

Graduate Program Administration Handbook

Revised August 2024



Graduate School
UNIVERSITY OF GEORGIA

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Preface

The [UGA Policy Library](#) is the official source for graduate policies and procedures approved and established by the Graduate Council and the Graduate School. The Graduate Program Administration Handbook is a supplement to and summary of these policies but is not intended to duplicate material provided in other published documents or in the UGA Policy Library. Directors of Graduate Studies and Graduate Program Administrators should refer to [Graduate School Policies](#) for complete policy statements.

Implementation of Policies

The Vice Provost for Graduate Education and 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 program administrators are responsible for familiarity with Graduate School policies and relevant UGA/USG policies to ensure graduate students and programs

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 additional 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.

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I. Appointments and Roles

Appointment and Role of the Graduate Coordinators

The Vice Provost for Graduate Education and Dean of the Graduate School confirms the appointment of the Graduate Coordinators upon recommendation and approval by the department head and the academic dean of that unit. The Graduate Coordinator (GC) serves as the liaison between the department and the Graduate School with delegated authority of the department head. Graduate Coordinators must be members of the Graduate Program Faculty in their unit of appointment. Because of the demands of the position and the issues between students and faculty that the GC may be called upon to resolve or mediate, it is strongly advisable that the GC be a senior, tenured faculty member.

It is the responsibility of the GC to follow and implement all policies and procedures pertaining to graduate education at the University of Georgia (UGA). Furthermore, the GC works in conjunction with the Graduate Program Faculty in the department to ensure that policies and procedures both university-wide and unique to the department are followed.

The primary duties of the Graduate Coordinators include:

- Make recommendations concerning admission to Graduate School.
- Maintain current records on all departmental graduate students, including any probationary conditions for enrolled 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 and Master's Theses.
- 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.

- As relevant for programs, oversee the assignment of graduate assistantships, including the provision of funding letters, submission of tuition waiver requests and assurance of student compliance with tuition waiver requirements.
- Make recommendations for Graduate School awards, scholarships, etc. and assist in rating other applications for these competitions.
- Update the Graduate School and Curriculum Systems regarding updates to programs of study and graduate curriculum requirements.
- Maintain and annually review the graduate program handbook that is publicly available on the program website.
- Annually report Student Learning Outcomes (SLOs) to the Office of Accreditation and Institutional Effectiveness

Additional roles supporting the Graduate Coordinator. In academic units, GCs are supported by a staff member in the Graduate Coordinator Assistant role, described below. In addition, larger graduate programs may appoint additional faculty to handle specific duties within graduate education, such as an Associate Director of Graduate Admissions and Recruitment, or Program Chairs to oversee specific areas of emphasis within graduate degree programs. In these cases, the GCs retains the responsibility for ensuring compliance with Graduate School and UGA policies and serves as the primary liaison to the Graduate School.

Appointment and Role of the Graduate Coordinator Assistant

The Graduate Coordinator Assistant role is filled by a departmental staff member who is appointed by the academic unit to handle various administrative tasks associated with graduate programs and to serve as a liaison between the graduate program and the Graduate School. Some responsibilities fulfilled by the Graduate Coordinator Assistant may be delegated by the GCs and implemented as consistent with Graduate School policies and procedures. However, the authority and responsibility for graduate program administration rests with the GC.

These responsibilities of a Graduate Coordinator Assistant include:

- Maintain current records on all departmental graduate students as directed by the GC.
- Route applications in GradSlate to graduate faculty/admissions committee for review and submit admissions recommendations to the Graduate School upon direction by the GC.

- Communicate with applicants, enrolled graduate students, and faculty regarding deadlines, dates, and policies of the Graduate School.
- Assist students with requests such as late course adds, section change forms, and course overload requests.
- Assist with submission 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 and Master's Theses as approved by the GC.
- Assign online forms (e.g., Program of Study, Comprehensive Exams, Master's Defense, Doctoral Defense) to committee members and GC.
- Ensure online forms in GradStatus and GradSlate are submitted, routed, and approved in a timely manner.
- Assist with provision of student funding letters and tuition waiver requests.
- Submit petitions, award nominations, and other communication to the Graduate School on behalf of the GC.

II. Graduate Program Administration

Graduate Program Handbooks

Graduate programs shall have a program handbook for students that is publicly available on the program website. Program expectations, timelines, and resources should be clearly stated in the handbook. This handbook can be modeled after the [Graduate School Program Handbook template](#) and requirements should be, at minimum, consistent with the Graduate Program Administration Handbook and Graduate School/UGA/USG policies. Program handbooks should be reviewed yearly with the date of last update clearly stated on the cover page of the document. The Graduate School will request this updated link each academic year.

Graduate Degree Curriculum and Programs of Study

Graduate programs must maintain a current approved curriculum for each graduate degree that is reported to the Graduate School and Curriculum Systems. Any changes or updates to programs of study should be routed for approval using [PARC](#). For support with using PARC, contact bulletin@uga.edu. For more details, see Appendix A1.

III. Graduate Admissions

The Graduate School Admissions Office (gradadm@uga.edu) 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.

Admissions Policies

Admissions policies are listed below, along with brief descriptions and lists of topics. Visit the links for full policies.

[Application Requirements](#)

Please refer to the Admissions Requirements policy for information on the following:

Application Deadlines

Entrance tests

Application fee

Transcripts and academic records

International applicants' requirements

Departmental requirements

Immunizations

[Classification of Graduate Students](#)

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

Prospective

Non-degree seeking

Graduate transient

Acceptance of Credit by Transfer

Students who have earned graduate credit at a previously attended institution may be eligible to transfer credit to their program at the University of Georgia. For more details, see Appendix A2.

Deferring an Application

An applicant may request a one-time deferral of an application to a subsequent semester.

Readmission

A student who has lost registration eligibility by failing to register for two or more semesters in an academic year (including summer semesters) and who wishes to return for the same admission classification and major must submit an application for readmission.

Retention of Graduate Application Materials

Applications and supporting documents for those who were denied admission, who were accepted but failed to matriculate, or who did not complete the application procedure are retained in the Office of Graduate Admissions for a period of one year, after which they are discarded.

Relevant Guidelines and Procedures for Admissions

Graduate School Application Materials

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.

Graduate School Admissions Guidelines

Admissions guidelines suggested by the Graduate School (e.g., GPAs) are not absolute requirements; rather, they are suggested minimum guidelines. Departments may determine their own admissions criteria. Departments are encouraged to consider applications holistically before making admissions recommendations. The review of graduate applications and recommendations

regarding admission are part of the academic administration of graduate programs and the responsibility of graduate program faculty. As such, current graduate students may not serve as members on graduate admissions committees. Graduate students may participate in other roles in the graduate recruitment process, including interacting with prospective students at recruitment events. A graduate student serving in a non-voting support role on a program admissions committee must complete FERPA training. Final decisions for admission are made by the dean of the Graduate School.

Departmental Admissions Recommendations

After an applicant's file is complete, the department can review the application materials in the Reader section of Slate. A graduate coordinator can request reader or reviewer level access for faculty within the Program Coordinator Portal of Slate (select form: "Request to Add New User") in the User Admin tab. The graduate coordinator or graduate coordinator assistant must submit a recommendation to admit or refuse admission in the Slate Reader. Decisions may not be processed the same day they are submitted.

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

Admission from Baccalaureate to Doctoral Programs

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 UGA 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 as part of their application. 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.

Departmental Involvement in Admissions Record-Keeping

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

Admissions Appeal Procedure

If an applicant is refused admission by an academic department, any appeal on the part of the applicant should first be directed to the departmental graduate coordinator. 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 Graduate School [Appeals policy](#) for more details.

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.

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

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. Once a student has enrolled, requests for name or address changes should be directed to the Office of the Registrar.

Admission Classification, Major, or Department Changes. A current applicant may notify Graduate Admissions of their wish to change the proposed degree objective, major, and/or department. These requests should be made by email to gradadm@uga.edu. 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.

Assistantship Letters for Admitted 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.

IV. Enrolled Student Services

Enrolled Student Services (gradinfo@uga.edu) 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 Services, and the Office of Student Financial Aid may have other minimum requirements for enrollment.

The full Graduate Enrollment Policy addresses the following topics:

Minimum Enrollment

Monitoring and Compliance

Program Exemption

Students Finishing Incomplete Coursework

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. For more details, see Appendix A3.

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. A full-time course load is nine hours per semester during the academic year and six hours during the summer semester. The maximum semester course load for any student is 18 hours per semester.

Change in Degree Objective

A request to change a degree objective and/or major may be submitted to the Graduate School via GradStatus 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. For more details, see Appendix A4.

Relevant Guidelines and Procedures for Enrolled Students

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.

Course Registration 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.

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 the Registrar's website.

Course 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 throughout the semester or they will lose their tuition waiver. No refund will be issued for withdrawal from a course after the drop/add period.

The request for an overload must be sent to Enrolled Student Services (gradinfo@uga.edu) 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, non-completion of university requirements (e.g., GradFIRST seminar) 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.

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 (see "Important Dates & Deadlines"). Students

must enroll for a minimum of three hours during the semester in which degree requirements are completed (see [Final Registration Requirement](#)). The application for graduation is submitted in Athena and requires no signatures. For more details, see Appendix A5.

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. For more details, see Appendix A6.

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, 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 & Deadlines" 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. 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.

The grade of U as a terminal grade in 7300, 9300, or GRSC 9270 courses is not acceptable. The same rule applies 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.

Completion Course: 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 were 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 81x number, 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.

Students who are only working towards finishing incomplete coursework are exempt from the continuous enrollment policy IF: 1) they have completed all other requirements for degree completion, and 2) the work required to convert the incomplete grade does not require the use of University facilities, resources, and faculty time aside from grading the work.

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 requirement and 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.

Student Records Maintenance

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.

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.

V. Requirements for Graduate Degrees

[Doctor of Education](#)

[Doctor of Musical Arts](#)

[Doctor of Philosophy](#)

[Doctor of Public Health](#)

[Master of Arts](#)

[Master of Education](#)

[Master of Science](#)

[Professional Master's Degrees](#)

[Specialist in Education](#)

The above links include degree requirements for the different graduate degrees, including degree-specific information on these topics:

Admissions Requirements

Acceptance of Credit by Transfer

Programs of Study

Advisory Committees: Scope, Composition, Appointment

Admission to Candidacy

Comprehensive Examinations

Thesis/Dissertation Planning, Approval and Defense, Submission

Research Skills Requirements

Residence

Time Limits

[Faculty Roles on Advisory Committees](#)

Degree-specific requirements for the composition of advisory committees are described in policies above. In addition, the following policies apply to all advisory committees. For more details, see Appendix A7.

Co-major professors

Advising Members of Immediate Family

Non-Affiliated Persons on Advisory Committees

Adjunct Faculty

Retired Faculty

Relevant Guidelines and Procedures for Degree Requirements

Residence Requirements

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

A program of study is required to be filed for each graduate degree earned by a student, listing the courses to be applied per the specific requirements for that degree. See Appendix A2.

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.

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/University 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 or university 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, departmental requirements, and university 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 keep in mind registration closes for a given exam date approximately one week prior to that date. Contact the Administrative Secretary of Romance Languages for deadlines to register and the exact dates of exams. There is an exam fee of \$25, check only, to be paid at the time of registration. Cash is not accepted for the exam fee. More information on the exam can be found on the Romance Languages department website.

Dissertations and Theses

Guidelines for the completion and submission of theses and dissertations, including the Graduate School Style Guide, are available on the [Graduate School website](#).

Preparation and 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 & Deadlines" on the

Graduate School website). 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. For more details, see Appendix A8.

Defense Scheduling and Approval. A dissertation defense 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, see Appendix A9.

The advisory committee must approve the student's dissertation or thesis and defense with no more than one dissenting vote and approve the final defense via the appropriate form in GradStatus. 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.

The approval forms for the defense of a thesis or dissertation are routed in GradStatus to advisory committee members, see Appendix A10. The Electronic Thesis and Dissertation Submission Approval Form must be submitted at the same time in GradStatus; see Appendix A8.

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, the student will need to contact the department for information on the departmental process. If the department approves the request, the department (GC or GCA) must send an email to gradinfo@uga.edu to indicate that the student will pursue the master's in addition to the PhD. 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 change request (SGASTDN 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.

VI. Disciplinary Actions and Appeals

This section provides information concerning policies and procedures to be followed for academic probation and dismissal, appeals of Graduate School policies governing admissions and academic matters, and alleged violations of university conduct regulation.

Probation and Dismissal

The full Graduate Academic Probation and Dismissal policy addresses the following topics:

Graduate School Probation and Dismissal

Graduate Program Probation and Dismissal

Academic Advising while on Academic Probation

Graduate Assistant Eligibility while on Academic Probation

Dismissal Appeals

Readmission following Dismissal

For more details, see Appendix A11.

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 on the Graduate School website or by contacting gradassociatedean@uga.edu.

Alleged Violations of University Regulations

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 the appropriate office regarding the alleged incident. See below for specific guidance.

Academic Honesty. Incidents of possible academic dishonesty, including plagiarism or unauthorized assistance, should be reported to the [Academic Honesty](#) office.

Student Conduct. Violations of student conduct regulations include but are not limited to academic honesty, falsification of university records, disorderly conduct, unauthorized entry into or use of university facilities, and theft. Graduate programs and faculty have the responsibility to report possible violations of these policies. Alleged violations of university conduct regulations fall within the jurisdiction of [Student Conduct](#) in the Division of Student Affairs. 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.

Non-Discrimination and Anti-Harassment. The University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. Any administrator, supervisor, faculty member, or other person in a position of authority who is not a Privileged Resource Employee or Support Resource

Employee who knows of, or receives a complaint of, potential discrimination or harassment or potential violation of the Prohibited Consensual Relationship provision must fully report the information or complaint to the [Equal Opportunity Office](#) promptly. Complaints and reports of discrimination and harassment should be reported as soon as possible after the incident(s) in order to be most effectively investigated.

VII. Financial Support for Graduate Students

Graduate Assistantship Policy

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. See the [Graduate Assistantship policy](#) for additional guidance.

Graduate Assistantship Administration

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 includes providing appropriate training prior to and during the assistant's assumption of responsibility for assigned tasks.

Appointment of Graduate Assistants. 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 on the Graduate School website.

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. To be eligible for reappointment, graduate assistants (GTA, GLA, GRA and GA) must maintain a 3.0 average on all graduate course work and must have received acceptable performance evaluations from their immediate supervisor.

Tuition Waivers for Graduate Assistants. In accordance with the University System of Georgia Board of Regents Policy 7.3.1.2, graduate students may be eligible for a tuition waiver. 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.

See [Tuition Waiver](#) policy for more details. Instructions on requesting a tuition waiver in GradStatus can be found [online](#). 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.

Note that a graduate student withdrawing from their assistantship will only be allowed to keep the tuition waiver if they are experiencing hardship or extenuating circumstances. See the [Withdrawal policy](#) for more details.

Responsibilities of Graduate Assistants. Graduate assistants are responsible for being informed about and adhering to departmental, college, and institutional regulations. Regardless of the work assignment, graduate assistants (GTA, GLA, GRA and GA) 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 decisions can be traced, results verified, and incomplete work finished after the assistantship ends.

Privileges of Graduate Assistants. 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 of Graduate Assistants. 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 on the basis of race, sex (including sexual harassment and pregnancy), gender identity, sexual orientation, ethnicity or national origin, religion, age, genetic information, disability or veteran status. should be reported to the UGA Equal Opportunity Office.

Evaluation of Graduate Assistants. The performance of all GAs in each academic unit should 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 should 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.

Advanced Standing Out-of-State Tuition Waivers

Doctoral students who are not classified as Georgia residents for tuition purposes can 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.

Qualified doctoral and master's students who wish to utilize the advanced standing waiver 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. For more details, see Appendix A11.

Regents' Research Out-of-State Tuition (ROOST) 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. All ROOST waiver nominations originate in the department, and students should not make direct requests to the Graduate School for out-of-state tuition waivers.

General ROOST 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.

Nominating for ROOST waivers. 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.

Criteria for Awarding ROOST Waivers. The following criteria are utilized in awarding ROOST waivers:

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

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 half-time. In the summer term, six hours is considered full-time.

Academic Common Market

The University of Georgia participates in the [Academic Common Market](#) (ACM), an agreement for sharing specialized academic programs among the participating states of the Southern Regional Education Board (SREB). Participating states make arrangements for their residents who are fully admissible into specific University academic programs to enroll on an in-state tuition basis. Participation in UGA ACM programs is available only for graduate students and undergraduates at the junior and senior level. Students who are accepted in the ACM program and then change their major will lose their ACM classification for tuition purposes. Academic records of ACM students will be reviewed on a regular basis to ensure that they are making reasonable academic progress towards their degree. For more information about the ACM at the University of Georgia, students should contact the Office of the Registrar at 706-542-4040 or reghelp@uga.edu.

VIII. UGA Graduate School Student Awards

The Graduate School provides competitive awards and funding with most awards designed to support students in graduate research programs. This section of the handbook covers the categories of awards and how to submit them, the academic calendar of awards by semester, and general graduate coordinator award responsibilities. *Please note: *All Graduate School awards are subject to changes in annual funding amounts and availability.*

Categories of Awards

The Graduate School's Office of Awards, Fellowships, and Scholarships ("Grad Awards") manages five categories of awards. Each of the following categories has annual awards with designated methods of submitting the nominations, usually in numbered GradStatus forms:

- **Excellence Awards**
- **Recruitment Fellowships**
- **Support Awards**
- **Grants for Professional Development**
- **External Fellowships**

Excellence Awards: The annual [Excellence Awards](#) acknowledge the highest graduate student achievements in **research, teaching, and engaged scholarship**. Awardees and their advisors are celebrated at the annual Honors Week ceremony in April. Faculty from across the university are selected to review in partnership with the Graduate School, the Center for Teaching and Learning, and Public Service and Outreach.

How to Submit: The deadline for departments/programs to submit one nominee each for the **Research and Engaged Scholarship** awards is in **October** (GradStatus forms G107 and G178). Graduate student **Teaching** award nominations are due to the CTL in **December**.

Additional Excellence Awards (non-monetary): The **CSGS Master's Thesis Award** (G127) nominations are due in October while the **CGS/ProQuest Distinguished Dissertation Award** (G128) nominations have an April due date. Winners are entered

into the annual regional CSGS competition (Master's Thesis) and CGS/ProQuest competition (Dissertation). Nominations for Georgia's **Blue Key** chapter are collected via email in February.

Recruitment Fellowships: The **Presidential Graduate Fellows** is the top recruitment award, offering four years of a Graduate School stipend, travel funds, and professional development. Presidential Fellows are selected by faculty panel review. **Doctoral Graduate Fellows** are offered slightly smaller annual stipends. For both types, departments must commit to funding all incoming nominees with assistantships for the first four years. Similarly, **Masters's Graduate Fellows** are new UGA students who may receive two years of a stipend along with departmental support. Recruitment awards are non-transferable. Two types of donor-funded assistantships are the **Graduate Education Advancement Board (GEAB) Assistantship** (1-year) and the **Goizueta Foundation Graduate Scholars** (renewable) administered by CLASE encourage nomination of new, incoming graduate students.

How to Submit: The deadline for departments/programs to submit up to two nominees for each fellowship is in **January**. Graduate coordinators submit **Presidential and Doctoral Graduate Fellows** nominations via InfoReady but use GradStatus form G145 to submit **Master's Graduate Fellow** nominations. **GEAB Assistantship** nominees are submitted through G116 and **Goizueta Foundation Scholar** nominations use the G109 form.

Support Awards: These awards are intended to meet some of the financial and research needs of graduate students to foster degree completion. Most are competitive, merit-based awards. **Graduate Degree Accelerator** nominees are close to completing a doctoral degree and have identified an obstacle that can be solved with a modest stipend to free up time for writing. **Summer Research Grants** and **Summer Research Assistantships** (limited to specific departments only) allow doctoral students to progress in their research with nominal summer funding. **Dissertation Completion Assistantships** are highly competitive funding sources for students to finish their dissertations in their final two semesters. The **UGA Graduate School's Scholarships and Fellowships** are foundation-based awards (e.g., Boyd Scholars) that match donor criteria with student achievement and/or financial need in the nomination and selection process. **Emergency Support Funds** are managed by Student Care and Outreach (SCO).

How to Submit: Departments will nominate for the **Graduate Degree Accelerator in September** using GradStatus form G169. **Summer Research Grants (G114)** and **Summer Research Assistantship (G152)** applications are due in February. **Dissertation Completion Assistantships** are submitted through G115 in early March. **UGA Graduate School Scholarships and Fellowships** are submitted in G116 in March. Students apply directly to SCO for the **Emergency Support Funds**.

Grants for Professional Development: The Graduate School provides programming through the Office of Professional Development with grants for specific activities managed by Grad Awards and the Business Office. **Graduate Student Conference Travel Grants** support students presenting their own dissertation or thesis research, awarded on a quarterly basis according to travel dates. Students are limited to two lifetime travel grants. **Communication of Research and Scholarship Grants** fund student outreach to the public based on their research. STEM students with a demonstrated interest in public policy may apply for the annual spring **CASE Workshop** trip to Washington, DC. The annual **Three-Minute Thesis** competition, with its participatory events and monetary prizes, is managed by the Graduate School's Office of Professional Development.

How to Submit: For **Travel Grants**, students must demonstrate all eligibility requirements posted on the **Conference Travel Grants website**. After verifying eligibility, departments submit applications for their students using Domestic Graduate Travel form G117 or International Graduate Travel form G172 by the quarterly due dates (Sep. 6, Dec. 6, Mar. 6, Jun. 6). **Communication of Research and Scholarship** nominations are sent through G151 in February. **CASE Workshop** applicants are submitted through G156 in early February.

External Fellowships: Grad Awards provides summaries with **links and due dates for external fellowships** as they become available on the **External Fellowships webpage**. In summer and fall, Beth Lovern offers workshops for eligible graduate students who plan to apply for the **National Science Foundation's Graduate Research Fellowship Program (NSF GRFP)** each October. The Graduate School manages the GRFP fellows' awards and supplemental funding requests. In early fall, we collect nominations for the annual **P.E.O. Scholars** fellowship (G154) to send to the local P.E.O. Chapter. Beth Lovern serves as the

campus director for the **Fulbright-Hays Doctoral Dissertation Research Award** application due in late winter. For the U.S. Student Fulbright program, interested students must contact the Honors College in the spring. We also consult on **HHMI Gilliam Fellow** and **NIH-F** applications. External fellowships and grants that require the assistance of a faculty PI should be routed through PI's school/college/Office of Research Sponsored Projects and not Grad Awards.

Academic Calendar of Graduate School Awards Funding

Calls for Nominations are emailed to graduate coordinators throughout the year. Submission due dates and reviews generally follow the semester or year-round pattern below:

Fall Semester: Graduate Degree Accelerator, Excellence in Research, Excellence in Teaching, and Engaged Scholarship Award

Spring Semester: Recruitment fellowships (Presidential, Doctoral, and Master's Graduate Fellows; GEAB and Goizueta Scholars Assistantships), Summer Research Assistantships, Summer Research Grants, Dissertation Completion Assistantships, Graduate School Scholarships and Fellowships, *CASE Workshop*, and Communication of Research and Scholarship Grants.

Year-round applications: Graduate School Conference Travel Grants (quarterly deadlines); Emergency Support Funds (students apply directly through SCO)

Graduate Coordinator Award Responsibilities

Students do not apply directly to the Graduate School for any awards. Rather, graduate coordinators work with their department's graduate faculty to identify top/eligible students and submit the nominations using the instructions in the Call for Nominations.

Here is a list of the main graduate coordinator award duties:

- Submit departmental nominations on time. If nominations are not submitted correctly by the due date and time, then they will be excluded from the competition.
- Read the Calls for Nominations and disseminate information to eligible graduate students and interested faculty.
- Organize intradepartmental reviews to select nominees.

- Submit reviews for designated awards in GradStatus on time. (If graduate coordinators are unable to review for a specific award, they must contact Grad Awards before the review period and designate another graduate faculty member to review, or their students will be ineligible for that award.)
- Ensure that students are properly notified of awards.
- Ensure that awarded students submit requirements by the due dates (e.g., acceptance of award, informing the department’s business office, and progress reports for some awards). Student awardee responsibilities are provided in official award letters from the Graduate School.

Graduate School process for managing awards. Grad Awards handles pre-award activities such as responding to questions, sending out Calls for Nominations, setting up nomination forms, managing reviews, and identifying the highest scoring eligible students based on independent reviews. Once the awardees are approved by the Dean of the Graduate School, we send the awardee list to the Graduate School Business Office. In most cases, the Graduate School Business Office transfers the funds to the academic departments. Some award funds, such as the Graduate School Scholarships and Fellowships and the Graduate Degree Accelerator, are posted to the student’s account using Scholarship Universe. Post-award queries related to funds should generally be made to the Graduate School Business Office at gradfinance@uga.edu.

GradStatus forms. Graduate coordinators will only be able to see GradStatus nomination forms when the award period is actively accepting nominations. To view what you have submitted, you may pull up your “My Submissions” tab at the top of GradStatus after your login. New graduate coordinators and graduate coordinator assistants should request access to specific forms in GradStatus by emailing gradawards@uga.edu for instructions.

Appendix A: Forms

Form A1: [Program of Study](#)

Form A2: [Transfer Credit – how to submit form](#)

Form A3: [Leave of Absence – how to submit form](#)

Form A4: [Degree Objective Change – how to submit form](#)

Form A5: [Apply for Graduation \(all\) – how to submit form](#)

Form A6: [Late Filing for Graduation – how to submit form](#)

Form A7: [Advisory Committee Form – how to submit form](#)

Form A8: [ETD Submission Approval – how to submit form](#)

Form A9: [Defense Scheduling and Approval](#)

Form A10: [Approval forms for Defense of Thesis or Dissertation](#)

Form A11: [Graduate Academic Probation Advisement – how to submit form](#)

Form A12: [Out-Of-State-Tuition – how to submit form](#)