



# **GRADUATE STUDENT HANDBOOK**

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**M.A. / M.S.**

**2024**



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## WELCOME TO UGA GEOGRAPHY'S GRADUATE PROGRAM!

We are excited you are here!

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

**Please consult this handbook often to review steps and requirements.** While the Graduate Program Coordinator and the Graduate Program Administrator are here to help, your time in our program will proceed much more smoothly if you consult this handbook regularly.

The first part of this book [pp 04-17] provides a general overview of the required coursework, program steps, and required forms toward your degree. We then provide some general Graduate School and Department of Geography policies [pp 18-26] and an appendix with sample forms [pp 27-34].

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

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

## IMPORTANT LINKS AND PORTALS

### **Graduate School Forms:** <https://grad.uga.edu/index.php/current-students/forms/>

**GradStatus** is the primary portal for processing Graduate School paperwork. Many important forms will be submitted, tracked, and approved through this website by both the student and the department.

- <https://gradstatus.uga.edu/>

### **Department of Geography Forms:**

Some required forms are produced and recorded through the Department of Geography. These can be found on the **Department website**.

- <https://geography.uga.edu/graduate-student-forms>

### **Student Information:**

**Athena** is the University's student information system. Athena provides online access for students to view academic and financial aid records, register for classes, pay tuition and fees, update personal information and apply for graduation.

- [www.athena.uga.edu](http://www.athena.uga.edu)

### **Graduate School Dates and Deadlines:**

Many important dates and deadlines are on the **Graduate School's website**. All paperwork for the steps of the MS/MA program have deadlines. There are also several important deadlines to be aware of the semester you would like to graduate. The dates change from semester to semester and year to year, so check them often.

- <https://grad.uga.edu/current-students/important-dates-deadlines/>

### **FERPA (Family Educational Rights and Privacy Act)**

- <https://reg.uga.edu/general-information/ferpa/>.

### **eLearning Commons**

- [elc.uga.edu](http://elc.uga.edu)

### **OneUSG Connect**

- [https://onesource.uga.edu/resources/oneusg\\_connect\\_system/](https://onesource.uga.edu/resources/oneusg_connect_system/)

## GENERAL OVERVIEW AND TIMELINE

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

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

### An overview of that timeframe looks like this:

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

## REQUIRED COURSEWORK

### Departmental Requirements:

The Geography Department requires 32 hours of coursework on the MA and MS program of study (two more than minimum required by the Graduate School). The program of study is a formal graduate school document which lists your courses and should constitute a logical whole. It should prepare you for and support the work you do for your thesis. Work with your major professor and advisory committee to choose courses for your program of study. Consult the UGA Course Bulletin (<https://bulletin.uga.edu/CoursesHome>), plan ahead and reach out to the faculty teaching courses you are considering. It is perfectly acceptable to ask if you can see a syllabus before taking the class. There won't always be one available, but if there is, it can help you make decisions about your program of study.

**Core** 5 core courses (11 hours) must appear on your Program of Study:

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

**Electives** 7 additional graduate-level courses (21 hours):

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

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

**NOTE:** You may print the **Master's Degree Objectives Checklist** (next page) to keep track of your required coursework as you follow the guidelines above.

Please see ENROLLMENT REQUIREMENTS AND TIME LIMITS on page 19 for other important requirements by the Graduate School.

## MASTER'S DEGREE OBJECTIVES CHECKLIST

### **STEPS TOWARD DEGREE AND TIMELINE FOR ADEQUATE PROGRESS:**

- |  |  |
|--|--|
| <input type="checkbox"/> 1. Major Professor [1 semester]   | <input type="checkbox"/> 5. Thesis Research Proposal Defense [2 semesters] |
| <input type="checkbox"/> 2. Advisory Committee [1.5 semesters]   | <input type="checkbox"/> 6. Graduation Application [Athena]                |
| <input type="checkbox"/> 3. Program of Study [1.5 semesters]   | <input type="checkbox"/> 7. Thesis Defense [4 semesters]                   |
| <input type="checkbox"/> 4. Human Subjects (Yes No) - <b>If yes</b> , project approval # _____ Date approved ___/___/___ |  |

### **PROGRAM OF STUDY CHECKLIST (32 HOURS):**

#### **Graduate School Requirements**

- 30 consecutive hours of credit to meet residency requirement. 21 hrs. of course work, 12 must be graduate only courses (not including 7000, 7005, or 7300) (Courses below 8000 level that meet requirements must be marked with an \*) Graduate school allows 6 hrs. of research (7000) on the POS but the dept only allows 3. No more than 3 hrs. of 7300 may be counted in 30 hrs.

- ❖ **NOTE:** GRSC 7770 is required for ALL Teaching Assistants (TA)
- It does not count towards the program of study.

#### **Department of Geography Requirements:**

##### Core courses (11 hrs.):

- GEOG 8900 (1 hr.)
- GRSC 7001 (1 hr.)
- Methods Course (3 hrs.)

MS students must take GEOG 6300

MA students must take GEOG 6305 or a methods class approved by their committee

- GEOG 7000 (3 hrs.)
- GEOG 7300 (3 hrs.)

##### Elective Credit Hours (minimum of 21 elective hrs.)

- 12 of 20 must be at 8000 level (Courses below 8000 level that meet requirements must be marked with an \*).
- GEOG 7000, 7005 & 7300 cannot be included in elective hours.
- 3 hrs. only of Directed Problems (GEOG 8290, 8390, 8590, 8690) or another department.
- GEOG 6920 and 6921 cannot be on Program of Study.
- Courses used to fulfill deficiencies may not be included in 20 hrs.

## COURSE ADVISING

Taking graduate-level courses is the foundation of the M.S./M.A. program. Students should meet with their major professor (advisor) to fill out the required **Advising (Class Scheduling) Form** before registering for classes.

Only after this form has been completed and sent to the Graduate Program Administrator can your advising hold be lifted every semester. Students should complete this task well before the new semester starts.

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

➤ **Form: Advising Form**

Source: Department of Geography website at: <https://geography.uga.edu/graduate-student-forms>

Instructions:

1. All fields must be filled in completely (including Name, Major Professor/Advisor, Degree Objective, Academic Term, Assistantship (Y/N), student's email).
2. Fill in all fields referring to the courses to be taken, especially Course#, Call/CRN#, Credit hours, and Instructor.
3. Collect Instructor's digital signature and date.

Where to submit: email a digital copy to the Graduate Program Administrator, who will lift the advising hold for the semester so you can register for the classes listed in the form.

When to submit: As soon as possible and well before the new semester starts (ideally at the end of the previous semester).

**Note:** Prepare a new Advising Form for each semester.



## IMPORTANT MILESTONES OF THE GEOGRAPHY MASTERS PROGRAM

### 1. MAJOR PROFESSOR SELECTION

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

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

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

Source: Department of Geography [website](#).

Instructions:

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

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

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

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

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

## 2. ADVISORY COMMITTEE SELECTION

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

Requirements:

- The major professor and one other member must be on the Graduate Faculty.
- Two members must be Geography Department faculty.
- The committee must have at least three members including the major professor (four if there are co-advisors), you may have committee members from other departments and/or from off campus.
- Note: You must submit a new form if you add and/or remove someone from your Advisory Committee.

### ➤ 2 Forms:

There are two forms to fill out for the advisory committee selection as follows,

#### 1. M.A./M.S. Departmental Advisory Committee Form

Source: Department of Geography [website](#).

Where to submit: send a digital version of the signed form to the Graduate Program Administrator.

When to submit: as soon as the committee is formed (no later than the end of 1<sup>st</sup> semester) and after all signatures are collected in the form.

Next, fill out this form:

#### 2. Advisory Committee (G130)

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

Where to submit: GradStatus (<https://gradstatus.uga.edu/>).

Submitting the Advisory Committee form in GradStatus:

1. Select department, degree objective, major and degree.
2. Type the name of Committee Members under the Student's Committee section and select the correct role of the member under type.
3. All committees must have a minimum of 3 members. All committees must have at least one major professor.
4. To add a member, click on the green arrow.
5. If outside committee member, attach any documentation when requested.
6. Hit Submit.
7. If form is submitted correctly, you will see confirmation on the page and receive a confirmation email.

When to submit: As soon as committee is formed and the M.A./M.S. Departmental Advisory Committee form is complete and turned in to the Graduate Program Administrator. It should be submitted no later than the end of 1st semester.

### 3. PROGRAM OF STUDY

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

➤ **Form: Program of Study (G138)**

Source: Graduate School [website](#).

Instructions:

1. After filling in your student information, the “Course Information” section will become available.
2. List each appropriate course in the “Course information” section in chronological order and click the green “+add” button, continue for each course you’ve taken/will take in your program.
3. List the courses that will be used to satisfy the department’s research skill requirement.
4. List GEOG 8900, 8901 & 8910 in the “Departmental Requirements” section.

Where to submit: [GradStatus](#).

When to submit: No later than the end of the 2<sup>nd</sup> semester.

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

Notes:

- For a **PROGRAM OF STUDY CHECKLIST** see the MASTER’S DEGREE OBJECTIVES CHECKLIST (page 07).
- It is not necessary to list every class taken, only those which meet the requirements listed in the **Program of Study Checklist**.
- See a **Sample Program of Study** on the following page (12).

### 4. USING HUMAN SUBJECTS IN THESIS RESEARCH

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

### Sample Program of Study

**Program of Study (G138)**

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

*Student*

<i>Name</i>	<i>Email</i>	<i>UGA ID</i>
<i>Major</i> Geography	<i>Objective</i> Master of Science	<i>Degree</i> MS
<i>Department</i> Geography	<i>Emphasis</i>	

*Course Information*

Subject / Course #	Hours	Grade	Term	Year	Grad Level Only?	Validated? <span style="color: orange;">Grad School Only</span>
GEOG 7000	6		Summer	2022	No	
GEOG 6155	3		Fall	2022	No	
GEOG 8900	1		Fall	2022	Yes	
ATSC 6116	3		Spring	2023	No	
GEOG 6121	2		Spring	2023	No	
GEOG 8130	3		Spring	2023	Yes	
GEOG 8901	1		Spring	2023	Yes	
GEOG 6180	3		Fall	2023	No	
GEOG 6300	3		Fall	2023	No	
GEOG 7300	3		Fall	2023	No	
GEOG 8120	3		Fall	2023	Yes	
GEOG 7300	5		Spring	2024	No	
GEOG 8350	3		Spring	2024	Yes	
GRSC 7001	1		Spring	2024	Yes	
GEOG 8120	3		Spring	2024	Yes	
ATSC 6130E	3		Summer	2024	No	

*Other Information*

<i>Total Hours</i>	
<i>Total 8000/9000 level hours add (for doctoral student use only)</i>	
<i>Total Grad Only level courses (for MA/MS students only)</i>	
<i>Courses start to Expire</i>	
<i>GPA</i>	
<i>Major Professor</i>	
<i>Human subject agreement</i> Yes	

## 5. THESIS RESEARCH PROPOSAL DEFENSE

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

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

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

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

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

### ➤ **Form: MA/MS Thesis Proposal Acceptance**

Source: Department of Geography [website](#).

#### Instructions:

1. Reserve a room for the Proposal Defense by emailing a request to the Graduate Program Administrator.
2. Email the following information to the Graduate Program Administrator at least **two weeks prior** to the scheduled Thesis Proposal Defense: (a) thesis title, (b) committee members names, (c) day, time, and location(s) of Proposal Defense.
3. After a successful proposal defense, obtain signatures (with dates) from everyone listed on the form.

Where to submit: Graduate Program Administrator, who secures the Graduate Coordinator's signature and files the form in the student's Departmental file.

When to submit: Prior to the beginning of the 3rd semester.

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

### **Conducting the Master's Research and Writing the Thesis**

After successfully defending the thesis proposal, the student will embark on their own original research, as outlined in the approved proposal. The research activities can vary widely among different subdisciplines, but the general concept is that the student will produce/collect original data (what this is can vary) for them to analyze as part of their written thesis.

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

Theses typically include some of the following chapters:

1. Introduction
2. Background
3. Theory/Framework
4. Methods
5. Results/Findings (can be more than one chapter)
6. Discussion
7. Future Research.

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

## 6. APPLICATION FOR GRADUATION

Source: [Athena](#)

- Late filing for graduation is done in [GradStatus](#).

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

**Where:** Apply online in Athena following the instructions found at the Graduate School website under FORMS FOR CURRENT STUDENTS>GRADUATION

- <https://grad.uga.edu/index.php/current-students/forms/>

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

**Recommendation:** File as early as possible so that the Graduate School has time to notify you if you are missing anything needed to graduate. Once you have applied for graduation, you *may* postpone if necessary. **It is up to the student to remember to apply for graduation, not the major professor/Graduate Coordinator.**

**Note:** this deadline occurs within the first 5-8 days of the start of each semester (first 5 days for summer). Students are able to late-file for graduation in GradStatus for a fee of \$50. Remember, you can submit the application and, if you end up needing more time, you can request to move the application to another semester.

### **Enrollment at Time of Graduation**

Students must be registered during the semester in which they intend to graduate. Each must strictly adhere to the deadline dates as posted on the Graduate School website [Important Dates & Deadlines - UGA Graduate School](#). However, if the student does not meet these deadlines, they will be removed from graduation for that term and will have to reapply to graduate through Athena in a future term.

## 7. THESIS DEFENSE

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

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

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

To request a room reservation for a defense, please email the Graduate Program Administrator 2 weeks in advance.

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

Source: Graduate School [website](#).

Instructions:

1. Initiate form **two weeks in advance** of the anticipated defense date. Provide the thesis title, full names of major professor/co-advisor and each Advisory Committee member, date, time and location(s) of the defense, whether or not human subjects were used, and, if yes, [IRB project](#) approval date and project number.
2. After submission, the Graduate Program Administrator will route it to Advisory Committee members prior to the defense.

Where to submit: [GradStatus](#).

When to submit: Two weeks prior to defense date.



## 8. FINAL SUBMISSION OF THESIS TO GRADUATE SCHOOL

All Theses have to be submitted in electronic form Portable Document Format (PDF) to the Graduate School. For details, please check the Graduate School website on [Theses & Dissertations Overview](#).

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

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

Source: Graduate School [website](#).

Instructions: Student should log into GradStatus and select ETD Submission Approval (G129) from the forms tab. The form will automatically route to the student's major advisor who must approve it.

Where to submit: [GradStatus](#).

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

Note: Selection of any option other than #1 on the ETD Submission Approval Form, open and immediate access, will require written documentation of the reasons. Please read the information sheet carefully.

## ENROLLMENT REQUIREMENTS AND TIME LIMITS

### **Minimum Enrollment**

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

### **Continuous Enrollment Policy**

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

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

### **Leave of Absence**

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

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

### **Time Limits**

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

### **Extension of Time**

A special request for an extension of time on the six-year expiration of coursework or the five-year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy.

A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, if required for the degree, 3) an approved program of study and a letter of support from both the program graduate coordinator and the major professor.

## RESPONSIBILITIES OF THE STUDENT

### **Each student has the responsibility to ensure that:**

- They understand and follow the guidelines defined in this handbook.
- All deadlines from the Graduate School are met.
- All forms are completed on time and that copies are on file with Graduate Program Administrator and/or Graduate School.

The Graduate Program Coordinator and the Major Professor will provide advice to the student on these matters. **Deadlines are subject to change, so check them often.** Deadlines are posted at the Graduate School website <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>.

You can find details of all degree requirements at <https://grad.uga.edu/graduate-policies/>

## UNIVERSITY OF GEORGIA'S ACADEMIC HONESTY POLICY

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

## FERPA (Family Educational Rights and Privacy Act)

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

## COMPUTER ETHICS

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

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

UNIVERSITY OF GEORGIA – NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY  
The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. Please visit the following website and read it carefully:  
<https://eoo.uga.edu/policies-resources/ndah-policy/>.

## DUTIES OF GRADUATE ASSISTANTSHIPS

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

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

### **Graduate Teaching Assistantship**

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

GTAs may be assigned as an Instructor of Record for a course or a section that is part of a regularly scheduled course. As an Instructor of Record, the graduate student may have autonomy for teaching and assigning grades as per [UGA Policy 4.07-13 Instructor of Record](#).

### **Graduate Research Assistantship**

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

### **Graduate Assistantship Offer letter**

Each graduate student participating in a GRA or a GTA will receive an offer letter that describes their duties, benefits and monthly payment amounts (pre-tax) to be received. These letters are submitted for payroll to the Franklin College Business Office. You should use this information to plan accordingly for the year and inform the Graduate Program Administrator if there are any discrepancies in the amounts you receive. Any discrepancies in payroll amounts will need to be rebalanced by payment to the Franklin Business Office.

### **UGA Onboarding**

All newly-hired faculty and staff use the UGA Onboarding System to complete their required paperwork and view important policy information. Learn more about the UGA Onboarding System: [https://hr.uga.edu/Prospective\\_Employees/Hiring\\_Process\\_Onboarding/](https://hr.uga.edu/Prospective_Employees/Hiring_Process_Onboarding/).

Questions may be directed to [onboard@uga.edu](mailto:onboard@uga.edu) or 706-542-2222.

## DEPARTMENTAL GUIDANCE FOR GRADUATE STUDENTS

### DUPLICATING SERVICES

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

### COPYING

If you are not familiar with operating the copy machine, please ask one of the staff for assistance. **DO NOT leave the copier jammed!** Let one of us know if help is needed. Due to the heavy usage of our copy machine, it is not feasible to make personal thesis or dissertation copies, and it is less expensive to go elsewhere. **PLAN AHEAD. DO NOT come to the main office to copy after 4:45 PM. The main office hours are 9:00 AM - 5:00 PM.** The office staff will not stay beyond 5:00 so you can finish copying. If you come after 4:45 you will be asked to come back the next business day. For large jobs please come in by 4:00 PM.

### LAB PRINTERS

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

### ENTRANCE TO BUILDING

You may access the building at night and on weekends. Your UGA ID will allow access to the building when doors are locked.

### UGA IS A NON-SMOKING CAMPUS

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

### POSTING GRADES AND STUDENT PRIVACY RIGHTS

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

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

## MAILBOXES

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

## DRESS CODE

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

## PAYROLL CHECKS

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

## WHEN YOU NEED HELP

### OFFICE STAFF

- Geography Graduate Programs, 706-542-2349, [GeographyGradProgram@uga.edu](mailto:GeographyGradProgram@uga.edu)
- Fabiana Hayden, Graduate Program Administrator, [fabiana.hayden@uga.edu](mailto:fabiana.hayden@uga.edu)
- Leslie Geiser, Office Manager, 706-542-2856, [lesgei@uga.edu](mailto:lesgei@uga.edu)
- Geography Main Office, 706-542-2856

### IT SUPPORT

- Franklin OIT General Request Form: [helpdesk.franklin.uga.edu](http://helpdesk.franklin.uga.edu)
- Phone: 706-542-9900
- Email: [helpdesk@franklin.uga.edu](mailto:helpdesk@franklin.uga.edu)

## CARREL SPACES & ROOM GUIDELINES

Individual carrel spaces are offered to graduate students in the Department of Geography who are currently working on a Graduate Teaching Assistantship (GTA). These spaces are offered to GTAs so they can provide tutoring and support to the students they teach. All other graduate students are provided a carrel space upon availability based on seniority of matriculation. Those students will be contacted by the Graduate Program Administrator.

Each main room where the carrels are located are shared work areas:

- Please keep shared spaces clean and organized, and the noise to a minimum.

Mailboxes for all students and a shared space to relax are in the *Grad Lounge* in Room 119 (Word Processing Room). **Room 119 is also a work area** with 2 computers, a printer and a meeting table.

All doors to each of the main rooms have combination locks.

- Lock combinations to those rooms are given only to Graduate Students in the Department of Geography.
  - **Do not share** those combinations with anyone.
- If you are the last person to leave a main room (or computer lab), please be certain the door is securely locked.

**The following rules are for you and your cohort's comfort and safety:**

- Keep the main doors to the carrel rooms closed at all times, and don't share lock combinations with others.
- Valuables should not be left unattended in the carrels.
- Do not let anyone into the carrel room who is not a current graduate student, faculty or staff member unless they have an appointment with an occupant of the carrel.
  - If a student knocks on the main door to the room and is looking for their TA, please see if the TA is in, and if the TA is not there, tell the student to return later or wait out in the hall.
  - **Do not allow students to come in the room or wait in the TA's carrel.**
- Do not remove items (file cabinets, lamp, etc.) from another carrel to yours or vice-versa. You will be asked to return items to original places.
  - Carrel spaces have been equipped with two drawer file cabinets and a lamp.
- Be courteous to others. Keep noise to a minimum. These are study and work areas.
- **Respect others: do not go into anyone's space without their permission.**
- Per UGA policy, pets are not allowed in the buildings. Please refer to the "Policy Regarding Service and Emotional Support Animal Access" in the Equal Opportunity Office's website: <https://eoo.uga.edu/ADA-Accessibility/uga-animal-policy/>.
- Please be careful with drinks and food items in the carrels. If you do accidentally spill something, clean it up immediately before it sets in.
  - Make sure to remove any food leftover and dispose of used items like cups, etc.



- 
- Bulletin boards have been provided inside and outside each carrel for your use. Please don't place items on any other surfaces like walls or carrels.
  - **Please empty your trash cans into the larger can in the hallways regularly.**
  - Try to leave the carrel in the same shape you received it when you move out.
  - Please dispose of your unused food items from the refrigerator (in Room 119) regularly.

**Each year, at the end of the Spring Semester and before Summer Break, we prepare for the next Academic Year. At the beginning of the month of May (and before leaving for vacation) please:**

- Students who will return to their carrel the following fall must clear out your carrel space of any extra items (mainly the desk and flooring spaces) and generally tidy the space for deep cleaning over the summer.
- Students who will not return to their carrel must empty it of all items by the end of May.
- Custodial services team will provide the rooms with a deep cleaning during the summer, and all surfaces that are to be cleaned need to be accessible to them.

**Please speak to the Graduate Program Administrator if you:**

- have any issues with your carrel
- would like to request a transfer to a different carrel
  - please do not change carrels on your own
- do not use the space you were assigned
  - this way it can be reassigned to the next person on the waiting list
- have any questions or concerns about the main shared rooms or carrel spaces.

## GRIEVANCE PROCESS FOR ACADEMIC MATTERS

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

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

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

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

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

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

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



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

**MAJOR PROFESSOR / CO-ADVISOR**

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

Major Professor (new):  \_\_\_\_\_ Date:

Co-Advisor (new):  \_\_\_\_\_ Date:

Major Professor (former):  \_\_\_\_\_ Date:

Co-Advisor (former):  \_\_\_\_\_ Date:

Student:  \_\_\_\_\_ Date:

Graduate Coordinator:  \_\_\_\_\_ Date:

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

➤ **Form: MA/MS Advisory Committee:**

**MA/MS ADVISORY COMMITTEE**

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

**New Committee Members:**

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

**Old Committee Members:**

Committee Member:  \_\_\_\_\_ Date:

Committee Member:  \_\_\_\_\_ Date:

Student:  \_\_\_\_\_ Date:

Major Professor:  \_\_\_\_\_ Date:

Co-Advisor:  \_\_\_\_\_ Date:

Graduate Coordinator:  \_\_\_\_\_ Date:

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

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

➤ **Form: MA/MS Thesis Proposal Acceptance:**

**MA/MS THESIS PROPOSAL ACCEPTANCE**

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

Thesis Title:

**By signing this form, we accept this proposal:**

Major Professor:

Date:

Co-Advisor:

Date:

Committee Member:

Date:

Committee Member:

Date:

Committee Member:

Date:

Student:

Date:

Graduate Coordinator:

Date:

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

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

## APPENDIX B. Graduate School Forms for Master's Program

- Graduate School Forms can be found in their website:
  - <https://grad.uga.edu/current-students/forms/>.
- Submit Graduate School Forms through **GradStatus**:
  - <https://gradstatus.uga.edu/>.

### ➤ Form: Advisory Committee (G130)

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

# Grad Status

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## Advisory Committee (G130)

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

### Student

### Student's Committee Members

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

Name	Email Address	Type	Outside Member? <small>(Member not employed at UGA)</small>	Non-Voting?	
<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	+ Add
<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	-
<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input style="width: 95%; border: 1px solid #ccc; padding: 2px;" type="text" value="*"/>	<input type="checkbox"/>	<input type="checkbox"/>	-

Submit

For technical support, please contact [gradit@uga.edu](mailto:gradit@uga.edu).

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➤ **Form: Program of Study (G138)**

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

**Program of Study (G138)**

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

**Student**

Name: \* John Middle: \* Doe

UGA ID: \* 810123456 Email: \* jdoe@uga.edu

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

Major/Degree: \* Geography - PhD Area of Emphasis:

**Important Notes**

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

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

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

**Course Information**

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

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
* <input style="width: 90%;" type="text"/>	* <input style="width: 90%;" type="text"/>	▼	▼	<input style="width: 90%;" type="text"/>	<input type="checkbox"/>	+

Research Skills Requirement:

Departmental Requirements:

Completed Masters Degree:

[Submit](#)



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

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

**ETD Submission Approval (G129)**

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

**Copyright**

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations. Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

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

**Release Options**

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

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

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

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

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

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

**Dissertation Abstracts (Doctoral Students Only)**

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

**Dissertation Abstracts (Doctoral Students Only)**

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

**Student**

Major/Degree:

Department:

Title:

**Major Professor(s)**

Name	* First	Middle	* Last
Name	First	Middle	Last

**\* ETD Release Option**

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

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

3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. Requires **PRIOR** approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.

Note: If this release option is selected, then a supporting documentation is required. Please include a PDF file with required documentation.


**\* Agreement**

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

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


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

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



**Grad Status**  
Graduate School  
UNIVERSITY OF GEORGIA

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

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

**Student**

Name  \* First  Middle  \* Last

UGA ID  \* Email  \*

Department  \*

Major/Degree  Select an Option

Title  \*

Did you use human subjects in your research?  \*

Defense Date  \* mm/dd/yyyy

[Submit](#)

For technical support, please contact [gradit@uga.edu](mailto:gradit@uga.edu).

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