

Graduate Coordinator's Handbook

University of Georgia

Revised August 2020



Graduate School
UNIVERSITY OF GEORGIA

Preface

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

I. Appointment and Role of the Graduate Coordinator

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

These are the primary duties of the graduate coordinator:

- Make recommendations concerning admission to Graduate School.
- Make recommendations for Graduate School assistantships, dissertation completion awards, scholarships, etc. and assist in rating other applications for these competitions.
- Maintain current records on all departmental graduate students.
- Keep graduate students and faculty informed of deadlines, dates, and policies of the Graduate School.
- Recommend appointment of Advisory Committees for Master of Arts, Master of Science, and doctoral students.
- Notify the Graduate School of the date, time, and place of Oral Preliminary Exams and Final Defenses of Doctoral Dissertations.
- Make recommendations on all petitions submitted by a student in the program to the Appeals Committee of the Graduate Council.
- Countersign with the major professor on all requests for Degree Objective Changes, Programs of Study, Recommended Changes in Programs of Study, Requests for Transfer Credit, and Applications for Admissions to Candidacy.

II. Graduate Admissions

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

Applicant for Admission

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

Entrance Test Scores

Entrance test scores are required for admissions to many degree programs offered at the university. Currently the GRE, GMAT, and MAT are the standardized tests used by most departments at UGA. The Graduate School no longer uses entrance test scores in assistantship and scholarship competitions and encourages departments to use holistic admission practices. Departments that choose to use entrance tests can determine the most appropriate of these standardized tests or sub-tests to use for admission to their programs with the approval of the dean of the Graduate School. To change the established departmental entrance test requirements, a request must be submitted to and approved by the dean of the Graduate School. Departments may not substitute entrance test requirements for individual applicants. Test score reports must be sent directly to Graduate Admissions by the appropriate testing agency. Test scores are valid for five years.

A test of English language proficiency (either the TOEFL or the IELTS examination) is required of all applicants whose primary language is not English. Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language (e.g., the United Kingdom, Australia, New Zealand) usually are not required to submit English language proficiency test 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, they 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 English language proficiency test scores regardless of previous educational experience. TOEFL and IELTS scores are valid for two years from the date of examination.

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

Admission from Baccalaureate to Doctoral Program

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

Admission to Dual Degree Programs

Current dual-degree program options are listed in the Graduate Bulletin. There are three types of dual degree programs: professional /graduate; undergraduate/graduate; and graduate/graduate. Applicants for dual degree programs must submit the required application materials and fees for each program.

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

Transcripts and Grade Point Averages

Domestic and international applicants must submit one unofficial transcript/academic record from each institution attended. See “[Country-Specific Academic Credentials and Requirements](#)” on the Graduate School website for information regarding submission of academic records for international applicants. If admitted to a degree program, students will be required to submit official transcripts. Official documents must bear an original certification from the appropriate school official or office. Photocopies of certified documents are not acceptable.

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

The Graduate School will indicate receipt of transcripts in the Slate applicant portal. Grade point averages (GPA) are calculated from the proof of degree transcript.

Graduate School Admissions Guidelines

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

Departmental Involvement in Record-Keeping

Initial applications are received by Graduate Admissions through the online application system, Slate. A paid application is transferred into Banner. Departments can login to Slate to view application materials.

Departmental Recommendation

After an applicant’s file is complete, the department can review the application materials in the Reader section of Slate. The department can request reader access for faculty by contacting the Graduate School. The graduate coordinator or graduate coordinator assistant must submit a

recommendation to admit or refuse admission in the Slate Reader. Decisions are not processed the same day they are submitted.

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

Appeal Procedure

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

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

Matriculation Date Changes

Admission is granted for a specific semester and is validated by registration for that semester. Applicants wishing to defer admission to a subsequent semester may submit their request to Graduate Admissions provided the request is received in writing or by email before the start of the initial semester of acceptance. A deferred application must be reconsidered by the department, and a new departmental recommendation must be forwarded to Graduate Admissions. Applicants are allowed only one free request to change their matriculation date. If any applicant wants to defer for a second time, the applicant will be required to submit a new application and \$25 application fee.

Provisional Admissions

An applicant who is missing requisite test scores, transcripts, or other requirements for admission, such as letters of recommendation, may be granted provisional admission for one

semester. A student who is admitted provisionally and satisfies the requirement within that semester, will be admitted as a prospective candidate for a graduate degree. Failure to remove the provisional admission within one semester will result in the student being dropped from the graduate program, and the student will not be allowed to register for courses.

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

General Information

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

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

Residence Status for the Purpose of paying In-State Tuition. Decisions concerning an applicant's classification as a resident or non-resident of the State of Georgia are made based on the regulations established by the University System of Georgia Board of Regents. To be considered a Georgia Resident for tuition purposes, an applicant must first select yes on the

application when asked “are you applying for in-state tuition.” Additional questions regarding residency will appear after selecting yes. A decision on Georgia residence status will be made after the application is reviewed. Questions concerning residence status prior to matriculation should be directed to Graduate Admissions. After matriculation, questions must be directed to the Office of the Registrar.

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

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

Applicants requesting changes after the application deadline will be asked to defer their application to a later term. Academic departments may, however, retroactively admit applicants after an application deadline. The applicant is responsible for contacting the new department regarding any supplemental departmental requirements.

Application Materials Provided by the Graduate School. Both domestic and international applicants use the same application materials. Admissions policies, forms, and directions are available in the [admissions section](#) of the Graduate School website. All applications are submitted online.

Assistantship Letters for International Students. Programs must send a copy of the departmental assistantship award letter to the Office of Global Engagement. This letter must include a specific statement that the award is an assistantship, the dollar amount of the assistantship, the start and end dates of the assistantship, and the percent appointment/work expectation of the recipient (e.g., one-third time, etc.). The letter should also state whether tuition will be waived or reduced. Visa documents will not be prepared for an applicant who has been awarded an assistantship until the award letter is received.

III. Enrolled Student Services

Enrolled Student Services maintains graduate student files for registrations, degree objective changes, grades, transcripts, test scores, registration flags, and all forms pertaining to completion of degree requirements.

Graduate Enrollment Policy

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

I. *Minimum Enrollment.* All enrolled students pursuing graduate degrees at UGA must maintain continuous enrollment from matriculation until completion of degree requirements. Continuous enrollment is defined as registering for a minimum of three credit hours in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or the student leaves the program or transitions to non-degree seeking status. The Continuous Enrollment Policy only outlines minimum enrollment requirements for maintaining status as a degree-seeking graduate student; it does not supersede minimum enrollment requirements for other programs, offices, or agencies.

II. *Out-of-State tuition waivers.* Doctoral students will automatically be granted an out-of-state tuition waiver by the Graduate School when they reach candidacy, if they do not have an assistantship-based tuition waiver. The out-of-state tuition waiver will be effective the semester following the semester in which the student is admitted to candidacy. The student must be admitted to candidacy prior to the last day of classes. Doctoral students on assistantship at the time of candidacy must submit the request form if the waiver is needed after the student is no longer on assistantship.

Master's students who are required to submit a thesis to the Graduate School are eligible for the out-of-state tuition waiver after all courses on the program of study have received a grade, with the exception of 7000 (thesis research) and 7300 (thesis writing). A program of study form

must be on file in the Graduate School. All students in this category must submit the Application for Waiver of Out-of-State Tuition to the Graduate School by the last day of classes for the semester prior to the eligible semester. The [form](#) is available on GradStatus.

III. Leave of Absence. A leave of absence allows students experiencing unusual circumstances to be temporarily exempt from the Continuous Enrollment Policy. A leave of absence requires approval by the department's graduate coordinator and the dean of the 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, other significant family issues, and other personal circumstances that interfere with the ability to undertake graduate study.

An approved leave of absence stands in lieu of registering for the minimum of three credit hours for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence for any reason other than pregnancy, childbirth, adoption, or military duty does not “stop the clock”; time on leave counts towards UGA, Graduate School, and academic program time limits pertaining to the degree being sought. An approved leave of absence for pregnancy, childbirth, adoption of a child under the age of 6, or military duty will not count toward time limits related to expiration of courses or candidacy governing a student's graduate degree. Both the duration of leave and extension(s) of time are subject to the overall time limits of the prevailing Leave of Absence policy. It is not necessary to request a leave of absence for one semester if it is the only semester a student will miss during an academic year.

Application. Applications for leave of absence should be submitted through GradStatus.

Student Responsibility. It is the student's responsibility to apply for a leave of absence in a timely fashion. An approved leave of absence from one program does not exempt students from the enrollment requirements of other programs, offices, or agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Please note that eligibility for certain types of financial support, including graduate assistantships, require enrollment for more credit hours than the Continuous Enrollment Policy.

Deadlines. A student may apply for a leave of absence before or during any semester in which they are not registered for courses. The Application for a leave of absence must be received by Enrolled Student Services on or before the last day of classes for the semester in which is it requested. A leave of absence will not be granted retroactively after the end of a semester.

Limits. A student may request a leave of absence for one, two, or three semesters. Multiple semesters must be consecutive (Summer semester is included). There is a 12-month limit for any one request for leave of absence. A student may submit multiple requests for a leave of absence subject to these overall conditions:

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

IV. Monitoring and Compliance. After the last day of classes each semester, any degree seeking student who has not maintained continuous enrollment by registering for the required credit hours or obtaining an approved leave of absence will lose their status as an enrolled graduate student.

Students who wish to resume graduate study must reapply to the Graduate School for admission and pay the required application fee. Readmission is not guaranteed and requires approval of the student's former program. Students will also be required to pay a re-instatement fee equivalent to registering for three credit hours at the current in-state tuition rate for each semester they were not enrolled, including summer, up to a maximum of nine hours.

Students may appeal actions resulting from violating the Continuous 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 Appeals Committee of the Graduate Council.

V. Program Exemption. A graduate program may apply for an exemption from the Continuous 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 per year may be eligible for an exemption. Cooperative programs between UGA and partners such as federal and state agencies, corporations, non-profit organizations, and international exchange programs may qualify for the 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. Students will not need to apply for an exemption. Program exemptions will be reviewed periodically and may be rescinded if the program begins to offer graduate education opportunities on a more continuous basis.

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

Student Registration

Graduate student registration is conducted via Athena on the days specified by the Office of the Registrar. Before attempting to register, a student must be advised by his/her academic advisor and cleared by the department in the registration system.

The online access to registration consists of three phases see [dates](#) on the website of the Office of the Registrar.

1. Early registration – Dates vary depending on the semester.
2. Registration – Begins after the first tuition and fees payment deadline.
3. Drop/Add – Begins the first day of classes and ends at midnight on the fifth day of classes.

Cross Registration. Students may take courses at other institutions that are members of the Atlanta Regional Council for Higher Education. This program gives students the opportunity to broaden their academic experience. Students must be enrolled in at least one course at UGA to participate in this program. Additional information can be found [here](#).

Payment of Tuition and Fees. The deadline for fee payment during the registration phase of each semester may be found on the Bursar and Treasury Services [website](#). Failure to make a payment by the due date may result in a late fee. Please contact the Bursar’s Office for more information.

Procedures for Late Add after Drop/Add. If a student is registering for the first time or adding additional courses to his/her current schedule after the drop/add period, they must receive permission from the instructor, department head/director responsible for the course, and the dean of the Graduate School. Such permission will be granted only under extenuating circumstances. For additional information, please see [here](#).

Withdrawals. A graduate student may withdraw from a course in Athena. The withdrawal deadline is two weeks after the midpoint of the semester. NOTE: A student holding an assistantship must maintain the required minimum course load or they will lose their tuition waiver. No refund will be issued for withdrawal from a course after the drop/add period.

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

	Minimum Semester Hours	Maximum Semester Hours
Students who do not have an assistantship	3	18
Graduate Assistants: (0.33 to 0.5 time)	12	18

The maximum course load for an eight-week summer thru session is 18 credit hours. The minimum course load for any summer session is three credit hours. The maximum course load during pre-summer session (Maymester) is six credit hours. For students on an assistantship, the minimum course load across all summer sessions is nine hours. Students will not be permitted to exceed the maximum credit hours during summer semester.

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

- 1) is a prospective candidate for a degree;
- 2) has a cumulative graduate GPA of 3.5 or better;
- 3) has no incomplete grades for any graduate courses; and
- 4) is not a first semester student.

The request for an overload must be sent to Enrolled Student Services from the graduate coordinator.

Registration Flags. Enrolled Student Services is responsible for the placement and removal of most registration holds on graduate student records. Reasons for placement of a hold include lack of proof of degree transcript, incomplete transcripts from other institutions, extensions of time, probation or dismissal, transient status, and out-of-compliance with the Continuous Enrollment Policy. The holds will be removed when the condition for placement of the hold has been satisfied.

Records Maintenance

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

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

Identification Number, Name, and Address Change. After a student enrolls in graduate school, all name, address, and student identification number changes are processed by the [Office of the Registrar](#).

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

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

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

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

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within

30 calendar days following receipt of the notice of dismissal. Information concerning the appeal process may be found in the *Graduate School Bulletin*.

Grade Scale Converted to Numerical Value.

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

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

Transcripts from UGA. Transcripts from UGA may be obtained from the [Office of the Registrar](#). Current students may order a UGA transcript through Athena.

IV. Requirements for Graduate Degrees

Advisory Committee

Committee Composition

Master of Arts/Master of Science. The advisory committee for the Master of Arts and Master of Science must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Program Faculty at UGA. The third member may be a

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

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

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

Persons employed by UGA who hold one of the following ranks may serve on doctoral committees: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve on doctoral committees: instructors and lecturers, unless they have Graduate Program Faculty status.

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

to their service in any capacity. A revised advisory committee form for showing the reconstituted committee must be submitted to the Graduate School.

Co-major professors. Co-major professors, limited to two, may be appointed to an advisory committee provided both parties are appointed members of the Graduate Program Faculty. Both parties must sign all forms requires the chair's signature.

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

Non-Affiliated Persons on Advisory Committees. In addition to the regular committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee of a graduate student after nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume/CV with an [Advisory Committee form](#) and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A nominee must have distinguished credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment. Compensation, if required, must be provided by the department that requested the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

Adjunct Faculty. A faculty member who leaves UGA may apply for adjunct status through the Office of Faculty Affairs. If a former Graduate Program Faculty member is approved as an adjunct member of the general faculty, they may retain Graduate Program Faculty status. **Please note that Graduate Program Faculty status is not automatic and is not directly linked to an adjunct appointment.** Once Graduate Program Faculty status is approved, the faculty member may assume responsibilities normally performed by a regular Graduate Program Faculty member. These responsibilities include direction of a student's dissertation or thesis, service on doctoral or master's level committees, and teaching graduate level courses. An adjunct member of the general faculty who is not a member of the Graduate Program Faculty

may serve on doctoral or master's committees in positions where membership on the Graduate Program Faculty is not required.

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

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

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

Doctoral degrees. The residence required for the Doctor of Philosophy degree and Doctor of Public Health degree is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. For the Doctor of Musical Arts, residence is interpreted as 20 consecutive hours of the minimum 30 graduate hours required on the program of study. Residence for the Doctor of Education degree is interpreted as 20 consecutive hours if the

minimum 33 graduate hours on the program of study. Courses may be taken at a minimum of three hours a semester to fulfill this requirement.

A break in residence is not incurred if the 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 Department 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 residence if they are the only hours taken during a given semester.

Programs of Study

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

Master’s Degrees. All Graduate School requirements for a master’s degree must fall within a six-year time limit beginning with the first registration for graduate courses listed on the program of study and ending with the final semester of the sixth year. The program of study for Master of Arts and Master of Science (thesis-writing) degrees must contain a minimum of 30 hours of graduate course work. A minimum of three hours must be 7300 (thesis writing), and at least 21 hours must be of graduate course work exclusive of 7000 (master’s research) and 7300. Twelve of these 21 hours must be courses that are restricted to graduate students. The remaining six hours may be 7000 (master’s research), 7300 (thesis writing), or any other appropriate graduate coursework. Courses not allowed on a program of study include 7005 (Graduate Seminar), GRSC 7770, GRSC 9270, and LLED 7768/7769.

Specialist in Education Degrees. All Graduate School requirements for the specialist in education degree must fall within the six-year time limit beginning with the first registration for

graduate courses listed on the program of study and ending with the final semester of the sixth year. A program of study should be prepared by the student and the major professor during the first semester of residence. The program for the degree shall consist of a minimum for 30 semester hours of study at the graduate school level beyond a master's degree. A maximum of six credit hours may be transferred from an accredited institution for inclusion on the program of study with the approval of the major professor, the graduate coordinator, and the dean of the Graduate School. Courses used for transfer credit must have been taken after the master's degree was awarded.

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

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

1. 8000-9999 = advanced graduate courses and seminars that provide educational experiences at the highest level;
2. 7000-7999 = techniques and professional courses;
3. 6000-6999 = fundamental knowledge courses.

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

The final program of study must be submitted for approval of the dean of the Graduate School by the time the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year time limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For Doctor of Philosophy,

Doctor of Musical Arts, and the Doctor of Public Health degrees, the program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (9300). A program of study for the Doctor of Education degree must include 30 hours of course work in addition to three hours of 9300.

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 16 hours of 8000- or 9000-level courses and four additional hours of UGA courses open only to graduate students. Courses not allowed on a program of study include GRSC 9005 (Graduate Seminar), GRSC 7770, GRSC 9270, and LLED 7768/7769.

Course Challenge. Graduate courses listed on a program of study may not be fulfilled by challenge, a process which allows a student the opportunity to receive resident credit for courses by examination without attending the regular classes; however, courses taken for personal enrichment or certification purposed may be challenged provided they are properly approved by the designated officials. Information about the course challenge procedure is given in the [UGA Bulletin](#).

Research Skills and Departmental Requirements

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

Foreign Language Examination. The Research Skills Foreign Language Exam is offered to graduate students in the fourth week of every semester. Students may register at any time, but registration closes for a given exam date two weeks prior to that date. Contact the Senior Administrative Secretary of Romance Languages for deadlines to register and the exact dates of exams. There is an exam fee to be paid (by check only) at the time of registration. For fee amount, please check the Romance Languages [website](#). The department notified the Graduate School of a successful completion of the exam, if it listed as a requirement on the program of study.

Transfer Credit from Other Institutions

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

1. taken at an accredited institution;
2. fall within the six year time limit;
3. received a grade of B or better; and
4. not used to fulfill requirements for another degree at UGA or another institution.

Transfer Credit for Master's/Specialist Degrees. If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and graduate coordinator, and when approved by the dean of the Graduate School. Such transfer credit cannot exceed the following scale and must fall within the time limit of the degree:

<u>Program Credit Hours</u>	<u>Transfer up to</u>
30-39	6 credits
40-49	8 credits
50-59	10 credits
60-69	12 credits
70+	14 credits

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

A student enrolled in a program leading to a Master of Arts or a Master of Science degree may not use transfer credit to fulfill the requirement that 12 of the hours on the program of study must be open to graduate students only. The following course requirements may not be satisfied by transfer of credit: master's research (7000), thesis writing (7300), or directed study courses.

Transfer of Credit for Completion of Degree Requirements. A student must be registered for a minimum of three credit hours the semester in which degree requirements are completed (12 graduate credit hours, if receiving an assistantship). *Departments should advise students of the existence of more stringent registration requirements for international students or those receiving financial assistance.* A student transferring a course from another institution to complete degree requirements be registered concurrently at UGA. If an official transcript cannot be obtained from the institution from which the course is to be transferred in time for graduation, the student's graduate date will be moved to the following semester, but the student will not be required to register. Only an official transcript may be accepted as proof of completion of course work.

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

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

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

Doctoral Preliminary Comprehensive Examinations

The doctoral comprehensive examinations are traditionally regarded as the means by which the members of the faculty assess the level of mastery a student has attained once the prescribed course work for the degree has been completed. Both a written and an oral examination are required for all prospective candidates. After completion of the written examination, the oral examination is announced by the Graduate School on the Graduate School website. The graduate coordinator should notify the Enrolled Student Services of the date, time, place, and names of the committee members at least two weeks prior to its administration. The form for electronic submission can found at on [GradStatus](#). An approved advisory committee form and program of study must be on file prior to this notification. The Graduate School will mail the “Report of the Written and Oral Comprehensive Examination” form to the graduate coordinator prior to the examination for the committee to record the scores for the written and oral examinations. The scheduling of the oral examination must be arranged when all members of the student’s advisory committee can be available for the entire examination. If, for a good reason, a member cannot be present, the student must choose from the following options:

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

No more than one dissenting vote is permitted for the student to pass both the written and oral examinations. The major professor’s/co-major professors’ vote of approval is required for

the student to pass the examination. An abstention is not an appropriate vote for comprehensive examinations.

Professional Master's/Specialist in Education Comprehensive Examinations

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

Admission to Candidacy (Doctoral Degrees Only)

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

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

The Application for Candidacy form must be submitted to the Graduate School as soon as possible following the completion of these requirements. Candidacy begins on the date the form is received in the Graduate School. The graduate coordinator must notify the Graduate School

should there be a reason to delay admission to candidacy as indicated on the comprehensive examination report form.

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

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

Dissertations and Theses

Preparation. Any student whose research will involve the use of human subjects must apply to the Institutional Review Board (IRB) in the [Office of Research](#). Any student whose research will involve the use of animals must comply with the requirements of [the Institutional Animal Care and Use Committee](#). The dissertation is the final component of a series of academic experiences which cumulate in the awarding of the doctoral degree. The dissertation fulfills four major functions:

1. it presents original research or scholarship;
2. it demonstrates the student's ability to understand and critically evaluate the literature of the field;
3. it reflects the student's mastery of appropriate research methods and tools; and
4. it shows that a student can address a major problem, arrive at successful conclusions, and report results in a literate fashion.

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

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

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

The Graduate School guide for preparing the dissertation or thesis should be followed to ensure that standards of uniformity and consistency are maintained. If a student receives assistance to format the document, the student has a responsibility to see that this individual read and follows the guide that is available [here](#). Any questions concerning formatting or difficulties with electronic submission should be directed to Enrolled Student Services (etdhelp@uga.edu).

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

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

Traditional Style. In addition to an introduction, literature review, and conclusion, this style may include materials and methods, results, discussion, literature cited, and figures and tables as appropriate to the student's discipline. Documentation and format must be consistent throughout the dissertation or thesis.

Manuscript Style. The practice of using the manuscript (journal article) style thesis or dissertation format will be at the discretion of the department. In this style, the introduction,

literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in peer-reviewed journals.

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

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

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

A notification must be posted at least two weeks before the defense. The notification includes the candidate's name; date, time, and place of defense; list of committee members; and the title of the doctoral dissertation. An electronic notification form is available in [GradStatus](#).

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both

components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester. *If a University program would like to deviate from the above policy, the following steps must be taken: (1) request approval from the Graduate School for the revised policy that will be used for program level defenses, (2) document in the program's handbook the revised policy approved by the Graduate School for the program. Such deviations must be applied to all students in the program.*

Approval by Advisory Committee. A dissertation will not be approved before candidacy has been established. The graduate coordinator must notify the Graduate School at least two weeks in advance of the defense of a dissertation. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The notification must include the date, time, place, list of committee members, and the title of a doctoral dissertation. An electronic notification form is available on the Graduate School Website gradstatus.uga.edu. A dissertation will not be approved before an approved program of study is on file in the Graduate School.

The approval forms for the defense of a thesis or dissertation are available at the Graduate School website. The Electronic Thesis and Dissertation Submission Approval Form must be submitted at the same time in Grad Status.

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

1. The absentee member may participate via a teleconference or video conference in which the comments of all participants can be clearly and consistently heard. The chair of the committee must sign the approval form for the absentee member, register his/her vote and indicate that the member's participation was by teleconference or video conference (the

major professor signs the absentee member's name followed by the major professor's initials). The student and committee chair must appear in person for the defense. If the major professor is not able to attend the defense in person, they can designate a chair for the defense who is a current member of the committee;

2. a substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to examination. A minimum of three Graduate Program Faculty members must be maintained; or
3. the defense may be cancelled or rescheduled at a later time. In either case, the Graduate School must be notified.

The advisory committee must approve the student's dissertation or thesis and defense with no more than one dissenting vote and mortify their approval in writing. The major professor's/co-major professors' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the defense of the dissertation or thesis. The committee, after having read the dissertation, should verify whether human subjects were used in the student's research and indicate this by verifying that the appropriate box is checked on the approval form. If human subjects were used, the student must provide the IRB protocol number and date of approval on the defense form. The defense approval form must be submitted to the Graduate School before the corrected copy of the electronic thesis or dissertation will be accepted as the final official copy. The deadline for this is posted on the Graduate School website in advance for three semesters.

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

First Format Check. One complete formatted copy of the thesis/dissertation must be electronically submitted to the Graduate School by the established deadline for the student's graduate semester for a first format check. Instructions for formatting the thesis or dissertation can be found [here](#).

Final Format Check. All requirements for the thesis or dissertation must be completed no later than two full weeks prior to graduation (see “[Important Dates](#)”). The final copy will not be accepted as the official copy until the Graduate School has received the signed approval form for the thesis or dissertation defense and the ETD submission approval form. These forms are due by the same deadline as the final copy of the thesis/dissertation.

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

Master’s Degree Awarded while pursuing a Doctoral Degree

Some departments allow students to complete requirements for a master’s degree in the same department in which they are pursuing a doctoral degree. In such cases, a student must submit a letter of intent to the department. If the department approves the request, the letter must be signed by the student’s major professor and the graduate coordinator to indicate departmental approval. The letter then must be sent to the Graduate School. The student must apply for Graduation by the deadline for the anticipated graduation semester for the master’s degree. The student should notify the department and Graduate School immediately upon beginning the PhD program. All other forms for the master’s degree must also be submitted by published deadlines for approval by the dean of the Graduate School prior to the conferral of the master’s degree program.

Graduate Areas of Emphasis

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

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

Creation of Official Areas of Emphasis. The creation of official areas of emphasis is optional. Departments choosing this option must complete the “[Proposal for Area of Emphasis](#)” and submit it to the dean of the academic college for approval. The request must then be submitted to the Graduate School for the graduate dean’s approval. The Graduate School will submit it to the University Curriculum Committee. When approved, a code is created by the Office of the Registrar. This can be done either before or after graduation. Areas of emphasis cannot be assigned to a student’s record through the Graduate School’s admission process.

Graduation Process

Application for Graduation. A student must apply for graduation no later than the Friday of the second full week of classes in the fall and spring semesters and no later than the Friday of the first full week of classes in the summer of the anticipated graduation date to permit the Graduate School to review the student’s file. These [deadlines](#) are published on the Graduate School website for three semesters in advance. Students must enroll for a minimum of three hours during the semester in which degree requirements are completed. The application for graduation is submitted in Athena and required no signatures.

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

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

Doctoral Information for Commencement Program. Because the commencement program contains dissertation titles and major professor names for all doctoral candidates, doctoral candidates must submit this information via [GradStatus](#) by the deadline for the graduation semester listed on the Graduate School's [Important Dates](#) page.

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

The grade of U as a terminal grade in 7300, 9300, or GRSC 9270 courses is not acceptable. The same rule applied to courses entitled technical report, applied project, seminar, special problems, internship, practicum, and research courses when these are degree requirements. Under these conditions, The Graduate School cannot clear a student for graduation.

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

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

Petition Procedure

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

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

V. Disciplinary Actions and Appeals

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

Alleged Violations of University Conduct Regulations

Hearing on alleged violations of university conduct regulations fall within the jurisdiction of [Student Conduct](#) in the Division of Student Affairs. Violations of conduct regulations include but are not limited to academic honesty, falsification of university records, unauthorized entry into or use of university facilities, and theft.

When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should contact Student Conduct regarding the alleged incident. Student Conduct,

following its own procedures, will hear the case and send written notification of the decision to the department, the faculty or staff member, and the Graduate School.

Probation and Dismissal

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

Appeals to the Graduate School

An applicant/student who submits an appeal to the Graduate School concerning admission to graduate study or completion of an academic program may have the petition considered by the Appeals Committee of the Graduate Council. The Appeals Committee will consider appeals of administrative decisions by the dean of the Graduate School or appellate bodies at the department/school/college level involving academic matters. It will also hear appeals of decisions by the dean of the Graduate School or appellate bodies at the department/school/college level to (a) deny admission to graduate study, (b) deny a request for a change in degree objective, or (c) dismiss a student for academic reasons.

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

VI. Financial Support for Graduate Students

Graduate Assistantship Administration

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

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

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

Graduate teaching assistants (GTAs) are students enrolled in the Graduate School who are assigned instructional responsibility for a course or lab section. Graduate laboratory assistants (GLAs) are students enrolled in the Graduate School who are assigned teaching responsibilities for a laboratory section which is part of a regularly scheduled course. GTAs/GLAs must meet all criteria set forth in the [TA Policy](#) prior to assuming instructional responsibilities. GTAs/GLAs may have autonomy for teaching and assigning grades as per UGA policy on [Instructor of Record](#), BOR policy, and SACSCOC criteria for teaching faculty. Contact the Office of Faculty Affairs with questions about Instructor of Record requirements for GTAs and GLAs. Prior to assuming responsibility for a course, GTAs and GLAs are required to work

under the supervision of experienced faculty members as a means of developing teaching skills in the academic discipline.

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

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

Qualifications for Appointment. To be eligible for an assistantship, students must have been admitted to the Graduate School and be pursuing a graduate degree. Students seeking a non-degree do not qualify for assistantship funding support or an assistantship tuition waiver. GTAs, GLAs, and GRAs must have substantial academic work in the field in which they receive appointment. They should have achieved a strong academic record and must be committed full-time study for the degree. Additionally, GTAs must meet minimum English language requirements, as outlined in guidance from UGA's Center for Teaching and Learning (https://ctl.uga.edu/_resources/documents/Guide-to-Demonstrating-English-Language-Proficiency-07-2020.pdf).

Training for Graduate Teaching Assistants. All departments must conform to the UGA [TA Policy](#). These guidelines provide that all *new* graduate teaching assistants must attend a university-wide workshop held for graduate teaching assistants prior to the beginning of fall semester classes. Graduate students who have no prior successful teaching experience at the college level must enroll in GRSC 7770 or participate in an equivalent departmental training before being assigned teaching responsibilities.

Appointment Procedures. Graduate Assistants are appointed by the head of the relevant academic unit and must be approved by the dean of the college/school in which the academic unit is located and the dean of the Graduate School. The head of the academic unit offering the

assistantship is responsible for making the offer of appointment in an official letter. The letter should provide full information on the terms of the assistantship, including:

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

For your convenience, samples of assistantship offer letter templates are located [here](#).

At the time assistantship offers are accepted, the heads of the appointing units should provide recipients with a copy of departmental policies relating to graduate assistants. Those students who have been assigned teaching or laboratory duties should also be provided a copy of the [Handbook for Graduate Teaching & Laboratory Assistants](#). New GAs should be notified by the department about orientation meetings and other training opportunities as soon as these meetings are scheduled.

Length of Appointment to an Assistantship. All graduate students must be registered for classes prior to the first day of classes for each semester. Failure to do so may result in the loss of the assistantship. In some instances, appointments may be made for one semester only. To be eligible for reappointment, GAs must maintain a 3.0 average on all graduate course work and must have received acceptable performance evaluations from their immediate supervisor.

Condition of Service. All graduate students must be registered for classes prior to the first day of classes for each semester. Failure to do so may result in the loss of the assistantship. Graduate assistants are expected to make uninterrupted progress toward completing requirements for the degree. Students cannot hold an assistantship(s) that requires more than one-half time service (a maximum of 20 hours of work each week). Students holding assistantships requiring

one-half time service may not accept employment from any institution within the University System of Georgia during the fiscal year.

Graduate assistants who hold assistantships that require from 13 to 20 FTE time service must register for a minimum of 12 graduate-level credit hours during fall and spring semesters and 9 graduate-level credit hours during the summer semester. Graduate assistants may not register for more than 18 credit hours. Exceptions to the maximum course load may be obtained with written approval of the major professor and the dean of the Graduate School.

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

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

Privileges. Graduate assistants have access to the privileges available to all graduate students, such as health care, counseling and psychological services, libraries, and access to computing and internet resources. In addition, they should be assigned appropriate space and equipment, including copies of textbooks and other supplies, to enable the effective execution of their responsibilities.

Rights. Graduate assistants must be notified in writing of all decisions that affect their status as a temporary student employee. They should be given advanced notice of evaluation procedures and must receive notice of reappointment procedures in time to permit preparation of their assistantship applications. If a graduate student will not be reappointed, they should be given advance notice so that they may seek other funding opportunities.

Graduate assistants have access to appeal and grievance procedures available at the university. Appeals resulting from academic decisions are usually directed to the unit responsible for the decision. An unfavorable ruling may be appealed to successive levels within the university and ultimately to the Board of Regents of the University System of Georgia. Information about appeals of academic matters can be found on the Graduate School [website](#).

Complaints of discrimination based on race, color, religion, national origin, sex, age disability, or veteran status, should be reported to the UGA [Equal Opportunity Office](#).

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

Ongoing informal evaluations should occur in addition to the annual evaluation. If these informal evaluations identify a weakness, the GA should be advised in writing of the weakness and a notation of the evaluation should be entered in their personnel records. A plan of improvement should be devised by the GA and his/her immediate supervisor(s). If the performance of a GA fails to improve in accordance with the plan, further action should be taken. In situations where continuance of the assistantship would be detrimental to the effective operation of the academic unit, termination of the assistantship should be considered with the assistance of UGA Human Resources Department. When an assistantship is terminated, the student must be advised in writing of the termination and of the appeal procedures. Appeals of terminations, unless they include charges of NDAH or title IX violations, will be heard through the channels established for academic decisions. The appeals must be in writing and must specify the grounds on which they are based.

Annual Stipend Rates. Annual stipend rates for GAs will be established by the dean or director of each college or unit prior to the beginning of the fiscal year.

Tuition Waivers for Graduate Assistants.- In accordance with the [University System of Georgia Board of Regents Policy 7.3.1.2](#), GAs may be eligible for a tuition waiver. Graduate assistants on a ≥ 13 hours/week appointment will qualify for a reduction of tuition to \$25 per

semester. In order to request a tuition waiver, each department must submit the student's information to the Graduate School Business Office via GradStatus prior to the registration period. The information must include the student's name, 81X student identification number, percentage time employed, residency, type of service, and duration of assistantship. The DPAS and GSAS codes roll-forward from fall to spring semesters. All other codes must be entered each semester.

Graduate Assistants receiving a tuition waiver are expected to work for the entire semester and maintain full-time registration (12 graduate credit hours). Failure to work for the period of time covered by the program's semester or failure to maintain 12 graduate credit hours will result in the removal of the tuition waiver and reversal of the tuition reduction. Ensuring that the student works the required number of hours associated with their assistantship and maintains full-time enrollment is the shared responsibility of the academic program, the hiring unit, and the student. If a student is unable to complete the time commitment required by their assistantship for a justifiable reason, the graduate coordinator may file a request for exemption with the Graduate School. The Graduate School will conduct audits to ensure that academic programs comply with this policy. The academic program or the unit employing students that violate this policy may be required to reimburse tuition waivers. However, if it is determined that the student is responsible for failing to meet the work or enrollment expectation, then the student may be required to pay the tuition. Receipt of a graduate assistantship affects student [financial aid eligibility](#). See for more information.

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

Graduate School Assistantships

The Graduate School provides competitive assistantships to students from disciplines across the University. By directive of the President, the dean of the Graduate School is to ensure that these assistantships are used to recruit exceptionally qualified students, to further international exchange programs, to support a diverse student body, and to facilitate the timely degree completion of enrolled students. Graduate School awards and assistantships include the

Presidential Graduate Fellows Program (doctoral only), Graduate School Research Assistantship block grants to colleges and schools (master's and doctoral), Georgia Research Education Award Traineeship (GREAT) Fellows Program (doctoral only), Georgia Impact Now (GAIN) Master's Fellows Program (master's only), and Dissertation Completion Awards (doctoral only). For more information on these awards please see the [Graduate School website](#). A complete overview of all financial support opportunities is available in the *Graduate Bulletin's* Financial Assistance and Awards section.

Student Travel

The Graduate School has limited funds to assist graduate students when traveling to present papers at professional conferences. Therefore, travel funds will be used primarily for doctoral students who are at advanced stages in their graduate programs and are presenting results of their dissertation research. All requests for travel assistance (domestic or international) should be submitted to the dean of the Graduate School. The Graduate School awards travel support based on available funding.

International Travel. A student receiving an invitation to present a paper at an international conference may submit a travel request to the Graduate School. The request must be endorsed by the student's major professor/department head and be accompanied by a copy of the invitation to participate in the conference. Each request will be evaluated based on its merit and in accordance with the guidelines for foreign travel support.

Students seeking travel assistance must be registered during the semester in which the request is submitted and in the semester for which the trip is scheduled. Assistance will not be granted if the travel was undertaken prior to receiving written approval from the Graduate School.

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

- 1) First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master's student will be considered only if the department does not offer a doctoral degree.
- 2) Applicants should be reporting results of their dissertation or thesis research and should be primary author of the publication or presentation.
- 3) The meeting should be of regional or national importance.
- 4) The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate enrollment at UGA.
- 5) The student cannot have any grades of incomplete (I) or unsatisfactory (U).
- 6) Funding will not be provided to students employed as instructors or classified employees.
- 7) The applicant must be in one of the following categories: (a) registered for full-time graduate study during the semester of his/her travel, (b) doctoral students admitted to candidacy (minimum 3 credit hours), or (c) a thesis-writing master's student who has satisfactorily completed all required courses (exclusive of 7000 and 7300). If a student is traveling between semesters, he/she must also be in one of these categories during the semester following travel.
- 8) The student must submit the following: abstract, acceptance, and "Request for Authority to Travel" form from their department. The department will review each student to verify if they meet the criteria, then forward the application to the Graduate School. Please include the name and number of the departmental contact for questions.
- 9) Travel support provided by any other party (department) must be listed on the Travel Authority form submitted to the Graduate School.

All requests should be thoroughly reviewed at the department level before submission to the Graduate School. This review should include an assessment of the quality of the research to be presented, the stature of the organization to which the presentation will be made, and review of the student's academic record to ensure that they meet all of the criteria stated. Each department's request(s) for each semester must be received by the Graduate School's Business Office as a group. Deadlines for applying for travel funding can be found [here](#).

The amount of the award for an individual will be based on factors such as prevailing costs at the meeting site, cost of travel, whether the meeting is national or regional, and the

availability of funds. It is possible that students will be awarded an amount that is less than their request.

Regents' Research Out-of-State Tuition Waivers

The Graduate School has been authorized by the USG Board of Regents to award a limited number of out-of-state tuition waivers to non-resident graduate students. Most of the waiver recipients are chosen from a pool of departmental nominees; the remaining waivers are awarded to students holding non-service type fellowships which are in the same approximate pay range as a Graduate School assistantship. All nominations originate in the department, and students should make direct requests to the Graduate School for out-of-state tuition waivers.

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

- 1) Out-of-state tuition waivers available through the Graduate School are awarded only to students admitted to a graduate program.
- 2) The criteria for selection are applied uniformly to master's and doctoral students regardless of college or department in which they are enrolled.
- 3) Out-of-state tuition is waived for one semester; however, the waiver will be automatically continued in succeeding semesters for one academic year, provided the student earns a minimum graduate GPA of 3.0 each semester. All out-of-state tuition waivers awarded by the Graduate School are terminated at the end of summer semester.
- 4) Out-of-state tuition waivers will not be granted to students who have an incomplete on a graduate-level course at UGA.
- 5) Each recipient of an out-of-state tuition waiver is required to register for a minimum of 12 graduate-level credit hours each fall and spring semester of the academic year. A recipient must register for a minimum of nine graduate-level credit hours during the summer semester. If a recipient of an out-of-state tuition waiver fails to register or registers for less than the required hours of graduate credit, the award is forfeited immediately.

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

- 1) An applicant should have a 3.5 graduate GPA.
- 2) An applicant who has not completed graduate coursework should have a 3.3 undergraduate GPA.

Each spring semester, graduate coordinators will nominate students through [GradStatus](#). Award letters will be sent via email and students will accept the award through a link in the award letter.

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

- 1) No more than three percent of the full-time graduate enrollment in the department in the preceding fall semester; and
- 2) Ranked to indicate departmental preference in awarding out-of-state tuition waivers.

Academic departments may nominate students for out-of-state tuition waivers at any time during the academic year; however, no department should have more than three percent of the full-time department enrollment of the previous fall semester on the waiting list at any one time.

Work Loads, Course Loads, and Compensation for Graduate Students

The maximum course load for which a graduate assistant may enroll is 18 semester hours. To exceed the maximum course load, a student must obtain written approval from the major professor and the dean of the Graduate School. The department head or the graduate coordinator may approve the overload request in the absence of the student's major professor. Audits will not be counted in the computation of maximum and minimum course load requirements.

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

- 1) Perform at least one-third service (13 hours per week) for the University;
- 2) Be paid at the approved rate for a graduate assistant in the particular school, college, or department offering employment; and

- 3) Be employed at 100% of the class days of the semester for which the waiver is requested. Exemptions can be requested from the Graduate School dean for justifiable reasons e.g. meeting graduation requirements before the end of the semester.

Student Hourly Employees. To be eligible for employment by UGA on an hourly basis (student assistant), a graduate student must be registered for a minimum of three semester hours. Student hourly employees should keep their major professor and/or graduate coordinator informed about their workload each semester.

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

VII. Academic Common Market

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

The [Common Market](#), first operational in 1974, is an interstate agreement for sharing academic programs across state lines. As a result, students have access to selected programs not offered in their home states without having to pay out-of-state tuition.

Operations

SREB employs a staff member to coordinate the activities of the Commission on Regional Cooperation, including the Academic Common Market. Each of the 14 states participating in the Common Market has a designated state coordinator for the program. In addition, each institution, which has one or more academic programs in the Common Market, has named an institutional coordinator as a contact person for that institution. At UGA, this person is the dean of the Graduate School.

Responsibilities of the Institutional Coordinator include:

- 1) Maintaining a record of all students certified to enter academic programs at the institution through the Academic Common Market;
- 2) Facilitating the enrollment process for Common Market students by waiving out-of-state tuition; and
- 3) Publicizing the Academic Common Market to the student body at large.

Updating Program Offerings

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

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

Program Administration

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

- 1) The student must first be accepted into a degree program accessible through the Academic Common Market. Unless this procedure is followed as a first step, all other preparations could be wasted effort if the student is not accepted by the institution.
- 2) The student must then contact the coordinator in the home state and request resident certification to be supplied to the participating institution. Each state has developed its own forms and procedures for certifying students.

- 3) After certifying the residence of an applicant, the state coordinator sends a copy of the completed residence form to the student, the institutional coordinator at the receiving institution, and to SREB.
- 4) The institutional coordinator then coordinates with the appropriate officials at the participating institutions to ensure the student is not charged out-of-state tuition and fees.