

## **PREFACE**

The Graduate Program Handbook provides the procedures and policies of the PHSOP graduate program within the Department of Clinical & Administrative Pharmacy and the Graduate School of the University of Georgia. It supplements information contained in the Graduate School Bulletin and the UGA Graduate School website. All graduate students are expected to carefully read the policy manual, retain it for future reference, and abide by it in the interest of making graduate study in the Department a successful and rewarding experience.

## **Introduction**

The Pharmaceutical Health Services, Outcomes, and Policy Graduate Program is an interdisciplinary program leading to a Master's of Science (MS) or Doctorate in Philosophy (PhD) Degree.

The increasingly complexity of drug utilization in today's world creates complex problems in pharmaceutical care delivery. Practitioners and researchers need to investigate and understand how changes in the health care system will affect the structure, process and outcomes of pharmaceutical care.

Society has increasingly emphasized the need to maximize health outcomes subject to budget constraints, and the need to identify and select efficient health inputs is paramount. Changes in products (goods and services), access to care, freedom of choice, reimbursement policy, direct-to-consumer advertising, health outcomes, health policy-issues – including third party considerations and government regulation are a few examples of the issues which impact the delivery of pharmaceutical care.

These issues will require researchers skilled in a broad spectrum of disciplines including, but not limited to pharmacy, economics, administration, finance, marketing, epidemiology, and psychology.

### **Current Core Pharmaceutical Health Services, Outcomes, and Policy Faculty:**

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## **Course Objective & Competencies**

The objective of the graduate program in Pharmaceutical Health Services, Outcomes, and Policy (PHSOP) is to educate students to perform meaningful independent research and develop scholarly characteristics preparing them for professional careers in academia, research, government, institutional pharmacy, and industry. Having accomplished the academic and research requirements, students find career opportunities with universities, industry, pharmaceutical associations, local, state and national health agencies, health care delivery organizations, managed care organizations, pharmaceutical industry, state boards of pharmacy, and medical media organizations.

During the course of study, the student is provided with the necessary tools to design and execute research projects, which is non-descriptive, involving hypothesis testing, and is significantly meaningful to the field of pharmacy. The plan of study will provide the student with the necessary technical knowledge and professional insight to investigate a worthwhile topic with appropriate analytical techniques.

### **Competencies:**

1. Develop research questions that address health care problems
2. Design and conduct patient-oriented and/or laboratory-based research and interpret the results
3. Communicate effectively with the health care, research, and lay communities
4. Apply ethical principles and comply with legal and regulatory requirements in the conduct of professional activities
5. Implement a strategy for life-long personal and professional development
6. Demonstrate professional values and behaviors

## **Admission to the Program**

Graduate Admissions information and deadlines are posted on the Graduate School [website](#).

Clinical and Administrative Pharmacy's Pharmaceutical Health Services, Outcomes, and Policy program offers the Master of Science (MS) and Doctor of Philosophy (PhD) degrees.

## **Classification of Students in PHSOP**

Students may be admitted directly into the M.S. program by the PHSOP graduate faculty upon a competitive basis. Students wishing to enter the Master of Science degree in Pharmaceutical Health Services, Outcomes, and Policy must possess a Bachelor degree from an accredited four-year college or university, a Doctor of Pharmacy or a M.D. degree. Preference is also given to other U.S. trained health professionals such as nurses. Applicants not having these credentials may be admitted with the provision that remedial non-credit course work may be required to acquaint them with the profession and problems of pharmacy practice in the United States.

Applicants must also satisfy the requirements of the University of Georgia Graduate School prior to admission to the program. If an applicant possesses an undergraduate deficiency, which would seriously hamper his or her progress in the graduate program, he or she may be required to correct the deficiency before formally entering the graduate program.

[Applications](#) must be submitted to the UGA Graduate School.

## **Graduate Enrollment Policy**

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

### **Minimum Enrollment**

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

## **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 (major professor in PHSOP), and cleared by the Department in the registration system. Online access to registration consists of three phases (see dates on the [website](#) of the Office of the Registrar).

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

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

**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 at [stuacct@uga.edu](mailto:stuacct@uga.edu).

**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.

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

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

	<b>Minimum Semester Hours</b>	<b>Maximum Semester Hours</b>
Students <b>NOT</b> on assistantship	3	18
Graduate Assistantships (0.33 to .5 time)	12	18

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

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

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

The request for an overload must be submitted to Enrolled Student Services from the Graduate Coordinator.

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

**Probation and Dismissal.** Students with a cumulative graduate course GPA below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course GPA is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course GPA each semester while on probation. Probation status ends when the student's cumulative graduate course GPA reaches at least a 3.0. If the semester graduate course GPA drops below a 3.0 while the student is on probation, the student will be dismissed from the Graduate School. When a student repeats a graduate course, the last grade will be utilized to calculate the cumulative graduate course GPA that is used for probation, dismissal, admission to candidacy, and graduation. Courses that are created as "repeatable" for additional credit constitute an exception to this rule. Grades earned in these courses do not replace the previous grade. Grades of S, U, I, and V will not be used in calculating the cumulative graduate course GPA. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester when the conversion takes place, even if the student is not registered for that semester. Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the Dean within 30 calendar days following receipt of the notice of dismissal. Information concerning the appeal process may be found in the Graduate School Bulletin.

### Grade Scale Converted to Numerical Value.

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

**Test scores and Transcripts from Other Institutions.** All test scores and transcripts received from graduate students after enrollment 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](#).

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

**Grievance Procedures for Graduate Students in PHSOP.** The areas of interest covered by the Department of Clinical and Administrative Pharmacy are both broad and varied. The possibility exists that differences of opinions involving philosophical interpretations of problems or personality conflicts between student and faculty or between students may occur. Normally, such situations would be resolved amicably between the individuals involved.

If this does not occur and serious grievances persist, the following procedures will be initiated to achieve a just and equitable settlement. The student will submit a formal, written complaint to the person(s) involved outlining the grievance and a request for a conference for a solution. The addressee of the complaint will submit a written reply to the student within 10 days. If an agreement is reached, a dated copy of the agreement, signed by all parties, will be provided to the Graduate Coordinator. If the grievance cannot be settled, the student will submit all correspondence concerning the grievance to the Department Head who will meet with the parties involved to resolve the grievance. The final solution, including any agreements, will be written and signed by all parties and retained in the Department files.

If the Department Head is unable to resolve the problem, or if he or she decides the problem should be considered by the Departmental Graduate faculty, the grievance will be presented to the Department Graduate faculty within 10 days for discussion and solution. The decision of the Department Graduate faculty will be binding upon all individuals involved, but may be appealed to the Dean of the Graduate School if necessary.

**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.

Please refer to the Graduate School section on [Academic Regulations & Procedures](#) for more information.

### **Advisory Committee**

**Advisory Committee Meeting.** The Advisory Committee should be established no later than by the end of the first year and is selected by the student with input from the major professor. The Advisory Committee is responsible for guiding the student in the selection of course work and will assist in the development of the thesis/dissertation research. The Advisory Committee must meet each semester in person (or via zoom) with the student to assess the student's progress and provide advisement with regard to course work and research. At the Advisory Committee meeting, the student should present to the Committee their current progress and the planned activity for the upcoming semester. This presentation can include a summary of coursework, discussion of proposed thesis/dissertation research, preliminary data, etc. The oral presentation typically should be 20-30 min. After the presentation, the Committee will meet independent of the student to discuss the student's progress and provide recommendations. These recommendations will be documented in the progress report and provided to the student. It is expected that the Major Professor will provide the Committee's feedback to the student.



**Committee Composition.** The advisory committee for the Master of Science must consist of a minimum of three members. The chair and at least one other member must be members of the Graduate Program Faculty at UGA. The third member may be a member of the Graduate Program Faculty or a person with a terminal degree holding one of the following ranks at UGA: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks and who holds a terminal degree in his/her field may be appointed as a third member upon approval by the Departmental Graduate Program Faculty and the Dean of the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study ([see Non-affiliated Persons on Advisory Committees](#)). No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority must be members of the Graduate Program Faculty. Committee requirements for professional master's and educational specialist degrees should follow the individual department's guide.

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

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

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

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

**Non-Affiliated Persons on Advisory Committees.** In addition to the regular committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee of a graduate student after nomination by the Graduate Coordinator and approval of the Dean of the Graduate School. When nominating a non-affiliated person, the Graduate Coordinator must submit the nominee's current resume/CV with an Advisory Committee form and a letter addressed to the Dean of the Graduate School explaining why the services of the non-affiliated

person are requested. A nominee must have distinguished credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment. Compensation, if required, must be provided by the department that requested the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

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

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

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

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

## **Programs of Study**

### **Requirements for the M.S. & Ph.D. Programs of Study for PHSOP**

The Program of Study is an official document listing the courses for a degree program which is to be completed on the proper [form](#) (G138) through [Grad Status](#) by the student and Major Professor, and approved by the Advisory Committee.

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

Students in the M.S. program must successfully complete the following core courses:

- PHRM 8620 Pharmaceutical Health Services, Outcomes, and Policy Seminar
- PHRM 8640 PHSOP Research Methods
- STAT 6210 Introduction to Statistical Methods I OR STAT 6310 Statistical Analysis I
- STAT 6220 Introduction to Statistical Methods II OR STAT 6320 Statistical Analysis II

**Doctoral Degrees.** The residence required for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. 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. 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.

A preliminary program of study, developed by the student and major professor and approved by a majority of the members of the Advisory Committee, must be submitted to the Graduate Coordinator by the end of the student's first year of residence (the preliminary program of study is not submitted to the Graduate School). The Graduate Bulletin describes the numbering of courses as follows:

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

Courses numbered 6000-7999 are normally taken early in the student's program of study. Joint undergraduate/graduate courses, numbered 4000-4999/6000-6999 and 5000-5999/7000-7999, in which undergraduate and graduate students are combined, are not normally used to fulfill the core requirements of a graduate degree program.

Based on this structure, a doctoral program of study should consist of 16 or more hours of 8000- or 9000-level courses, exclusive of 9000 (doctoral research) or 9300 (dissertation writing) or be accompanied by a letter of justification as to the acquisition of fundamental knowledge, technique, or professional courses.

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

The doctoral program of study for a student who bypasses the master's degree must contain a minimum of 16 hours of 8000- or 9000-level courses and four additional hours of UGA courses open only to graduate students. Courses not allowed on a program of study include GRSC 9005 (Graduate Seminar), GRSC 7770, GRSC 9270, and LLED7768/7769.

#### **Ph.D. Program Coursework**

##### **PHSOP Core (18 total credit hours):**

- **GRSC 7001 GradFIRST Seminar (required in first semester of program)**
- PHRM 8610 Social Behavior in Pharmacy
- PHRM 8620 PHSOP Seminar (required each semester)
- PHRM 8670 Economic Evaluation in Health Care
- PHRM 8680 Pharmacoepidemiology
- PHRM 8690 Health Outcomes

##### **Methods Core (minimum 15 credit hours):**

- PHRM 8640 PHSOP Research Methods
- PHRM 8650 PHSOP Advanced Research Methods
- Technical Writing (i.e., GRSC 8200 Communicating Science and Scholarship; GRSC 8300 Academic Writing)
- Grant Writing (i.e., PHRM 8080 Grantsmanship)

##### Additional courses for Methods Core:

- COMM 8700 Social Scientific Research Methods in Communication Studies
- ECHD 7980 Questionnaire Construction and Data File Management in SPSS
- HPAM 8300 Research Methods in Health Policy
- HPRB 7510 Health Promotion Research Methods
- HPRB 8510 Research Methods in Health Promotion and Behavior I

- PADP 7110 Research Methods in Public Administration
- PADP 7160 Survey Research Methods
- PSYC 6250 Psychometrics
- PSYC 6420 Advanced Experimental Psychology (Research Methods)
- PSYC 6440 Experimental Design in Psychology
- SOWK 8116 Quantitative Research Methods in Social Work
- SOWK 8166 Qualitative Research Methods in Social Work

**Statistics Core (minimum 12 credit hours):**

- STAT 6210 Introduction to Statistical Methods I OR STAT 6310 Statistical Analysis I
- STAT 6220 Introduction to Statistical Methods II OR STAT 6320 Statistical Analysis II

Additional courses for Statistics Core:

- BIOS(STAT) 4380/6380 - Survival Analysis
- BIOS 7100 Biostatistical Applications for the Pharmaceutical and Biotechnology Industries
- BIOS(PHAR) 7100E Biostatistical Applications for the Pharmaceutical and Biotechnology Industries
- BIOS 8010 Regression and Analysis of Variance
- BIOS 8110 Categorical Data Analysis
- BIOS 8160 Reproducible Research: Statistical Methods and Practices
- ERSH 8320 Applied Correlation and Regression Methods in Education
- MARK 7700 Conjoint and Discrete Choice Analysis
- MGMT 9610 Introduction to Structural Equation Modeling
- PSYC 6430 Applied Regression Methods in Psychology

**Electives (minimum 9 credit hours):**

Students must take a series of at least 3 courses in a selected concentration area (see list below). Other concentration areas are plausible; please discuss other concentration areas with your advisor.

- Epidemiology
- Economics
- Policy Analysis and Evaluation
- Health Promotion and Behavior

Below you will find concentration areas and corresponding lists of course examples; however, other courses may align with a specific area. Please discuss other courses with your advisor.

Examples of elective courses in Epidemiology

- EPID 7010 Introduction to Epidemiology I
- EPID 7020 Introduction to Epidemiology II
- EPID(GRNT) 8300 Epidemiology of Aging
- EPID(GRNT) 8400 Epidemiology of Chronic Disease
- EPID 8420 Cardiovascular Disease Epidemiology
- EPID 8500 Infectious Disease Epidemiology

- EPID 8600 Social Epidemiology

Examples of elective courses in Economics:

- AAEC 8100 Nonmarket Economic Evaluation Techniques and Applications
- ECON 8070 Statistics for Econometrics
- ECON 8080 Introduction to Econometrics
- ECON 8090 Research Methods in Economics
- ECON 8110 Econometrics I
- HPAM 8600 Advanced Health Economics
- HPAM 8650 Healthcare Finance
- PHRM (PMCY)(HPAM) 8310 Discrete Choice Experiments in Health Economics Evaluations

Examples of elective courses in Health Promotion and Behavior:

- HPRB 7470 Program Evaluation in Health Promotion and Health Education
- HPRB 7920 Health Behavior
- HPRB 8410 Human Ecology of Health and Illness
- HPRB 8420 Theory and Research in Health Promotion
- HPRB 8430 Intervention and Evaluation in Health Promotion

Examples of Policy Analysis and Evaluation:

- HPAM 8320 Survey Research Methods in Health Policy and Management
- HPAM 8340 Social Determinants of Health and Health Disparities
- HPAM 8400 Advanced Policy Analysis in Public Health
- HPAM 8410 Advanced Health Informatics
- HPAM 8450 Advanced Policy Evaluation in Public Health
- HPAM 8810 Health Policy Planning and Evaluation
- HPAM 8820 Global Health Policy

## **GradFIRST**

Beginning fall 2022 Graduate students must complete a 1-credit GradFIRST seminar (GRSC 7001) during fall or spring of their first year, unless they are enrolled in an exempt program. The GradFIRST seminars supplement discipline-specific training in graduate students' academic programs with focused professional development and engagement/networking opportunities.

Completion of GradFIRST will be listed on a student's program of study (G138) form in GradStatus. In the section titled "GradFIRST requirement" the student should list the semester in which the course was completed. Students in programs granted an exemption by the Graduate School, or students who matriculated prior to Fall 2022, may note that they are exempt from this requirement. GRSC 7001 should not be listed as a course under "Course Information" in programs of study.

### **Registering for GRSC 7001 seminars**

New graduate students should be directed into the most appropriate GRSC 7001 section during

advising. Sections will not be visible/searchable to students in Athena, and students will need to have the Course Reference Number (CRN) for their preferred section. For programs with reserved seats for their own students, GCs/GCAs will be provided with the CRN for the program section, which will be restricted to Permission of Major (POM). Graduate advisors should provide this CRN to students for registration.

## **Doctoral Preliminary Comprehensive Examinations**

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

1. the absentee member may participate via a telephone or video conference in which all participants can hear each person’s comments. The chair of the committee will need to sign the report of the examination for the absentee member and register his/her vote and indicate that the member participated by telecommunication or video conference (the major professor signs the absentee member’s name followed by the major professor’s initials)
2. a substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student’s research project. A revised advisory committee form must be submitted to the Graduate School prior to the examination or
3. the examination may be rescheduled for a later time. In either case, the Graduate School must be notified. No more than one dissenting vote is permitted for the student to pass both the written and oral examinations. The major professor’s/co-major professors’ vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for comprehensive examinations.

## **Admission to Candidacy (Doctoral Degrees Only)**

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

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

The Application for Candidacy [form](#) (GS162) must be submitted to the Graduate School as soon as possible following the completion of these requirements. Candidacy begins on the date the form is received in the Graduate School. The Graduate Coordinator must notify the Graduate School should there be a reason to delay admission to candidacy as indicated on the comprehensive examination report form.

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

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

### **Dissertations and Theses Preparation.**

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

1. it presents original research or scholarship
2. it demonstrates the student's ability to understand and critically evaluate the literature of the field
3. it reflects the student's mastery of appropriate research methods and tools and



4. it shows that a student can address a major problem, arrive at successful conclusions, and report results in a literate fashion.

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

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

All theses and dissertations must be submitted in electronic Adobe Acrobat (.pdf) format. The dissertation or thesis format should conform to the instructions contained in a style manual or scholarly journal approved by the Department and the Graduate School. The Graduate School guide for preparing the dissertation or thesis should be followed to ensure that standards of uniformity and consistency are maintained. If a student receives assistance to format the document, the student has a responsibility to see that this individual reads and follows the Guide that is available [here](#). Any questions concerning formatting or difficulties with electronic submission should be directed to Enrolled Student Services [etdhelp@uga.edu](mailto:etdhelp@uga.edu).

**Dissertation and Thesis Styles.** The dissertation or thesis may be written in either the traditional or the manuscript (journal article) style described below. The dissertation or thesis must include an introduction and a critical literature review with the purposes of defining the problem, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. There must also be a concluding chapter or section which unites the preceding chapters or sections and may include a general discussion integrating the major findings.

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

Manuscript Style. The practice of using the manuscript (journal article) style thesis or dissertation format will be at the discretion of the Department. In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in peer-reviewed journals.

The manuscript style permits, for the **doctoral degree**, the inclusion of **two or more manuscripts** and, for the **master's degree**, inclusion of **one or more manuscripts** submitted or prepared to be submitted to scholarly journals as chapters or sections of the dissertation or thesis. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, except for the differences required by journals (e.g. literature citations, table designations). Numbered lines, as required by some

journals, must not be used. Captions must accompany each figure on the same or preceding page of each manuscript. No reprints or photocopies of reprints will be permitted.

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

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

**Notification of Defense:** A notification must be posted **at least two weeks** before the defense. The notification includes the candidate's name; date, time, and place of defense; list of committee members; and the title of the doctoral dissertation. An electronic notification form is available in [GradStatus. \(G164\)](#).

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the Advisory Committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and Advisory Committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The Advisory Committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School **at least two weeks** prior to graduation for the current semester. If a University program would like to deviate from the above policy, the following steps must be taken:

1. request approval from the Graduate School for the revised policy that will be used for program level defenses
2. documenting the program's handbook the revised policy approved by the Graduate School for the program. Such deviations must be applied to all students in the program.

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

A dissertation will not be approved before an approved program of study is on file in the Graduate School. The approval forms for the defense of a thesis or dissertation are available at the Graduate School website. The Electronic Thesis and Dissertation Submission Approval Form must be submitted at the same time in Grad Status. All members of the Advisory Committee must be present for the entire defense. If, for a good reason, a member cannot be present, the student must choose one of the following options:

1. The absentee member may participate via a teleconference or video conference in which the comments of all participants can be clearly and consistently heard. The chair of the committee must sign the approval form for the absentee member, register his/her vote and indicate that the member's participation was by teleconference or video conference (the major professor signs the absentee member's name followed by the major professor's initials). The student and committee chair must appear in person for the defense. If the major professor is not able to attend the defense in person, they can designate a chair for the defense who is a current member of the committee
2. a substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to examination. A minimum of three Graduate Program Faculty members must be maintained
3. the defense may be rescheduled at a later time. In either case, the Graduate School must be notified.

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

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

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

**Final Format Check.** All requirements for the thesis or dissertation must be completed **no later than two full weeks prior to graduation** ([see “Important Dates”](#)). The final copy will not be accepted as the official copy until the Graduate School has received the signed approval form for the thesis or dissertation defense and the ETD submission approval form. These forms are due by the same deadline as the final copy of the thesis/dissertation. The Graduate School will not accept theses or dissertations for any student graduating in future semesters between the final copy submission deadline for the current semester and late registration for the following term.

## **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 time to review the student’s file. These deadlines are published on the Graduate School website for three semesters in advance. Students must enroll for a minimum of three hours during the semester in which degree requirements are completed. The application for graduation is submitted in Athena and requires no signatures.

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

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

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

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

The grade of U as a terminal grade in 7300, 9300, or GRSC 9270 courses is not acceptable. The same rule applied to courses entitled technical report, applied project, seminar, special problems,

internship, practicum, and research courses when these are degree requirements is in effect. Under these conditions, The Graduate School cannot clear a student for graduation.

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

### **Petition Procedure**

A student who wishes to petition for an exception to Graduate School policies may do so by writing a letter to the Dean of the Graduate School stating the nature of the request and providing the reason to justify approval of the request. The major professor must review the student's request and write a letter to the Dean stating approval or disapproval of the petition. The Graduate Coordinator and Department Head must review the major professor's recommendation and indicate their concurrence by writing an additional letter of recommendation, which they co-sign. If they do not concur with the recommendation, the reason should be provided in the letter to the Dean of the Graduate School.

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

### **Alleged Violations of University Conduct Regulations**

Hearings on alleged violations of University conduct regulations fall within the jurisdiction of Student Conduct in the Division of Student Affairs. Violations of conduct regulations include but are not limited to academic honesty, falsification of university records, unauthorized entry into or use of university facilities, and theft. When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her Department Head. The Head of the Department and the faculty or staff member should contact Student Conduct regarding the alleged incident. Student Conduct, following its own procedures, will hear the case and send written notification of the decision to the Department, the faculty or staff member, and the Graduate School.

### **Probation and Dismissal**

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

## **Appeals**

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 at: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>

## **Financial Support for Graduate Students**

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

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

**Types of Graduate Assistantships.** Academic units of the University may employ graduate assistants in four classifications. The type(s) of graduate assistant(s) to be employed depends on the needs of the academic units, the availability of funds, and the qualifications of the students involved. The four classifications may be described as follows: Graduate teaching assistants (GTAs) are students enrolled in the Graduate School who are assigned instructional responsibility



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

Graduate research assistants (GRAs) are students enrolled in the Graduate School who are assigned to assist one or more faculty members with research projects. In most instances, GRAs are assigned duties such as literature review searches and laboratory experiments under close supervision of faculty members. The term graduate assistant (GA) encompasses all other graduate students receiving assistantship stipends not covered by the three previously mentioned categories. Duties assigned to GAs may include gathering, organizing, and analyzing data, and assisting academic faculty. Whenever possible, the duties assigned to GAs should be relevant to the graduate program and the professional goals of the student.

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

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

**Appointment Procedures.** Graduate Assistants are appointed by the head of the relevant academic unit and must be approved by the Dean of the college/school in which the academic unit is located and the Dean of the Graduate School. The head of the academic unit offering the assistantship is responsible for making the offer of appointment in an official letter. At the time assistantship offers are accepted, the heads of the appointing units should provide recipients with a copy of departmental policies relating to graduate assistants. Those students who have been assigned teaching or laboratory duties should also be provided a copy of the Handbook for Graduate Teaching & Laboratory Assistants. New GAs should be notified by the Department about orientation meetings and other training opportunities as soon as these meetings are scheduled.

**Length of Appointment to an Assistantship.** Appointments may be made for one semester only. To be eligible for reappointment, GAs must maintain a 3.0 average on all graduate course work and must have received acceptable performance evaluations from their immediate supervisor.

**Condition of Service.** All graduate students must be registered for classes prior to the first day of classes for each semester. Failure to do so may result in the loss of the assistantship. Graduate assistants are expected to make uninterrupted progress toward completing requirements for the degree. Students cannot hold an assistantship(s) that requires more than one-half time service (a maximum of 20 hours of work each week). Students holding assistantships requiring one-half time service may not accept employment from any institution within the University System of Georgia during the fiscal year. Graduate assistants who hold assistantships that require from 13 to 20 FTE time service must register for a minimum of 12 graduate-level credit hours during Fall and Spring semesters and 9 graduate-level credit hours during the Summer semester. Graduate assistants may not register for more than 18 credit hours. Exceptions to the maximum course load may be obtained with written approval of the major professor and the Dean of the Graduate School. Students will not be permitted to hold assistantships when they are placed on academic probation by the academic unit in which they are studying or by the Graduate School. Graduate assistants are not permitted to teach graduate-level courses or to enroll in courses for which they are assigned assistantship responsibilities.

**Responsibilities.** Graduate assistants are responsible for being informed about and adhering to departmental, college, and institutional regulations. Regardless of the work assignment, GAs are obligated to maintain standards of academic honesty and integrity and to report violations of these to their faculty supervisor. Recognizing that the assistantship is a temporary position, GAs should keep careful records of work assignments and should leave records in such a condition that decision can be traced, results verified, and incomplete work finished after the assistantship ends. 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. Graduate Assistants must be notified in writing of all decisions that affect their status as a temporary student employee. They should be given advanced notice of evaluation procedures and must receive notice of reappointment procedures in time to permit preparation of their assistantship applications. If a graduate student will not be reappointed, they should be given advance notice so that they may seek other funding opportunities.

Graduate Assistants have access to appeal and grievance procedures available at the University. Appeals resulting from academic decisions are usually directed to the unit responsible for the decision. An unfavorable ruling may be appealed to successive levels within the University and ultimately to the Board of Regents of the University System of Georgia. Information about appeals of academic matters can be found on the Graduate School website. Complaints of discrimination based on race, color, religion, national origin, sex, age disability, or veteran status, should be reported to the UGA Equal Opportunity Office.

**Evaluation.** The performance of all GAs in each academic unit must be evaluated annually following written policies and procedures adopted by the unit. Evaluation is to be made by the immediate supervisor(s) of the GA and monitored by the head of the academic unit. Evaluation



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

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

**Tuition Waivers for Graduate Assistants.** In accordance with the University System of Georgia Board of Regents Policy 7.3.1.2, GAs may be eligible for a tuition waiver. Graduate assistants on a  $\geq 13$  hours/week appointment will qualify for a reduction of tuition to \$25 per semester. In order to request a tuition waiver, each department must submit the student's information to the Graduate School Business Office via GradStatus prior to the registration period. The information must include the student's name, 81X student identification number, percentage time employed, residency, type of service, and duration of assistantship. The DPAS and GSAS codes roll-forward from fall to spring semesters. All other codes must be entered each semester. Graduate Assistants receiving a tuition waiver are expected to work for the entire semester and maintain full-time registration (12 graduate credit hours). Failure to work for the period of time covered by the program's semester or failure to maintain 12 graduate credit hours will result in the removal of the tuition waiver and reversal of the tuition reduction. Ensuring that the student works the required number of hours associated with their assistantship and maintains full-time enrollment is the shared responsibility of the academic program, the hiring unit, and the student. If a student is unable to complete the time commitment required by their assistantship for a justifiable reason, the Graduate Coordinator may file a request for exemption with the Graduate School. The Graduate School will conduct audits to ensure that academic programs comply with this policy. The academic program or the unit employing students that violate this policy may be required to reimburse tuition waivers. However, if it is determined that the student is responsible for failing to meet the work or enrollment expectation, then the student may be required to pay full tuition.

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

**Graduate School Assistantships.** The Graduate School provides competitive assistantships to students from disciplines across the University. By directive of the President, the Dean of the Graduate School is to ensure that these assistantships are used to recruit exceptionally qualified

students, to further international exchange programs, to support a diverse student body, and to facilitate the timely degree completion of enrolled students. Graduate School awards and assistantships include the Presidential Graduate Fellows Program (doctoral only), Graduate School Research Assistantship block grants to colleges and schools (master's and doctoral), Georgia Research Education Award Traineeship (GREAT) Fellows Program (doctoral only), Georgia Impact Now (GAIN) Master's Fellows Program (master's only), and Dissertation Completion Awards (doctoral only). For more information on these awards please see the Graduate School website. A complete overview of all financial support opportunities is available in the Graduate Bulletin's Financial Assistance and Awards section.

## **Student Travel**

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

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

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

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

1. First preference will be given to doctoral students or students pursuing the terminal degree in their discipline. A request from a master's student will be considered only if the Department does not offer a doctoral degree.
2. Applicants should be reporting results of their dissertation or thesis research and should be primary author of the publication or presentation.
3. The meeting should be of regional or national importance.
4. The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate enrollment at UGA.
5. The student cannot have any grades of incomplete (I) or unsatisfactory (U).
6. Funding will not be provided to students employed as instructors or classified employees.

7. The applicant must be in one of the following categories: (a) registered for full-time graduate study during the semester of his/her travel, (b) doctoral students admitted to candidacy (minimum 3 credit hours), or (c) a thesis-writing master's student who has satisfactorily completed all required courses (exclusive of 7000 and 7300). If a student is traveling between semesters, he/she must also be in one of these categories during the semester following travel.
8. The student must submit the following: abstract, acceptance, and "Request for Authority to Travel" form from their department. The Department will review each student to verify if they meet the criteria, then forward the application to the Graduate School. The name and number of the departmental contact should be included for questions that may arise.
9. Travel support provided by any other party (e.g. Department) must be listed on the Travel Authority form submitted to the Graduate School.

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

The amount of the award for an individual will be based on factors such as prevailing costs at the meeting site, cost of travel, whether the meeting is national or regional, and the availability of funds. It is possible that students will be awarded an amount that is less than their request.

### **Work Loads, Course Loads, and Compensation for Graduate Students**

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

To be eligible to receive the reduced tuition fee of \$25/semester, a student holding an assistantship must: 1) Perform at least one-third service (13 hours per week) for the University; 2) Be paid at the approved rate for a graduate assistant in the particular school, college, or department offering employment; and 3) Be employed at 100% of the class days of the semester for which the waiver is requested. Exemptions can be requested from the Graduate School Dean for justifiable reasons e.g. meeting graduation requirements before the end of the semester.

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

