has been completed. Some of these applications/requests can only be made by the Graduate Coordinator’s office.

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

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

When scheduling your Oral Doctoral Comprehensive Exam, you must notify Graduate Program Assistant three weeks prior to your exam so that we can check your file to make sure you satisfy all requirements. The Graduate Coordinator’s office must initiate the request for the scheduling of an oral doctoral comprehensive exam two weeks prior to the desired date. The Graduate School prepares the form signed at the conclusion of the oral exam.

When scheduling your final Doctoral Dissertation defense, notify Graduate Program Assistant two weeks prior to the defense (required by Graduate School).

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

Ph.D. Student Forms:

1. MAJOR PROFESSOR / CO-ADVISOR AGREEMENT FORM

Source: Departmental website: <http://geography.uga.edu/ph.d>

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

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

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

2. DEPARTMENTAL ADVISORY COMMITTEE FORM

Source: Departmental website: <http://geography.uga.edu/ph.d>

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

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

When to submit: as soon as the committee is formed – no later than the end of the 2nd semester.

3. ADVISORY COMMITTEE FOR DOCTORAL CANDIDATES

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>

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

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

When to submit: as soon as committee is formed – no later than the end of 2nd semester.

4. DISSERTATION PROPOSAL ACCEPTANCE FORM

Source: Degree Program Assistant

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

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

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

Recommendation: We allow the Dissertation Proposal Defense to take place either before or after the Written and Oral Doctoral Comprehensive Exams. Either the Proposal Defense or the Comprehensive Exams should be completed by the end of the 4th semester.

5. FINAL DOCTORAL PROGRAM OF STUDY

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>

Instructions: 1) provide your local address and phone number, 2) provide 1st 9 digits of your "810" CAN #, 3) list appropriate courses in the "Doctoral Courses" section in chronological order, 4) **Do Not** list the courses that will be used to satisfy the department's research skill requirement, 5) **Do Not** list GEOG 8900, 8901 & 8910 in the "Departmental Requirements" section, 6) provide full common and family name for each committee member 7) obtain signatures with dates from each committee member,

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

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

6. THEORY AND METHODS ASSESSMENT RUBRIC

Source: Degree Program Assistant

Instructions: This will be provided by the degree program assistant for your dissertation proposal defense, oral comprehensive exams and final dissertation defense.

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

When to submit: After dissertation proposal defense, oral comprehensive exams and final defense

7. APPLICATION FOR ADMISSION TO CANDIDACY FOR DOCTORAL DEGREES

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>

Note: This form can only be submitted after all requirements are completed, including (a) successful defense of dissertation proposal (b) successful report on the students' comprehensive exam results, (c) completion of the courses listed on the Final Program of Study with an average of 3.00 (B) on all graduate courses taken and on all completed graduate courses on the Program of Study (no course with a grade below C can be accepted as part of the Program of Study), (d) satisfaction of the Residency requirement. An up-to-date Advisory Committee form and the Final Program of Study must be approved by and on file at the Graduate School.

Instructions: 1) provide your local address and phone number, 2) provide 1st 9 digits of your "810" CAN #, 3) list your major and your degree, 4) sign in the space provided, 5) certify, in consultation with the major professor, that all requirements have been met, 6) obtain your major professor's signature

Where to submit: Degree Program Assistant, who secures the graduate coordinator's signatures, places a copy in the student's Departmental file, and submits the form (with required copies) to the Graduate School.

When to submit: After completion of all requirements and no later than the end of the 5th semester.

8. APPLICATION FOR GRADUATION

Source: Grad School website: <https://grad.uga.edu/index.php/current-students/forms/>

Instructions: Apply online at https://gradschoolforms.webapps.uga.edu/form_types/1 (check with Grad School forms portal in case the specific web address changes). Recommended: file earlier so that the Graduate School has time to notify you if you are missing anything needed to graduate. Submit commencement information at https://gradschoolforms.webapps.uga.edu/form_types/2.

Once you have applied for graduation, you may postpone if necessary. **It is up to the student to remember to apply for graduation, not the major professor/graduate coordinator.**

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

9. APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION & ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM

Source: Prepared by Graduate Program Assistant from online form.

Instructions: Notify the Graduate Degree Program Assistant two weeks in advance of the anticipated defense date (provide the dissertation title, full names for major professor/co-advisor and each Advisory Committee member, and the date, time and location of the defense). You will need to bring these forms to the final oral examination once the Graduate Program Assistant has emailed it to you. Once the Advisory Committee reads, approves the dissertation and the student passes the final oral exam, one copy of this completed form is sent to the Graduate School by the major professor. **Note:** selection of any option other than #1, open and immediate access, will require written documentation of the reasons. Please read the information sheet carefully. The student and the major professor **must** sign the ETD form.

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

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

MAJOR PROFESSOR / CO-ADVISOR

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

Major Professor (new): _____ Date:

Co-Advisor (new): _____ Date:

Major Professor (former): _____ Date:

Co-Advisor (former): _____ Date:

Student: _____ Date:

Graduate Coordinator: _____ Date:

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

Ph.D. ADVISORY COMMITTEE

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

New Committee Members:

Committee Member: _____ Date:

Committee Member: _____ Date:

Committee Member: _____ Date:

Committee Member: _____ Date:

Committee Member: _____ Date:

Old Committee Members:

Committee Member: _____ Date:

Committee Member: _____ Date:

Student: _____ Date:

Major Professor: _____ Date:

Co-Advisor: _____ Date:

Graduate Coordinator: _____ Date:

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

This is a Departmental Form – you must also submit the Graduate School's official Advisory Committee form. Changes will require submission of a revised form to the Graduate School.

Graduate School Advisory Committee Form

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

Grad Status

Session: 24:52 • UGA ID: Reveal

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Advisory Committee (G130)

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

Student

Name *

*

UGA ID *

Email

Department *

Degree Objective *

Major/Degree

Student's Committee Members

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

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

Submit

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

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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.

Program of Study Form

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

Program of Study (G138)

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

Student

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

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

Important Notes

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

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

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

Course Information

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

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
* <input type="text"/>	* <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	

Research Skills Requirement

Departmental Requirements

Completed Masters Degree

Submit

Theory and Methods Assessment Rubric

Date:

Student Name:

Signature Major Advisor:

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

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

DOCTORAL COMPREHENSIVE EXAMS

Comprehensive Examination: A student must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. These examinations are administered by the student's advisory committee. The Written and Oral Doctoral Comprehensive Exams can be taken prior or subsequent to the formal Dissertation Proposal Defense. The Dissertation Proposal Defense may not take the place of the Oral Comprehensive Examination. All members of the student's advisory committee must be present simultaneously for the Oral Examination and the Dissertation Proposal Defense.

Written Doctoral Comprehensive Exams

The structure of the Written Doctoral Comprehensive Exam will be determined by the student's Advisory Committee. The written comprehensive examination, although administered by the advisory committee, may be prepared and graded according to the procedures and policies in effect in the student's department.


Oral Doctoral Comprehensive Exams

The oral comprehensive examination will be an inclusive examination within the student's field of study. The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. The graduate coordinator must notify the Graduate School of the time and place of the examination at least two weeks before the date of the examination. Following each examination, written and oral, each member of the advisory committee will cast a written vote of pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination.

In order for the Graduate School to confirm the student's eligibility and to properly announce the Oral Comprehensive Examination, the Graduate Coordinator's office must notify the Graduate School at least two weeks (no exceptions) prior to the desired date. In order for the Graduate Degree Program Assistant to confirm the student's eligibility, the student must notify the Program Assistant **at least three weeks** prior to the desired examination date. In many cases, the student will notify the Program Assistant of the upcoming oral comprehensive examination before the written comprehensive examinations have been completed or evaluated. The student must ensure that their final versions of the Advisory Committee form and the Final Program of Study are approved and on file in the Graduate School before requesting the Graduate Program Assistant to initiate the Oral Exam announcement. The **form used by the Advisory Committee during the Oral Exam is prepared by Enrolled Student Services** and sent to the Graduate Program Assistant. The Admission to Candidacy form is submitted at the same time as Oral Comps if the Doctoral Dissertation Proposal has been successfully defended. If not, the Advancement to Candidacy form will be submitted after the proposal defense. After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours.

Application for Admission to Candidacy for Doctoral Degrees

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

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Application for Admission to Candidacy for Doctoral Degrees (G162)

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.

Department

Major/Degree

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my datacollection using human subjects will negate the use of that data for my master's thesis. (Human subjects information available at <http://www.ovpr.uga.edu/hso/>) Please check the box.

[Submit](#)

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

Version 7.19 | © 2020 The University of Georgia, Graduate School • 210 S. Jackson St., Athens, GA 30602 • (706) 542-1739 [Privacy](#) • [Location](#)

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APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION

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



Part I: Submission of dissertation to the advisory committee.

The Dissertation Of:

CAN # (810):

Entitled:

is submitted for examination by the doctoral advisory committee. The Graduate School has been notified in writing of the date of the oral defense.

Major Professor: Date:

Part II: Approval / Disapproval of dissertation (to be signed by the members of the advisory committee). The doctoral advisory committee reports the following action on the above dissertation. There can be only one dissenting vote.

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

If so, provide the project number and date approved by IRB

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

Doctoral Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

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

Part III: Oral Defense and Final Examination. (To be signed by members of the advisory committee. Only one dissenting vote is permissible for approval of both the defense of the dissertation and the examination).

The Doctoral Advisory Committee reports the following results of the defense of the thesis held on: Dissertation Defense Date:

Doctoral Advisory Committee (type name and sign)	Passed	Failed
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Graduate Coordinator: Date:

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

Major Professor: Date:

ETD Submission Approval Form

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

ETD Submission Approval (G129)

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

Copyright

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

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

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

Release Options

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

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

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

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

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

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

Dissertation Abstracts (*Doctoral Students Only*)

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

Dissertation Abstracts (*Doctoral Students Only*)

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

Student

Major/Degree

Department

Title

Major Professor(s)

Name

Name

* ETD Release Option

- 1. Provide open and immediate digital access to the ETD.
 - 2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.
 - 3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. *Requires **PRIOR** approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*
- Note: If this release option is selected, then a supporting documentation is required. Please include a PDF file with required documentation.*

* Agreement

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

Submit

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

Recommended Change in Program of Study

Reset Form

Recommended Change in Program of Study

The University of Georgia

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

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

Name		CAN # (810)	
Address		Degree	
		Major	

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


Reasons:

APPROVALS

	Name (Typed)	Signature	Date
Major Professor			
Graduate Coordinator			
Graduate Dean			

Transfer Credit: PhD students are allowed to transfer a maximum of 9 semester hours of graduate credit only when the coursework (a) was completed at an accredited institution *after* admission to the UGA PhD program, (b) constitutes a logical part of the student’s program and (c) has not been used for any other degree program. Requests for transfer of credit must be approved by the student’s major professor, advisory committee, the graduate coordinator and the Dean of the Grad School.

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



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Request for Transfer Credit (G134)

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

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

Name *

UGA ID *

Email *

Department * Major Professor Name *

Major/Degree * Degree Objective *

I desire to secure approval of transfer credit from:

*

Course Information

Subject + Course # (Ex GRSC 8550)	Course Title	Semester/Year Taken	Grade	Hours	
* <input style="width: 95%;" type="text"/>	* <input style="width: 95%;" type="text"/>	* <input style="width: 95%;" type="text"/>	* <input style="width: 95%;" type="text" value="v"/>	* <input style="width: 95%;" type="text"/>	+ Add

Submit

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

Responsibilities of the Student

Each student has the responsibility to insure that:

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

The Graduate Coordinator and the major professor will provide advice to the student on these matters. Deadlines are subject to change, so check them often. Deadlines are posted at the Graduate School website <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. Details of all degree requirements are better described in the Graduate School Bulletin and students are strongly advised to read it.

UNIVERSITY OF GEORGIA'S ACADEMIC HONESTY POLICY

All students at UGA are expected to read the University's academic honesty policy and comply with it. A summary leaflet is attached for your reference. The full document, entitled, "A Culture of Honesty", can be located on the web page of the Senior Vice President for Academic Affairs and Provost (https://honesty.uga.edu/resources/documents/academic_honesty_policy_2017.pdf).

COMPUTER ETHICS

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

The Department of Geography provides all graduate students with computer access into the Department's network server. We expect all students observe the UGA computer use policies. Students should respect each user's privacy and intellectual property right and should never attempt to snoop into and/or copy other users' files in their home directories. Students should never illegally install computer software into the departmental computers. Nor should they attempt to "crack" or infest a computer with viruses. Any offence will be dealt with seriously.

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

The University of Georgia ("the University") is committed to maintaining a fair and respectful environment for living, work and study. Please visit the following website and read it carefully:

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

IF YOU ARE FUNDED, PLEASE READ CAREFULLY.

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

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

UGA Onboarding System

to complete their required paperwork and view important policy information.

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

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

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

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

UGA Graduate School Residence Requirement

Doctoral Degrees. The residence requirement for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. Courses may be taken at a minimum of three hours a semester to fulfill this requirement. Practically, your Program of Study should include at least one three hour course in each Fall and each Spring semester starting with your first semester in the Ph.D. program and ending with the completion of 30 hours of coursework. There cannot be a “gap” of a semester in which you do not take a course that will appear on your Final Program of Study. If necessary, Departmental Policy allows you to use GEOG 9000 to satisfy the residence requirement only if they are not included as part of the 32 credit hours required for our Ph.D. degree.

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

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

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

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

UGA Graduate School Continuous Enrollment Policy

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

I. Minimum Enrollment

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

II. Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate program Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

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

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

III. Monitoring and Compliance

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

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

V. Program Exemption

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

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

HEALTH INSURANCE INFORMATION FOR PROSPECTIVE GRADUATE ASSISTANTS

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

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

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

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

Mandatory graduate plan

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

Voluntary graduate plan

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

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

Departmental Policies for Graduate Students

DUPLICATING SERVICES

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

COPYING: If you are not familiar with operating the copy machine, please ask one of the staff for assistance. **DO NOT leave the copier jammed!** Let one of us know if help is needed. A logbook is located adjacent to the machine. Indicate the number of copies, your name (write legibly), and reason for the copies; for example: GEOG 1112L, personal, etc. Due to the heavy usage of our copy machine, it is not feasible to make personal thesis or dissertation copies, and it is less expensive to go elsewhere. **PLAN AHEAD. DO NOT come to the main office to copy after 4:45 PM. The main office hours are 8:00 AM - 5:00 PM.** The office staff will not stay beyond 5:00 so you can finish copying. If you come after 4:45 you will be ask to leave and come back the next day. For large jobs please come by 4:00 PM

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

POSTING GRADES AND STUDENT PRIVACY RIGHTS

Individual grades are part of a student's confidential record and are subject to the provisions set forth in the federal Family Educational Rights and Privacy Act (FERPA). University FERPA policies regarding student privacy indicate that you cannot release student grades to anyone except the Registrar and the student without his or her written consent, except in the case of a UGA official with a legitimate educational interest. For more specific information, visit <https://apps.reg.uga.edu/FERPA/>. **To be safe, do not post grades publicly**, even by a numerical identification system. One of the many advantages of using eLearning Commons (eLC: elc.uga.edu) is a built-in grade reporting feature that allows students to follow their own progression through your course. The eLC gradebook feature allows you to download data, format it using a spreadsheet program, and then upload it to the registrar. Encourage students to keep up with their own grades. Lastly, inform students that they can have access to their final grades through OASIS as soon as you post them.

SUPPLIES

Office supplies such as note pads, pens, etc. are for departmental related activities only. Stationary will be provided for

job application, correspondence involving thesis or dissertation research, or letters to editors or program chairs.

CLASSROOM AIDS

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

HANGING FILES OUTSIDE CARREL ROOMS

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

STAYING INFORMED

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

REGISTRATION

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

CARRELS

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

KEYS TO BUILDING

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

MISCELLANEOUS

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

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

DRESS CODE

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

PAYROLL CHECKS

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

OFFICE STAFF

Kayla Timmons, Graduate Program Assistant, 2-2349, kayla.timmons@uga.edu
Jami Gilstrap, Administrative Assistant II, 2-7036, jgilstr@uga.edu
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IT SUPPORT

http://helpdesk.franklin.uga.edu/?_ga=2.69329433.862280829.1589809736-1804324422.1575299783

CARREL ROOM SAFETY TIPS

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

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

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

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

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

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

Grievance Process for Academic Matters

The UGA Geography department is a diverse learning community with high standards for both academic achievement and professional conduct. When a grievance or formal complaint is raised by a graduate student, the venue for the grievance depends on the nature of the complaint. As indicated in Table 1, grievances related to:

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

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

The purpose of grievance program as outlined below is to provide a prompt and fair resolution of a complaint related to professional or academic matters. The expectation is that before invoking this policy, both parties will have made a good faith attempt to resolve the issue in question. It should be noted that as faculty members, the Department Head, Associate Head and Graduate Coordinator are mandatory reporters under UGA's Non-Discrimination and Anti-Harassment Policy (see pp. 4-5 of the NDAH Policy for more information on mandatory reporters). This means that should they learn of an action or event that they believe falls under the purview of the Equal Opportunity Office (EOO), at any step of the process described below, they will report it to the EOO immediately.

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

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

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

Step 4: Graduate School Involvement. If the student is not satisfied with the recommendations resulting from Step 3, he/she may contact the Dean of the Graduate School

for further review (graddean@uga.edu; 706-542-1739).

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

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

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

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

Academic support or problem solving:

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

Cultural support:

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

Individual support, consultation and referral services:

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