

DEPARTMENT OF GEOGRAPHY AND GRADUATE SCHOOL
POLICIES AND PROCEDURES AFFECTING GRADUATE STUDENTS

M.A./M.S. Degree

August 2012

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University of Georgia

Athens, GA 30602-2502

(This document is also available in pdf form at: geography.uga.edu)

A. Classification of Graduate Students

At the discretion of individual schools or departments and with the approval of the dean of the Graduate School, applicants may be considered for admission to one of the following classifications:

1. **Prospective Candidate** for a degree. Applicants who meet all requirements for admission to a degree program may apply as prospective candidates for a graduate degree. Applicants who are missing an official document or test scores may be admitted provisionally to a degree program, if recommended by the department and approved by the graduate dean. The conditions of the provisional admission must be satisfied by the end of the first semester of enrollment.
2. **Nondegree (ND)**. Applicants who do not intend to pursue a degree but who wish to take courses for professional advancement, licensure, or certification purposes, and who hold a baccalaureate degree or higher degree from a regionally accredited institution, should apply for nondegree status. Nondegree students who are later admitted as prospective degree candidates may apply up to 9 hours of course work taken in nondegree status toward a graduate degree program, subject to the approval of the major professor, the departmental graduate coordinator, and the dean of the Graduate School.
3. **Graduate Transient (TRANS)**. Transient admission may be granted to students in good standing at regionally accredited graduate schools who wish to enroll for one semester at the University of Georgia. Students admitted in this classification who later wish to enroll as prospective candidates for a degree must make formal application to the Graduate School as described in item 1 above.

B. Admission Procedure

The GRE revised General Test is required of all degree candidates. Students who have already taken the exam but feel that they can significantly improve their score are encouraged to take the exam again, since the GRE score is an important factor in the competition for all university-wide assistantships and fellowships. Transcripts from all universities attended are required as well as three letters of reference. Appropriate forms and instructions are available from the Geography Department website (geography.uga.edu). Additional information and instructions for international students is also available from the Geography Department website. Based on the above information the Graduate Studies Committee makes admission recommendations to the Graduate School. The final and official admission decision is made by the Graduate School.

The University of Georgia requires a minimum level of English language proficiency and will accept satisfactory scores on either the TOEFL or IELTS language proficiency examinations for admission of international applicants to graduate programs. Test scores must be submitted directly from the testing agency. The minimum TOEFL score requirement is an overall score of 80 with at least 20 on speaking and writing. The minimum IELTS score requirement is an overall band-width of 6.5, with no single band (score) below 6.0.

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

C. M.A./M.S. Degree Requirements

Acceptance to the M.A. or M.S. program will normally presuppose that the student has met the minimum requirements of the departmental A.B. or B.S. degree or equivalent. Students are expected to have an undergraduate background equivalent to the following courses:

- GEOG 1101 Introduction to Human Geography
- GEOG 1112 Introductory Weather and Climate
- GEOG 1113 Introduction to Landforms
- GEOG 3510 Cartography and Graphics

- STAT 2000 Elementary Statistics

A beginning graduate student, who, during advisement, is judged deficient in the fundamentals of geography, may demonstrate an acceptable level of proficiency by taking the appropriate course for undergraduate credit, or by attaining satisfactory scores on the final examination of the appropriate undergraduate course. A satisfactory score, in this case, shall be a “B” or better.

1. Program of Study. Because the M.A. and M.S. degrees are research degrees, Programs of Study are to be structured with the purpose of facilitating the student's ability to conceive and execute substantive, original research in the field of geography.

a. Graduate School policy dictates that:

- i. Advisory Committee recommendation form must be submitted to the Dean of the Graduate School before the end of the first semester of residence;
- ii. Each student must complete a minimum of two semesters, which do not have to be consecutive, of full time resident study;
- iii. A minimum of 30 credit hours (three hours of which must be 7300 thesis writing) be included on the Program of Study; and
- iv. The Program of Study should consist of 12 or more semester hours of course work open only to graduate students (exclusive of 7000 and 7300). These courses are typically 8000- and 9000-level courses, though 6000- and 7000-level courses open only to graduate students (i.e., not cross listed as a 4000- or 5000-level course) can be used if properly noted.

b. Departmental policy is that all Programs of Study must include 32 total credit hours of graduate-level coursework:

i. Core courses – 5 courses for 11 credit hours:

- GEOG 8900 and GEOG 8901 Proseminars (1 hour each).
- GEOG 6300 Introductory Spatial Analysis (3 hours) [This course may be waived if the student has previously taken an equivalent research-oriented statistical methods course, subject to approval by the faculty supervisor of statistical training and the Graduate Coordinator. If GEOG 6300 is waived, the student must take 8 instead of 7 elective courses (24 instead of 21 hours)].
- GEOG 7000 Master's Research (3 hours only).

- GEOG 7300 Master's Thesis Writing (3 hours only).
 - ii. Elective courses – 7 additional courses for 21 hours, or 8 courses for 24 hours if waived from GEOG 6300, subject to the following conditions.
 - A minimum of 4 graduate-level courses (12 hours) of the 7 additional courses must be open only to graduate students. These are typically 8000-level courses, though 6000- and 7000-level courses that are not cross-listed with a 4000- or 5000-level equivalent can be used if properly noted on the Program of Study. The following courses do not count as graduate-only courses for the purposes of this requirement: GEOG 7000, GEOG 7005 and GEOG 7300; all Independent Study and Directed Problems courses, regardless of department; GRSC 7770; and all LLED courses.
 - GEOG 7000, 7005 and 7300 may not be counted among the 7 additional elective courses since they are already accounted for in the core. Note that no more than 1 instance (3 hours) each of GEOG 7000 or GEOG 7300 can appear on the Program of Study.
 - GEOG 7005, GRSC 7770 and all LLED courses may not be included on the Program of Study.
 - No more than 3 courses (9 hours) of elective credit may be taken outside of geography.
 - No more than 3 of the 21 elective hours may be from Directed Problems courses from Geography (GEOG 8290, 8390, 8590, 8690) or from any other departments. These courses cannot be used to satisfy the requirement of 12 hours open only to graduate students.
 - Courses taken to fulfill deficiencies may not be included in the 18 elective hours.
 - GEOG 6920 (Special Problems in Area Analysis) and GEOG 6921 (Directed Topics in Independent Research) cannot appear on the Program of Study.
2. A thesis proposal must be presented at an open meeting organized by the student's Advisory Committee ideally within two semesters (no more than three semesters, exclusive of summer) after inception of residence in the program. The student's Advisory Committee must approve by the end of three semesters in residence a written version of the thesis proposal that incorporates changes recommended at the oral presentation. Where

individual circumstances warrant, deadline extensions may be considered by petition to the Graduate Studies Committee.

3. A graduate student whose first language is not English and who was required to submit TOEFL or IELTS scores for admission consideration (see section B above) is required to attend and satisfactorily complete (with a grade of "S") LLED 7769 (which may require LLED 7768 as a prerequisite, depending on the student's score on the speaking portion of the TOEFL or IELTS) and GRSC 7770, offered by the Graduate School to GTAs and GLAs. Individuals who are not graduate teaching assistants may petition the Graduate Studies Committee for exemption from this requirement. Students whose first language is not English must adhere to policy set by the Center for Teaching and Learning (CTL), available at www.ctl.uga.edu/pages/ta-policy before engaging in instructional role with students, according to policies of the University of Georgia.
4. A student who wishes to change major professor any time following completion and approval of the thesis proposal should first consult with the Head of Department or Graduate Coordinator before taking any action.
5. All requirements of the M.A./M.S. degree must be completed within a period of six years dating from the student's first course registration for the degree.
6. A thesis must be written in the area of the student's concentration that shows independent judgment in developing and resolving a research problem. The thesis must be publically defended in a final M.A./M.S. oral examination and approved by the Advisory Committee prior to submission to the Graduate School.
7. The final oral M.A./M.S. examination may not be conducted during the summer break (from May 15th – August 15th) except by the prior mutual consent of the student and the Advisory Committee.
8. The minimum residence requirement is one academic year of two semesters of full-time study. The two semesters do not need to be consecutive.
9. For the M.S. degree, an emphasis on work in the sciences and/or including geographic techniques is expected. Specific requirements governing which degree will be awarded involve the thesis area and supporting course work. However, a student whose course work includes a minimum of 18 semester hours in physical geography and/or techniques is eligible for the M.S. degree regardless of thesis topic. See the University course catalog for list of specific courses in Human Geography, Physical Geography, and Geographic Techniques.

C. Course Exemptions

Graduate level courses may be exempted, provided that the instructor of the course being exempted certifies the student's proficiency. Certificate forms are available from the Geography Degree Program Assistant. Only certain courses can be exempted.

D. Grades

The minimum grade for credit is "C". Although not specifically stated in the graduate catalog, the Department also considers "C" as the minimum level for non-graduate credit courses. If a student repeats a course, the last grade earned is used in calculating the graduate average.

A grade of "I" is given for course work not completed within the semester in which the student registered for the course. This grade indicates that, although the student was doing satisfactory work, the student was unable to complete the course for some reason beyond his/her control. The Department recognizes that at the graduate level a student occasionally may not be able to complete the course work within a given semester, but considers repeated grades of "I" as inadequate progress. According to the Graduate School requirements, a student must remove an "I" grade within 3 semesters (including summer semester) of enrollment following assignment of the "I" grade or it automatically becomes an "F".

Grades of "S" (Satisfactory) and "U" (Unsatisfactory) are given to some graduate level courses. These grades must be given to all GEOG 9000 (Doctoral Research) and 9300 (Doctoral Dissertation) registrants.

Failure to maintain an overall "B" (3.00) average can result in dismissal from the degree program. Graduate School policy is that a student with a cumulative graduate grade point average below 3.00 for two consecutive semesters is placed on academic probation. The student then must make a 3.00 or better semester graduate average each succeeding semester that the student's overall cumulative average is below 3.00. Probation ends when the cumulative average is 3.00 or above. A student is dismissed if a 3.00 semester average is not maintained while on probation. Departmental policy is that if the student's grade average for any semester falls below a "B", the student is placed on probation for the succeeding semester. During the probationary period, students who do not maintain "B" level work are assigned to the end of the list of students holding assistantships and are subject to loss of previously offered financial support.

E. Course Loads

A full-time course load is considered to be nine to fifteen credit hours per semester during the academic year and six to 12 credit hours during the summer semester. To exceed 18 hours per semester, a student must have the approval of the Department and the Graduate Dean. Students on one-third time assistantship support cannot carry more than eighteen credit hours per semester without approval by the Department and the Graduate Dean. Approval forms for exceeding eighteen hours

are available from the Geography Degree Program Assistant, and must be signed by the Graduate Coordinator or Major Professor.

Any M.A./M.S. student who is using university facilities or staff time is required to register for at least three credit hours of course work, and a student shall enroll in GEOG 7000 or 7300 during every semester he/she is in residence and not taking other courses. Students holding an assistantship must register for a minimum of twelve credit hours each semester the appointment is held.

F. Advisement

All graduate students are initially assigned to the Graduate Coordinator and Graduate Studies Committee for advising and can remain with the Committee for no more than one semester. As soon as the student has determined what aspect of Geography he/she wishes to investigate for his/her thesis, he/she is directed to the professor(s) whose interests are most closely related to that branch of geography. Provided the professor is willing to accept the student, he/she becomes the student's major professor. The Major Professor must be a regular or provisional member of the Graduate Faculty; if it is desirable to have co-major professors, both must be regular or provisional members of the Graduate Faculty.

For the M.A./M.S. program, an advisory committee consisting of the Major Professor and two additional faculty members is established. At least two must be regular or provisional members of the Graduate Faculty, and at least two must be from the Geography Department.

The prospective M.A./M.S. degree candidate and his/her advisory committee develop a Program of Study, in conformance with the interests of the student and the requirements of the degree. Normally, the Program of Study is developed during the student's first semester after selection of the Major Professor and advisory committee. The Program must constitute a logical whole and be approved by the student's advisory committee, Graduate Coordinator, and the Graduate School Dean. Only graduate level courses (6000 and above) can be listed in the Program of Study. No course with a grade below "C" can be used in the Program of Study. Any change in the Program of Study subsequent to the initial approval must meet with signature approval of all Advisory Committee members. Forms for the approval of the Program of Study are available from the Geography Degree Program Assistant.

G. Evaluation of In-Residence Graduate Students

Each semester the faculty reviews the progress of all graduate students. This review considers the student's academic performance and work as an assistant, if applicable. Considerations normally examined include present and past levels of performance, promise of future intellectual growth, and factors relating to the student's potential, such as perceptiveness; imagination; ingenuity in conceptualization; design; and accomplishment of research; and power to reason logically.

Each Major Professor is charged with communicating with the student the salient aspects of the faculty review of the student following each review.

H. Admission to Candidacy (Departmental Status Only)

Prospective candidates for the M.A./M.S. degree are admitted to candidacy when:

1. All prerequisites set as a condition to admission have been satisfactorily completed;
2. The student's Program of Study has been approved by the Major Professor, Advisory Committee, Graduate Coordinator, and the Graduate School Dean;
3. An average of 3.00 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
4. A thesis proposal has been presented and approved by the Major Professor and Advisory Committee. A Departmental Thesis Proposal Approval Form should be obtained from the Department Degree Program Assistant before the thesis proposal presentation.
5. The residence requirement has been met.

I. Thesis Copy for Reading Committee

The custom of the Department is not to require the dissertation to be put in final, "clean" form for Reading Committee evaluation. Rather, a draft submitted must be complete (including a table of contents and a list of figures and tables), in the proper format, and easily readable. All maps, charts, and tables should be in final form. Once approved, the final copy is prepared and submitted to the Graduate School.

J. Financial Assistance

Financial assistance in the form of assistantships or scholarships is available from a number of sources. Most graduate students in the Department who receive financial assistance through the University of Georgia are on a Departmental assistantship or a Graduate School assistantship. Students on an assistantship must take a minimum of 12 hours per semester.

Application for an assistantship can be made at geography.uga.edu/assistantship/index.html

1. Departmental Assistantships: Each year approximately thirty Departmental assistantships are awarded for the academic year. A small number of assistantships are available during the summer session.
 - a. The assistantship is typically for one-third time work commitment

(thirteen hours per week).

- b. In addition to the stipend received by the assistant, the assistantship carries a tuition remission. The student pays a \$25.00 reduced tuition fee each semester in lieu of full tuition, plus any and all applicable student fees.
- c. A student holding an academic year assistantship may register in the following Summer Semester and pay only the \$25.00 reduced tuition fee, plus any and all applicable student fees.
- d. Duties of a Departmental assistant normally include one or more of the following:
 - i. Lab/discussion instructor for GEOG 1101, 1103, 1112, 1113, 1125, 2010, 2110, 2130, 2250, 3510, 4330/6330 or 4370/6370 courses; usually these instructors are those who hold the Bachelor degree or are new students with the Master degree;
 - ii. Teacher of an independent section of 1101, 1111, 1112, 1113 or 1125. To teach an independent class, the instructor must have the Master degree.
 - iii. Assignment to one or more members of the faculty as a teaching or a research assistant.
- e. An assistantship can be cancelled at the close of any semester if the assistant's service or academic performance becomes unsatisfactory (see Section E & H).
- f. All new graduate students holding an assistantship that carries any kind of instructional responsibility (GA, GTA & GLA) must attend TA Orientation and successfully complete GRSC 7770 at the earliest opportunity to prepare for his/her departmental assistantship duties. Failure to do so may result in the cancellation of the departmental assistantship.
- g. International graduate students who were required to submit TOEFL iBT scores or IELTS scores have additional requirements. The full policy is available at www.ctl.uga.edu/pages/ta-policy.
 - i. Students with a speaking score of 26 or higher on the TOEFL iBT or 7.5 or higher on the IELTS can be considered for any teaching assignment, including instructor of record.
 - ii. Students with a speaking score of 24 or 25 on the TOEFL iBT or a 7.0 IELTS score must successfully complete a 3-credit-hour language and cultural orientation course (LLED 7769). With a

LLED recommendation, these students may be considered for any teaching assignment. LLED 7769 and GRSC 7770 may be taken concurrently with assignments where the student is not instructor of record.

- iii. Students with a speaking score of 23 on the TOEFL iBT or a 6.5 IELTS score may teach in limited and closely monitored assignments (e.g. laboratory teaching, graders, language teaching in native language) upon completion of LLED 7769, with instructor recommendation. GRSC 7770 may be taken concurrently with these limited assignments.
- iv. Students with a speaking score of 20-22 TOEFL iBT or below 6.5 IELTS score test must successfully complete a 3-credit-hour language skills course (LLED 7768) before enrolling in LLED 7769 and GRSC 7770. Such students will need to retake tests and achieve requisite scores to be in compliance with policy.
- v. Appeals to waive the speaking score of 26 for full teaching assignments will be considered by the Center for Teaching & Learning if the student has (A) successfully completed LLED 7769, (B) has a recommendation from the LLED 7769 instructor, (C) has twice scored either the a 23 TOEFL iBT speaking or a 6.5 IELTS score, and (D) has a departmental recommendation and a request for an appeal.

2. Graduate School Assistantships are selected in University-wide competition. The department determines which of its new students it will nominate for this award. A student may not directly apply for this award. An important element in the selection process is the GRE score (see Section B), previous grade point averages, letters of recommendation, and other supporting documentation. The number of assistantships won by Departmental graduate students varies yearly.

- a. The assistantship is normally for a 40% time work commitment (sixteen hours a week) and is usually awarded for 21 months.
- b. In addition to stipend received by the assistant, one pays a reduced tuition of just \$25 per semester plus any and all required student fees.
- c. A student holding an academic year assistantship may register in the following Summer Semester and pay only the reduced tuition of \$25.00, plus any and all applicable student fees.
- d. Duties of Graduate School assistants normally include:
 - i. Graduate Research Assistantship: assignment to a member of the faculty as a research assistant;

- ii. Graduate Non-Teaching Assistantship: assignment as research assistant as well as assistant in laboratories, grading papers, and other similar work.
 - e. Holders of Graduate School Assistantships have a work commitment and the holder should not consider the assistantship as a financial scholarship in which he/she pursues only dissertation research.
3. Other possible sources of financial support include research assistantships funded by faculty research contracts, and others noted in the Graduate School catalog or announced annually by means of circulars to the Department. For further information see the Graduate Coordinator.
 4. Merit supplements are available on a competitive basis for the most outstanding holders of departmental or Graduate School assistantships.

K. Selection and Continuation of Assistantships

Students who apply for financial assistance at the time of their first admission to the Department's graduate program are evaluated by the Graduate Studies Committee for admission and assistantships. Students whom the Committee considers suitable for appointment as assistants are recommended to the Head. A student who is in residence and applies for an assistantship for subsequent years is evaluated by the Graduate Studies Committee, whose recommendation is presented to the faculty for acceptance or rejection. With good academic and assistantship duty performance, aid is normally available for subsequent years of study according to the following guidelines.

The Department normally expects students on one-third time assistantship appointments to complete their M.A./M.S. degree requirements in two years. Therefore, students are eligible for up to two years (4 semesters excluding summers) of assistantship support during their first two years of residence. Continuation of assistantships is contingent upon satisfactory academic progress toward degree objectives as discussed in Section O below.

The Graduate Studies Committee selects those students it considers most qualified for Graduate School Awards and, in consultation with those students, prepares and submits their applications to enter the competition.

L. Change in Degree Objective

A student, upon completing an M.A./M.S. degree and wishing to continue for the Ph.D. degree must apply for admission and funding consideration and be considered along with applicants external to the program. If recommended for admission by the Graduate Coordinator and Graduate Studies Committee, the Coordinator will present the student's admission decision to the full faculty for approval or rejected.

Courses taken during the M.A./M.S. degree not listed on the Program of Study may be used to count toward the Ph.D. Normally these courses will only be taken after completing the course requirements of the M.A./M.S. degree. GEOG 8900 and GEOG 8901 may not be carried forward – they must be repeated during the Ph.D. program.

Note: M.A./M.S. students should not assume that they will be permitted to pursue any degree other than the one in which they are currently admitted until they receive formal faculty and Graduate School approval for their admission.

M. Grievances

1. The purpose of a grievance program is to provide a prompt and fair resolution of complaint when the normal student-teacher or other professional relationship fails.
2. Graduate students who are unable to resolve their complaint should first consult with the Departmental Graduate Coordinator. The Coordinator will attempt to mediate the problem on an informal basis.
3. If the Graduate Coordinator is unsuccessful, the student may appeal to the Department Head. The Head may also attempt to resolve the problem on an informal basis.
4. Failing resolution, the Department Head will refer the grievance to the elected Departmental Advisory Committee for a formal hearing. Should any member of the committee be a party to the grievance in question the Head shall then replace that committee member with another member of the faculty.

The Advisory Committee shall request that the student provide the committee a written statement detailing the nature of and circumstances surrounding the grievance. If the grievance pertains to the actions of a single faculty member (grades, assignment, etc.) the committee will inform the faculty member that a grievance has been filed and of the nature of the grievance. Should the grievance be directed against a faculty committee the chair of said committee shall then be asked to represent in similar fashion that committee. The faculty member or committee chair may then submit a written response or position statement to the committee. After reviewing the written statements of each party the Advisory Committee may request a meeting with each. Nevertheless, should either party declare a desire to meet with the committee, both parties shall be asked to do so.

After hearing all pertinent input from each party the Advisory Committee will deliberate and report its findings and recommendation to both parties in writing.

All grievances must be acted upon as expeditiously as possible.

N. Summary of Procedural Steps Toward the M.A./M.S. Degree.

See the Graduate School website www.grad.uga.edu for a listing of all deadlines

that apply to the following steps. All required forms are available from the Geography Degree Program Assistant or the Graduate School website.

1. Secure admission to status as prospective degree candidate for the M.A./M.S. degree (see Sections A and B);
2. Obtain advisement from the Graduate Coordinator and Graduate Studies Committee until a Major Professor is selected.
3. Select a Major Professor (form required) and formally establish an Advisory Committee (forms required) by the end of the first semester of residence in the program.
4. Formulate a Program of Study (form required) with the Major Professor and Advisory Committee (see Section G) by the end of the second semester of residence in the program.
5. Complete all required course work (see Section C);
6. Present the thesis proposal at an open meeting presided over by the Advisory Committee (approval form required). Unless individual circumstances warrant, this should be completed by the end of the second semester of residence in the program.
7. Complete thesis under supervision of the Major Professor and the Advisory Committee. (See Instructions for Preparing the Thesis and Dissertation available from the Graduate School of the Geography Degree Program Assistant.)
8. The student's Advisory Committee shall determine the appropriate style manual for the written thesis. In addition, it has become common for at least one manuscript suitable for submission to refereed professional journals to constitute the body of the thesis. Graduate students encountering problems associated with the timely return of their thesis materials (2 to 8 weeks depending on circumstances) from either the major professor or Advisory Committee (#12 below) should report their concern to the Graduate Coordinator, who, in consultation with the Head, will inquire into the nature of the delay.
9. The thesis, approved by the Major Professor, is submitted to the Advisory Committee, which acts as a reading committee and represents the Graduate Faculty in determining the acceptability of the thesis. A majority of the Reading Committee members and the Chairperson of the Reading Committee must be on the Graduate Faculty. The responsibilities of the Reading Committee Chairperson are:
 - a. to coordinate the reading and evaluation of the thesis or dissertation after it has been submitted to the Reading Committee by the Major

Professor;

- b. to communicate the salient points of the Reading Committee's evaluation of the thesis or dissertation to the Major Professor, and
 - c. to verify that the recommendations of the Reading Committee made during the review process and the final oral exam are incorporated into the final copy of the thesis or dissertation by signing the cover page of the final copy immediately below the signature of the Major Professor.
10. The Final Oral Examination, which is a defense of the thesis, is given after the thesis is approved by the Advisory Committee. The Major Professor will arrange the time and the place of the examination. It is administered by the Advisory Committee. The Major Professor serves as Chair. This examination is normally confined to the thesis topic and related matters, though the Major Professor may ask the student to prepare a short discourse on a topic provided two to three days prior to the examination. The examination should last approximately two to two and one-half hours and should begin with a brief oral presentation by the student.
 11. Once the thesis has been approved by the advisory committee and the final oral examination has been passed, the thesis must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester. Theses which are not submitted by this deadline must be defended again and approved by the Advisory Committee before they will be considered by the Graduate School for final approval.
 12. One complete formatted copy of the thesis must be electronically submitted to the Graduate School for a format check no later than four weeks prior to graduation. For details and guidelines on how to submit, consult the Graduate School Website at: grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/.
 13. The Graduate School must receive the Final Defense Approval forms and an electronic submission of the corrected thesis no later than two weeks prior to graduation.
 14. An application for graduation must be filed with the Graduate School no later than Friday of the second full week (first full week in summer) of classes in the graduation semester. The application will be made online at athena.uga.edu. Because of the short length of time between this date and graduation day, no exceptions will be made by the Graduate School. Formal graduation exercises are held in May, August, and December. Students must be registered at the University of Georgia for a minimum of three credit hours the semester in which they complete all degree requirements and a minimum of 10 hours over at least two semesters after admission to candidacy.