Master of Agricultural and Environmental Education

GRADUATE STUDENT HANDBOOK
2018-2019
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1. ALEC VISION AND MISSION

**Motto:** Promoting Food, Environmental, and Social Sustainability

**Vision:** Empower communities toward food, environmental, and social sustainability through leadership, education, and communication.

**Mission:** Develop leaders, educators, and communicators to engage in food systems that are environmentally and socially sustainable. The mission will be accomplished by:

- *Preparing agricultural educators* who teach youth and adults using formal and non-formal methods in a variety of contexts in and about food, fiber, and natural resource systems.
- *Developing professionals* who lead effective change in the context of agricultural and environmental systems on local, state, national, and international levels.
- *Preparing agricultural communicators* (journalism, advertising, marketing, public relations, sales, telecommunication) to disseminate information, market agribusiness, government agencies, educational and non-profit centers and institutes, and media outlets.
- *Creating and disseminating knowledge* concerning the educational process in agricultural leadership, education, and communication through research and development.

The department of Agricultural Leadership, Education, and Communication (ALEC) offers multi-disciplinary teaching, research and outreach programs aimed at developing and supporting professionals for leadership, teaching, and communication careers in agricultural and environmental fields. Students receive personal attention and a challenging and supportive learner-centered educational environment. We offer a small school atmosphere amidst the abundant opportunities and resources at the University of Georgia.

The master’s degree program in Agricultural and Environmental Education (MAEE) is designed to develop future agricultural and environmental leaders. The program objective is to provide graduate-level training for individuals seeking leadership positions within agricultural and environmental agencies, non-government organizations, government agencies, and related industries. The *non-thesis* option will prepare practitioners to advance within their selected careers. The *thesis-option* will prepare scholars for additional study such as a Ph.D. in ALEC related disciplines, and for research-related careers.
Program Goal and Objectives

Graduates will be able to:

- Articulate a philosophy of leadership development based on leadership development theory applied to current issues and trends;
- Critically evaluate relevant research;
- Communicate with the public concerning agricultural issues;
- Use interpersonal skills and dynamics related to problem solving;
- Practice group process, problem solving, and team building skills;
- Conceptualize theories of organizational development related to profit and non-profit agricultural organizations;
- Research, synthesize, and articulate public issues related to agricultural and environmental issues;
- Work in leadership positions of agribusinesses, state and federal agencies, and agricultural commodity commissions and organizations;
- Develop a personal framework in dealing with ethical issues related to agricultural and environmental sciences;
- Formulate a plan for conflict resolution, managing and initiating change in groups and organizations.

2. APPLYING FOR MAEE, ADVISING, REGISTRATION, AND ENROLLMENT

How to Apply for the MAEE Program

Step 1. Complete UGA Graduate School online application and pay the required fee. 
- Submit your transcripts to UGA Graduate School. ALEC requires undergraduate GPA for U.S. students to be 3.0 or higher.
- Submit your resume.
- List three individuals who will serve as references. They will be sent a link to complete an online letter of reference.

Step 2. Take the Graduate Record Exam (GRE) or the Miller Analogy Test (MAT). GRE Link: [https://www.ets.org/gre/](https://www.ets.org/gre/) or MAT Link: [https://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html](https://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html)
- ALEC requires a GRE Verbal Score of 150 or higher and a Quantitative Score of 140 or higher.
  - Register for the GRE by creating an account.
  - POWERPREP: Free GRE practice tests and help with the exam
- MAT Testing Centers: [https://images.pearsonassessments.com/images/assets/mat/mat-ctc-list.pdf](https://images.pearsonassessments.com/images/assets/mat/mat-ctc-list.pdf)
International Students take the TOEFL. Link: https://www.ets.org/toefl
- TOEFL score of 80 or higher for international students from non-English speaking nations
- International Students: Once admitted, start your visa process immediately.

**Step 3.** Write and submit your Statement of Purpose (1-2 pages): Discuss your future career goals and how the MAEE graduate degree will benefit you professionally. Discuss how your research ideas (thesis option) or capstone project (non-thesis option) ideas fit within the ALEC disciplines. Discuss any communication you have had with an ALEC faculty and if that faculty will serve as your advisor. See UGA Bulletin for ALEC courses under AGED, AGCM, and ALDR for course descriptions Link: http://bulletin.uga.edu/CoursesHome.aspx

**Step 4.** If you are seeking funding through a teaching or research assistantship, write your Letter of Intent addressed to Graduate Coordinator and send to kdk@uga.edu. This letter is necessary ONLY if you are applying for an ALEC assistantship. Include information regarding how your professional experiences contribute to the ALEC department’s teaching, research, and Extension missions and which ALEC faculty member you are interested in working with.

Once your packet is complete, your application will be reviewed by the Graduate Education Committee. You should receive notice of admission decision within two months of completing your application.

**Ask for Help**

The graduate committee, the graduate coordinator, and the Student Affairs Professional are happy to answer questions. Feel free to call 706-542-8913 for assistance.

**Registration**

Students must register for a minimum of three hours of credit each semester. Students on an assistantship are required to register for 12 hours in the Fall and Spring and 9 hours in the Summer. Working professionals typically register for 6 hours (2 classes) each semester to complete the program in two years. Deadlines for registration are noted in the UGA Schedule of Classes on the University Registrar’s web site http://www.reg.uga.edu/.

**Mandatory Health Insurance and Request for Waiver**

All UGA students are required to have health insurance. If you currently have a health plan, you can request a waiver if they have other acceptable health insurance coverage. To submit a waiver, go to http://studentcenter.uhcsr.com/univofga and select “Waiver Form.” Use your 9-digit student ID (81x) number and date of birth to access the Waiver form. See also: https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-waiver/
Advising

Graduate education is a negotiated process between the student and their graduate committee to select coursework and determine the direction of the thesis or capstone project. The graduate committee is chaired by student’s advisor. In consultation with the advisor, the student selects two additional faculty members to serve on the graduate committee. The graduate committee consists of:

- Chair 1: An ALEC faculty member holding at least a 50% appointment in ALEC with graduate faculty status at UGA.
- Member 2: An ALEC faculty member holding at least a 50% faculty appointment in ALEC with graduate faculty status at UGA.
- Member 3. An ALEC faculty or adjunct faculty member with graduate faculty status or a faculty member of another department or university holding graduate faculty status at UGA or their respective university.

Students cannot register until they have been advised. Please work with advisor to select courses and get approval to enroll. If interested in a course in another department but not sure if it is acceptable for the degree, request a syllabus from the instructor of record and share this with committee for approval.

After selecting the graduate committee, complete the Advisory Committee (G130) form at: https://gradstatus.uga.edu/Forms/G130

How to Register

Steps in the registration process include the following:
1. Students meet with advisor to determine classes before registering. This meeting may take place by email, telephone, or in person.
3. Identify the code numbers for each course (CRN number).
4. Next, register in Athena at https://athena.uga.edu/
5. Remember to PRINT CLASS SCHEDULE AND INVOICE. Pay fees by the date shown on the invoice. Student loans will appear as an option.
6. For students who are on assistantships, fees may be payroll deducted.

3. CURRICULUM

At least 36 consecutive semester hours (minimum of 3 credits per semester) must be taken to graduate. A break in residence is not incurred if a student elects not to register for a summer term. The Course Check Sheet lists requirements for MAEE, including the Agricultural Education track with plans to teach agriculture.

Recommended Course Sequence (See Appendix B for checklist)
<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Spring 1</th>
<th>Summer 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ALDR 7350 Team and Organizational Development</td>
<td>*ALDR 8150 Program Development for Agricultural Leaders</td>
<td>Elective, Special Problems</td>
</tr>
<tr>
<td>*ALDR 7400 Communication in Agricultural and Environmental Sciences</td>
<td>*ALDR 8030E Diffusion of Innovations</td>
<td>ALDR 8200 Research Methods in Agricultural Education or ALDR 8600 Qualitative Research Methods in Agricultural and Environmental Science</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2 Suggested Electives</th>
<th>Spring 2 Suggested Electives</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALDR 6800E Grantseeking</td>
<td>ALDR 8300 History and Philosophy of Agricultural Education</td>
<td>Elective, Special Problems</td>
</tr>
<tr>
<td>ALDR 6710 International Agricultural Development</td>
<td>ALDR 8100 Teaching and Learning Theories in Agricultural Leadership, Education, and Communication</td>
<td>ALDR 6600 Global Seminar</td>
</tr>
<tr>
<td>ALDR 8350 Program Evaluation</td>
<td>ALDR 7000 Masters Research (for students completing a non-thesis only)</td>
<td>ALDR 8400E Advanced Program Evaluation &amp; Data Analysis</td>
</tr>
<tr>
<td>ALDR 6540 Advanced Leadership Theory, Ethics, and Culture</td>
<td>*ALDR 7300 Master’s Thesis (for students completing a thesis only)</td>
<td>ALDR 6080 Agriculture and Extension Administration</td>
</tr>
</tbody>
</table>

*Required Core Courses.

**Teacher Certification for MAEE Students**

Teacher’s completing teacher certification will need to complete AGED 6340 their first Fall, AGED 6350 in the Spring, and AGED 6360 in the Summer. They will have to complete 45 hours of course work consisting of 36 hours for the Master’s degree, plus an additional 9 hours of student teaching that does not count toward the 36 because teacher certification requires 12 hours of AGED 7460 (student teaching), but a class can only be counted once toward a graduate degree. The student will take 12 hours of AGED 7460, 3 of those credits will count toward their Master’s degree, and the other 9 hours are to meet certification requirements.

**Teacher Certification Sequence**

<table>
<thead>
<tr>
<th>Fall 1</th>
<th>Spring 1</th>
<th>Summer 1</th>
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<tbody>
<tr>
<td>ALDR 7400*</td>
<td>ALDR 8200 or ALDR 8600</td>
<td>AGED 6360</td>
</tr>
<tr>
<td>AGED 6340</td>
<td>AGED 6350</td>
<td>Elective</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 2</th>
<th>Spring 2</th>
<th>Summer 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALDR 7350*</td>
<td>ALDR 8150*</td>
<td>Elective</td>
</tr>
<tr>
<td>ALDR 7200</td>
<td>ALDR 8030*</td>
<td></td>
</tr>
</tbody>
</table>
Double Dawgs Program for AGED/MAEE Students

The Double Dawgs program was created to give ambitious and motivated students a competitive advantage in today’s knowledge economy. By earning both a bachelor’s degree and a master’s degree in five years or less, students can save time and money while positioning themselves for success after graduation. ALEC offers a Double Dawg program in Agricultural Education BSA/Agricultural and Environmental Education MAEE/(non-thesis option). For more information about the program please contact Dr. Eric Rubenstein, 133 Four Towers, 706-542-3191, erubenstein@uga.edu.

BSA Agricultural Education students can apply to the MAEE in their 4th year and become eligible to take graduate level courses in their 3rd and 4th years (6000 level courses). Students must apply to the MAEE through the graduate college website and meet all requirements for entry into the MAEE program. See Appendix for timeline.

Please note the following requirements for admission through the Graduate School:

- After a student has completed a minimum of 60 hours in the AGED BSA program, they can apply to the double dawg degree (AGED/MAEE) program.
- Admission requirements include GRE score of 140 Quantitative and 150 Verbal or better, a cumulative GPA of 3.0 or higher, and completing the following courses:
  - MATH 1113 Pre-calculus
  - CHEM 1211 and CHEM 1211L Freshman Chemistry I and Laboratory I
  - BIOL 1107 and BIOL 1107L Principles of Biology I and Laboratory I
- Students provide 3 letters of recommendation and a 2 page statement of purpose for pursuing the MAEE which addresses specific questions found at this location: Please note the following requirements for admission through the Graduate School:

- After a student has completed a minimum of 60 hours in the AGED BSA program, they can apply to the double dawg degree (AGED/MAEE) program.
- Admission requirements include GRE score of 140 Quantitative and 150 Verbal or better, a cumulative GPA of 3.0 or higher, and completing the following courses:
  - MATH 1113 Pre-calculus
  - CHEM 1211 and CHEM 1211L Freshman Chemistry I and Laboratory I
  - BIOL 1107 and BIOL 1107L Principles of Biology I and Laboratory I
- Students provide 3 letters of recommendation and a 2 page statement of purpose for pursuing the MAEE which addresses specific questions found at this location: http://www.caes.uga.edu/departments/alec/graduate/programs/how-to-apply-for-the-maee-program.html
• IMPORTANT NOTE: Applications must include a signed letter from an ALEC faculty member agreeing to serve as the double dawg student’s advisor/chair for the MAEE degree.

4. PREPARING FOR FINAL SEMESTER: DELIVERABLES FOR THE MAEE NON-THESIS OPTION

MAEE Non-Thesis option is a practitioner-focused degree. The deliverable upon completion of the degree is a product that can be integrated directly into students’ current or future line of work. The following is a list of sample project deliverables meeting the requirements of the non-thesis option:

- Series of original videos documenting the progression of a local change (e.g., on an environmental issue)
- Original curriculum developed based on educator needs
- Evaluation of an established program’s ability to meet needs and/or achieve objectives
- Synthesis of existing literature on a topic related to the students’ and advisors’ interests
- Needs assessment with presentation of formal recommendations to stakeholders
- Research study and manuscript approved by the Institutional Review Board (IRB) (example provided in Appendix D)
- Action research project working with a community to impact change
- International experience working in community development with accompanying documentation
- Thesis option: original research study working closely with graduate committee

In preparation for the final semester, MAEE students should work with the graduate committee to meet the following deadlines:

<table>
<thead>
<tr>
<th>To Do...</th>
<th>By...</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select advisor and two other members to serve as your graduate committee. After selecting the graduate committee, complete the Advisory Committee (G130) form at: <a href="https://gradstatus.uga.edu/Forms/G130">https://gradstatus.uga.edu/Forms/G130</a></td>
<td>End of 1st semester</td>
<td></td>
</tr>
<tr>
<td>Meet with advisor to plan Program of Study (classes to take and when) and gain approval from graduate committee.</td>
<td>End of 1st semester</td>
<td></td>
</tr>
<tr>
<td>Schedule committee meeting to review and approve Program of Study plan (Appendix A) and present research or project idea</td>
<td>End of 2nd semester</td>
<td></td>
</tr>
<tr>
<td>Develop a plan with graduate committee for delivering components of thesis or capstone project for review</td>
<td>End of 3rd semester</td>
<td></td>
</tr>
<tr>
<td>Check in with graduate committee on progress made toward thesis or capstone project</td>
<td>End of 4th semester</td>
<td></td>
</tr>
<tr>
<td>Apply for Graduation 😊</td>
<td>Start of final</td>
<td></td>
</tr>
<tr>
<td>Semester</td>
<td>Description</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Start of final semester</td>
<td>Schedule final exam/defense with graduate committee members (please share the date, time, and topic with the Graduate Coordinator’s assistant to be advertised publicly)</td>
<td></td>
</tr>
<tr>
<td>13th week of last semester</td>
<td>Submit signed, Final Defense Approval Form to the Graduate School (signed by graduate committee members and Graduate Coordinator)</td>
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</tr>
</tbody>
</table>

Thesis option students work closely with the graduate committee to complete a thesis according to the policies of the Graduate School.

### 5. GRADUATION INFORMATION

#### Requirements for Graduation

Submit three forms to the Graduate School by the deadline found on the Graduate School website: [http://www.uga.edu/gradschool/academics/deadlines.html](http://www.uga.edu/gradschool/academics/deadlines.html). Please note that the deadlines are strictly enforced! Submitting forms after the deadline will result in a $50 late fee.

#### Forms Necessary for Graduation

1. Program of Study Form for ALEC Master’s students
2. Application for Graduation (form available online)

#### 1. Program of Study for Master of Agricultural and Environmental Education

The Program of Study form should be filled out at the start of last semester. This form contains a complete program of study plus signatures of advisory committee members.

#### 2. Application for Graduation: submit online at the beginning of last semester.

After completing the forms, send them to advisor for signatures and approval. Submit the Program of Study at least one week prior to the Graduate School deadline.

#### During Last Semester: Tips for Success
1. As the final semester approaches, meet with advisor about the following guidelines. **Remember to enroll in a minimum of 3 credits the final semester.**

   a. Make a note about these especially important milestones:

3. Schedule final presentation of thesis or capstone project with graduate committee. Consider using [http://www.meetingwizard.com/](http://www.meetingwizard.com/) (free website) to make scheduling easier. Schedule defense **at least two weeks** before the deadline for final submission of paperwork to the Graduate School to ensure time for corrections.

4. Send final document to graduate committee **at least two weeks** before the final presentation. This will give graduate committee time to thoroughly review and comment on the document. **NOTE:** If unable to schedule presentation and send document to graduate committee following the above guidelines, graduation may be delayed a semester.

5. Consider meeting with each committee member at the beginning of final semester to review progress and necessary actions for graduation.

6. **UGA ACADEMIC POLICIES**

   **Graduate Bulletin** is a comprehensive policy document for University of Georgia graduate students: [http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/](http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/)

   Academic policy on student appeals, hearing procedures, and guidelines: [http://www.uga.edu/provost/polproc/aapm/gp/Academic%20Appeals%20the%20University%20of%20Georgia.pdf](http://www.uga.edu/provost/polproc/aapm/gp/Academic%20Appeals%20the%20University%20of%20Georgia.pdf)

   **Policy on Grades**
   - **Grading System:** [http://www.reg.uga.edu/grades](http://www.reg.uga.edu/grades)
   - **Policy on +/- Grading Scale:** [http://bulletin.uga.edu/bulletin/plusminussamplegradingscales.pdf](http://bulletin.uga.edu/bulletin/plusminussamplegradingscales.pdf)
   - **Plus/Minus Grading Scale FAQ:** [http://www.bulletin.uga.edu/PlusMinusGradingFAQ.html](http://www.bulletin.uga.edu/PlusMinusGradingFAQ.html)
Graduate Enrollment Policy

Graduate students must register for a minimum of three credit hours during any semester in which they use University facilities and/or staff time. A student who holds an assistantship must register for a minimum of twelve credit hours fall and spring semesters and nine hours of credit during the summer semester.

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three credits in at least two semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Thesis-writing master’s students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. This policy specifies a minimum for maintaining status as a degree-seeking graduate student only. It does not supersede the minimum enrollment requirements of other programs, offices, or agencies.

Leave of Absence

Online Form to Request a Leave of Absence: Request for Leave of Absence form: https://gradstatus.uga.edu/Forms/G133

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

An approved leave of absence stands in lieu of registering for the minimum of three credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA Courses related to their program of study. An approved leave of absence does not stop the clock; time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

A. Application. Students may apply for a leave of absence for good cause such as serious medical and health-related issues; major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of
absence stands in lieu of registering for the minimum of three credits for each semester for which the leave of absence is granted.

B. Student Responsibility. It is the student’s responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy. For students on the Tuition Assistance Program (TAP) be sure to communicate with your supervisor about leave of absence plans well in advance.

C. Deadlines. Students may apply for a leave of absence before or during the semester in which they are not registered for courses. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the semester ends.

D. Limits. A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple requests for a leave of absence subject to the three semester limit for master’s students.

**Monitoring and Compliance**

After the last day of each semester, any degree-seeking graduate student who has not maintained continuous enrollment by registering for the required credits or obtaining an approved leave of absence will lose their status as an enrolled graduate student. The Graduate School will notify suspended students of this action in writing within thirty days of the start of next semester.

Students who wish to resume graduate study must: (a) re-apply to the Graduate School for admission and pay required application fees. Re-admission is not guaranteed and requires approval of the student’s former program, (b) pay a reinstatement fee equivalent to registering for three graduate credits at the current in-state tuition rate for each semester since her/his last semester of enrollment, including summer.

Students may appeal actions resulting from violating the Continuous Graduate Enrollment Policy or denial of a requested leave of absence by submitting a request in writing to the Dean of the Graduate School. Students will be requested to document in writing unusual and extenuating circumstances that could justify an individual exception to the policy. Appeals will be adjudicated by the Administrative Committee of the Graduate Council.

**Withdrawals and Enrollment Status:** Students who withdraw from any or all of their classes should be aware that a reduction in course load may affect the following:
* Student Financial Aid including HOPE Scholarship (706-542-6147)
* Athletic Eligibility (Athletic Department, 706-542-1847)
* Health Insurance (Contact personal health care provider)

Withdrawals during any session of the Summer Term (Maymester, Thru Session, both Short Sessions) may affect a student’s eligibility to enroll in other summer sessions. Students should contact the appropriate office (Student Financial Aid, Athletic Dept., etc.) if they have questions concerning the possible impact of their withdrawal from a course. Students returning from academic dismissal should consult their Graduate Coordinator prior to withdrawing. Veterans and dependents of veterans who are receiving educational benefits must notify the Office of Veterans Educational Benefits (706-542-8772) in the Office of the Registrar of any course load reduction.

**Grade Assignment:** Students who withdraw from any or all of their classes or who are withdrawn by the instructor for excessive absences prior to the midpoint of the grading period are assigned a grade of W or WF by the instructor. Students who withdraw or are withdrawn AFTER the midpoint are assigned a grade of WF, except when the student is doing satisfactory work and the Office of the Vice President for Student Affairs verifies the withdrawal based on a “Hardship” determination (health, emergency, etc.), in which a grade of W may be assigned at the instructor’s discretion.

**Refunds:** No refunds are given for a reduction in hours for an individual course withdrawal except when the withdrawal is accomplished through the drop/add process. Students withdrawing from all their classes will receive a refund based on the Board of Regents Refund Policy as outlined in the current University Bulletin: [http://www.bulletin.uga.edu](http://www.bulletin.uga.edu)

**Academic Honesty:** In keeping with the academic honesty policy of the University of Georgia, all participants in MAEE program are expected to be academically honest in all their work and not tolerate academic dishonesty of others. Academic honesty means performing all work without plagiarism, cheating, lying, tampering, stealing, receiving unauthorized or illegitimate assistance from any other person, or using any source of information that is not common knowledge. Academic dishonesty means knowingly performing, attempting to perform, or assisting any other person in performing academic work that does not meet this standard. A full statement of the policy is available online at [http://www.uga.edu/honesty/aphd/culture_honesty.htm](http://www.uga.edu/honesty/aphd/culture_honesty.htm).

**Persons with Disabilities:** In accordance with the Americans with Disability Act (1990), the University of Georgia seeks to provide equal access to individuals with disabilities. Students who have a disability and need specific accommodations and supports to facilitate full inclusion of all aspects of the course should make an appointment with the instructor the first week of the term. To register for services, students may go to the Disability Resource Center, located in Clark Howell Hall (706-542-8719, TTY 706-5428778, [www.drc.uga.edu](http://www.drc.uga.edu))

**Academic Probation Advisement form:** [https://gradstatus.uga.edu/Forms/G131](https://gradstatus.uga.edu/Forms/G131)
**Dismissal:** Students (1) not making sufficient academic progress or (2) exhibiting conduct not befitting a professional or (3) exhibiting a pattern of behaviors which are judged very likely to hinder the student from adequate performance as a professional will be reviewed for possible dismissal from their program of study at the end of any academic semester.

The following indicators will precipitate a review at the Program level which may be cause for dismissal.

- Student is found guilty of academic dishonesty.
- Student exhibits a pattern of behaviors which are judged very likely to hinder the student’s performance as a professional. The faculty will use as guides behaviors as described in the Code of Ethics of relevant professional associations.

The Graduate Coordinator is charged with maintaining oversight of each student’s progress. When any of the above indicators is identified, the Graduate Coordinator will convene a committee of at least two faculty from the program to review the student’s progress and to determine whether the student should be dismissed from the program. The committee’s decision is final. Graduate students will be dismissed through the Graduate School. For more information about the Graduate School’s Dismissal Policy, please go to:

[http://www.uga.edu/gradschool/academics/regulations.html#ProbationDismissal](http://www.uga.edu/gradschool/academics/regulations.html#ProbationDismissal)

**Non-Discrimination and Anti-Harassment:** For procedures and official policy statements relating to all phases of living, working, and studying at the University of Georgia, see the important information provided by the UGA Office of Legal Affairs at [http://www.uga.edu/inside/policies.html](http://www.uga.edu/inside/policies.html).

This site includes information on the University of Georgia’s **Non-Discrimination and Anti-Harassment Policy**, which includes official policy statements on discriminatory harassment, sexual harassment, academic freedom, student-to-student complaints, and the right to appeal. For a direct link to UGA’s **Non-Discrimination and Anti-Harassment Policy**, see [http://www.uga.edu/legal/pdfs/DescrimandHarass.pdf](http://www.uga.edu/legal/pdfs/DescrimandHarass.pdf).

### 7. SERVICES

- Graduate School: [http://grad.uga.edu/](http://grad.uga.edu/)
- ALEC: [http://www.caes.uga.edu/departments/alec.html](http://www.caes.uga.edu/departments/alec.html)
- Bursar’s Office: (information on tuition and fees): [http://www.bursar.uga.edu/](http://www.bursar.uga.edu/)
- E-Learning Commons: [http://www.elc.uga.edu](http://www.elc.uga.edu)
- My UGA: [https://my.uga.edu](https://my.uga.edu)
- UGA Mail: [http://ugamail.uga.edu](http://ugamail.uga.edu)
- Academic Calendar: [http://reg.uga.edu/academicCalendar2017-2018](http://reg.uga.edu/academicCalendar2017-2018)
- UGA Writing Center: [http://www/english.uga.edu/writing-center](http://www/english.uga.edu/writing-center)
- UGA Student Care and Outreach: [http://dos.uga.edu/sco/about/about-us](http://dos.uga.edu/sco/about/about-us)
Housing: Campus housing is available for graduate students. Graduate students prefer to live in either Morris (men) or Mary Lyndon (women) Halls. Applications and additional information can be obtained through the Department of University Housing in Russell Hall (706-542-1421), http://www.uga.edu/housing/gradfam/index.html, email: housing@uga.edu.

For students with families, an apartment complex providing 1 or 2 bedroom units is located on East Campus Drive close to the School of Veterinary Medicine and the Agricultural Engineering Building. A fenced playground facility is provided for small children. The waiting list for the larger apartments is extremely long, so applications need to be mailed or dropped off as soon as it has been determined that family student housing is needed. Additional information is available at the Family Housing Office, 710 East Campus Road (706-542-1473).

For those who prefer to live off campus, a listing of available rental units including apartments, condos and houses is updated periodically by the Department of University Housing.

Dining Facilities: Three dining halls are available, serving breakfast, lunch, and dinner: Snelling Dining Hall, Bolton Dining Commons, and Oglethorpe Dining Commons. There are many other quality food establishments located on campus. The Tate Student Center and East Village Commons have several dining options including Chick-Fil-A, Red Clay Café, and a variety of lunch, coffee, and snack shops. Many other dining options are available across the campus. For more information, visit the Food Services website at: http://www.uga.edu/foodservice/.

Health Insurance: A student health insurance policy is available for all UGA students, however the following groups of UGA students are required to have health insurance:

- Undergraduate and Graduate International Students holding a “F” or “J” visa status.
- Undergraduate and Graduate Students enrolled in programs that require proof of health insurance.
- Graduate Students receiving Qualified Graduate Assistantships.
- Graduate Students receiving Qualified Fellowships.
- Graduate Students receiving Qualified Training Grants.

The Board of Regents of the University System of Georgia has contracted with Pearce & Pearce, Inc. to provide student health insurance effective Fall Semester 2006. All 35 Institutions of the University System of Georgia are required to use Pearce & Pearce, Inc. for student health insurance. For more information about Pearce & Pearce, Inc., students are encouraged to visit their website at http://www.pearceandpearce.com/PearceSite/Schools/GA/uga/ or call 1-800-222-6491. For more information about these plans and health insurance for graduate students
and graduate assistants please go to the University Health Center website: http://www.uhs.uga.edu/insurance/index.html.

**UGA Student Care and Outreach:** The Mission of Student Care and Outreach is to provide individualized assistance to students experiencing hardship circumstances, support to faculty and staff working with students in distress, and guidance to parents seeking help and information on behalf of their students. The website below contains contact information as well as an online form where faculty and staff can report concerns. http://dos.uga.edu/sco/about/services. Contact 706-542-7774 (main number) or Beau Seagraves, Associate Dean of Students and Director of Student Care and Outreach, beaus@uga.edu, 706-542-7774 (office), 706-614-2437 (mobile).

**Health Care:** University Health Center, http://www.uhs.uga.edu/ provides medical and dental services for students with current Fees Paid cards. Consultations with a physician are free of charge and laboratory fees, prescriptions, and other services are very reasonable priced. To avoid a long wait call ahead to arrange for an appointment. The hours are 8:00 a.m. to 8:00 p.m. Phone: 705-542-1162.

Two hospitals in Athens serve Clarke County and surrounding counties. Athens Regional Medical Center is located on Prince Avenue, and St. Mary’s Hospital can be found on Baxter Street. Both provide excellent medical care. For emergency ambulance service, phone 911.

**Career Counseling and Testing:** The University Career Center, http://www.career.uga.edu, located in Clark Howell Hall provides a wide range of services. These include, but are not limited to, individualized and personal career services, structured developmental groups, job postings, outreach programs, study skills assistance, and non-traditional and minority student services. Phone 706-542-3375 for information and appointments.

**Mental Health Services:** Mental health support is provided at the University Health Center. Phone: 706-542-1162. http://www.uhs.uga.edu/CAPS/index.html. The Psychology Clinic provides mental health services located in the Psychology Building between Hooper and Baldwin Street. Phone: 706-542-1173. Other services in the Athens area are listed in the yellow pages of the Athens phone book under the following headings: Mental Health Services, Counselors-Licensed, Marriage & Family Therapists, Psychologist or Psychotherapists.

**Disability Resource Center:** The University of Georgia has a Disability Resource Center located in Clark Howell Hall on Lumpkin Street. Phone: 706-542-8719. Direct line for Deaf/Hard of Hearing: (TTY) 706-542-8778. www.drc.uga.edu.

**Libraries:** Three on-campus libraries comprise the University of Georgia Libraries http://www.libs.uga.edu. The Library system boasts of over 2.5 million volumes with the primary source being the Main Library located on Jackson Street across from Baldwin Hall. Most journals and books covering the Social Sciences are housed there. On south campus adjacent to Boyd Graduate Studies building is the Science Library containing literature pertaining to the
biological and physical sciences. The Law Library is situated just north of the Main Library. In addition, several departments maintain small collections, such as Curriculum Materials (Education), the Georgia Center Continuing Education Library, the Veterinary Medicine Reading Room and various lab collections.

**Parking:** All vehicles parked on the University of Georgia campus are required to display a parking tag or sticker which can be obtained by applying online at [www.parking.uga.edu](http://www.parking.uga.edu). Students may choose from any parking lot on campus. THE CAMPUS POLICE WILL TICKET THOSE VEHICLES NOT SHOWING A PERMIT. Parking fees vary with the type of sticker the student chooses to purchase. The costs for parking permits can be viewed and the maps for lot location can be accessed at the website.

**Bus Services:** The University provides its students with an efficient campus bus transportation system. Stops are easily accessible by students and the waiting time for a bus on any route does not usually exceed 15 minutes. Clarke County also maintains a bus transportation system and students with valid UGA ID’s are permitted to ride free of charge. All bus routes include several stops on campus. UGA Campus Transit routes and schedules: [https://transit.uga.edu/](http://https://transit.uga.edu/)

**International Student Life:** The ISL Office serves as an *Archway to the World* and an *Archway to UGA* for both international and U.S. students attending the University. With a number of exciting cultural events, programs, and services students and community members alike can travel around the world without leaving Athens. In addition to programs that enhance international awareness, ISL also provides orientation sessions for new international students, offers non-resident tax assistance as well as individual counseling, and advises approximately thirty international and multinational student organizations. ISL is for everyone – please join us! [http://www.uga.edu/isl/](http://www.uga.edu/isl/)

**Campus Ministry Associations:** There are a variety of campus religious affiliated organizations and churches available to students, as follows: Baptist Student Union, Bulldog Christian Fellowship, Campus Crusade for Christ, Campus View Church of Christ (Georgia Christian Student Center), Catholic Center, Chi Alpha Christian Fellowship, Christian Campus Fellowship, The Church of Jesus Christ of Latter-Day Saints, Hillel Foundation (Jewish Student Center), Methodist Center (Wesley Foundation), The Presbyterian Center, Unitarian Universalist Campus Ministry, Worldwide Discipleship Association, Inc., and Young Life. For further information, please call Religious Affairs at 706-542-3564. [http://www.uga.edu/cma/](http://www.uga.edu/cma/)

**Tate Student Center** [http://www.uga.edu/campuslife/facilities/tate.html](http://www.uga.edu/campuslife/facilities/tate.html)

Located in the central part of campus close to the football stadium is the Tate Student Center. The Tate Center houses a student eating area called the Bulldog Room, a game room, an art gallery, a post office, various student lounge areas, offices of several campus organizations, an information center, and numerous meeting rooms. Small rooms are free of charge to campus organizations but if the students choose to rent one of the large conference rooms, a small fee will be charged. These facilities are also available for use by community organizations.
Ramsey Student Center for Physical Activities [http://www.recsports.uga.edu/](http://www.recsports.uga.edu/)
A second student center on South Campus is the Ramsey Student Center for Physical Activities. This center houses a wide variety of physical activities for students such as swimming, aerobics, handball, walking path, and a rock climbing wall. Students can take advantage of this wonderful facility if they have paid their activity fee. 706-542-5060.

Located adjacent to the Tate Student Center on central campus. The bookstore sells text books, books, supplies, and clothing with UGA logos, computers, applications, and gifts. 706-542-3171

**Enterprise Information Technology Services (EITS) [http://www.eits.uga.edu/](http://www.eits.uga.edu/)**
Need technology help? The EITS Help Desk should be able to help:

**UGA My ID**: Students are required to set up a university e-mail account and give the address to the program’s administrative assistant. Go to [https://myid.uga.edu/](https://myid.uga.edu/).

### 8. FINANCIAL ASSISTANCE AND AWARDS

UGA offers financial assistance in the form of research and teaching assistantships, scholarships, awards and fellowships. More information regarding available Graduate School scholarships and fellowships: [http://grad.uga.edu/index.php/current-students/financial-information/](http://grad.uga.edu/index.php/current-students/financial-information/)

**ALEC Departmental Assistantships**

Graduate research and teaching assistantships (GRA/GTA) are paid positions within the ALEC department. A graduate assistant also receives a tuition waiver for both in-state and out-of-state tuition; however, students must pay UGA fees and have health insurance. GRA/GTA assist faculty with research and/or teaching and are expected to work 13-20 hours per week during the semester.

Once fully admitted into the program, students should submit a Letter of Intent and resume to Graduate Coordinator detailing the reasons for pursuing an assistantship and how experience and education contribute to the department’s teaching, research, and Extension missions.

**Deadline**: Letters of intent for assistantships are due March 15 for Fall admission and September 15 for Spring admission.

**Graduate Student Employment Policy**

Policies concerning the employment of graduate students at the University of Georgia are administered by the Graduate School business office. Highlights of these policies are listed below. For question, please call the business office at 706-542-4798.
1. Graduate students are employed in one of two categories: graduate assistants on the academic or monthly payrolls or as student assistants on the hourly payroll. All students must be registered any semester in which they are employed. The requirement also applies to summer semester.

2. Graduate assistantships from 33-50% time require students to be registered for 12 credit hours throughout the term of the assistantship. Requests to exceed the maximum course load must be approved by advisor and the Graduate Records Office prior to registration.

3. Graduate assistantships must be at least 33% time to qualify for the reduced matriculation fee. Written verification of assistantship must be received in the Graduate School business office prior to registration in order for fees to be properly assessed. An award letter in and of itself does not constitute verification of an assistantship.

4. Student with graduate assistantship of 33% time may work up to 7 hours per week on the University hourly payroll in addition to their assistantships.

All new GTAs (Graduate Teaching Assistants) who have instructional responsibility are required to attend the university-wide orientation for Graduate Assistants held before the beginning of fall semester classes, which is sponsored by the Center for Teaching and Learning (CTL). Returning GTAs are encouraged to attend sessions of interest.

All new GTAs are also required to enroll in AGED 6360 (fall semesters) and AGED 7020 (summer semesters). GTAs may have an opportunity to teach their own section of an ALDR, AGED, or AGCM course upon completion of the aforementioned courses, and with approval from their advisor.

**On-Campus Employment Opportunities**

Students seeking on-campus employment opportunities should contact the Office of Student Employment located in the Career Services Center. Please call 706-542-3375 or go to [http://www.career.uga.edu](http://www.career.uga.edu). International students whose visas restrict their ability to hold an off-campus job may find this office particularly useful in finding university employment.
Student Name:  
E-mail:  
Degree Sought: MAEE  
Anticipated Graduation Term:  

### Core Courses (12 hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term</th>
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<tbody>
<tr>
<td>ALDR 7350</td>
<td>Team and Organizational Development</td>
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<tr>
<td>ALDR 7400</td>
<td>Communication in Agricultural and Environmental Sciences</td>
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<td></td>
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<tr>
<td>ALDR 8030</td>
<td>Diffusion of Innovations</td>
<td></td>
<td></td>
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<tr>
<td>ALDR 8150</td>
<td>Program Development for Agricultural Leaders</td>
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</tbody>
</table>

### Research Methods Courses (3 hours minimum)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALDR 8200 or ALDR 8600</td>
<td>Research Methods in Agricultural Education or Qualitative Research Methods in Agricultural and Environmental Sciences</td>
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<tr>
<td></td>
<td>Statistics</td>
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</table>

### ALEC and Elective Courses (Thesis option, chose 15 hours; Non-thesis option chose 21 hours)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term</th>
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#### Thesis Option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALDR 7300</td>
<td>Master’s Thesis (max of 6 credits allowed)</td>
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<td></td>
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</tbody>
</table>

#### Non-Thesis Option

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Hours</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALDR 7000</td>
<td>Master’s Research (max of 6 credits allowed)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX B MAEE COURSE CHECKLIST

Master of Agricultural and Environmental Education Course Checklist
MAEE consists of 36 hours and is designed for student flexibility in selecting course work. Courses are selected with approval from graduate committee. Students completing thesis option work with graduate committee to develop a research thesis document. Students selecting non-thesis option work with graduate committee to identify an appropriate capstone deliverable. Students may not take more than 6 hours of special problems, internships, directed study, or field experience toward the degree. Cumulative GPA must be 3.0 or higher. D and F grades will not be accepted as part of a program of study for a graduate degree.

**ALDR Core Courses (12 hours)**
- ALDR 7350 Team and Organizational Development
- ALDR 7400 Communication in Agricultural and Environmental Sciences
- ALDR 8030 Diffusion of Innovations
- ALDR 8150 Program Development for Agricultural Leaders

**Research Methods (3 hours minimum)**
- ALDR 8200 Research Methods in Agricultural Education
- ALDR 8600 Qualitative Research Methods in Agricultural and Environmental Science
- ERSH 6300E Applied Statistical Methods in Education

**Electives (Thesis option, choose 15 hours; Non-thesis option choose 21 hours)**
- ALDR 6080 Agriculture and Extension Administration
- ALDR 6540 Advanced Leadership Theory, Ethics, and Culture
- ALDR 6600 Global Seminar
- ALDR 6710 International Agricultural Development
- ALDR 6800 Grantseeking
- ALDR 7040 Programming for Agricultural Youth Groups
- ALDR 7100 Ag Leadership Directed Study
- ALDR 7110 Special Problems in Ag Leadership
- ALDR 8030 Diffusion of Innovation
- ALDR 8100 Teaching and Learning Theories in Ag Leadership, Education, and Communication
- ALDR 8300 History and Philosophy of Agricultural Education
- ALDR 8350 Program Evaluation
- ALDR 8400E Advanced Program Evaluation and Data Analysis
- ALDR 8500E Change Theories in Environmental Conservation

Students are encouraged to diversify their course selection campus-wide. Courses outside the ALEC department should be approved by the graduate committee to meet student’s educational needs.

**Thesis Option (6 hours)**
- ALDR 7300 Master’s Thesis (max of 6 credits allowed)

**Non-Thesis Option**
- ALDR 7000 Master’s Research (max of 6 credits allowed)

**Total = 36 hours**
# APPENDIX C
## PROGRAM OF STUDY FORM TO COMPLETE

**Program of Study for Non-Doctoral Professional Degrees**
The University of Georgia Graduate School  
210 S. Jackson St., Athens, GA 30602  
(Please submit this original TYPED form and one (1) copy of this form to the Graduate School)

<table>
<thead>
<tr>
<th>Name</th>
<th>CAN # (810)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Degree</td>
</tr>
<tr>
<td>Major</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Course Prefix-#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix-#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
<th>Course Prefix-#</th>
<th>Hours</th>
<th>Grade</th>
<th>Term</th>
</tr>
</thead>
</table>

**TOTAL NUMBER OF HOURS** |

Departmental Requirements: 

We approve the above Program of Study for the degree indicated.

<table>
<thead>
<tr>
<th>Major Professor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Coordinator</td>
<td>Date</td>
</tr>
</tbody>
</table>

**APPROVAL**

<table>
<thead>
<tr>
<th>Graduate Dean</th>
<th>Date</th>
</tr>
</thead>
</table>

Courses start to expire at the beginning of:  
GPA

---

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APPENDIX D – GRADUATE STUDENT CHECKLIST

The purpose of this checklist is to serve as an informational guide to keep students on track. Note the date of completion in the left column. NOTE: Students are responsible for fulfilling all requirements and meeting all deadlines. Some of the items may not apply.

First Month in Graduate School

<table>
<thead>
<tr>
<th>Done</th>
<th>What to Do</th>
<th>Who, When or Where</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Meet with advisor to discuss course registration</td>
<td>Upon arrival with advisor</td>
</tr>
<tr>
<td></td>
<td>Register for courses</td>
<td>Contact Advisor</td>
</tr>
<tr>
<td></td>
<td>Attend Graduate student orientation</td>
<td>First week of classes Fall and Spring</td>
</tr>
<tr>
<td></td>
<td>Attend Graduate School orientation</td>
<td>See website for information</td>
</tr>
<tr>
<td></td>
<td>Student ID Card</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Complete Change of Domicile Form (if applicable)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Purchase Parking Permit or learn the UGA bus route</td>
<td>Parking Services</td>
</tr>
</tbody>
</table>

Students on assistantship or fellowship complete the following items.

|                              | Complete payroll, appointment form                        | Business Manager                                  |
|                              | Obtain office key                                         | Student Affairs Professional                       |
|                              | Attend Graduate School TA orientation                     | TBD by Graduate School                             |

Last Week in Graduate School

Students on assistantship or fellowship complete the following items.

|                              | Clean desk space and return items to stockroom           | Stockroom/Copy Room                                |
|                              | Return all keys issued by department                     | Student Affairs Professional                       |
|                              | Complete Exit Interview                                  | Department Head                                   |
Double Dawgs Student Timeline

<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
<th>Year Four</th>
<th>Year Five</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Double Dawgs Options on the Website</td>
<td>Talk to Advisor Regarding Options</td>
<td>Talk to Pathways Contact</td>
<td>Begin Working with Graduate Contact</td>
<td>Graduate with Graduate Degree</td>
</tr>
</tbody>
</table>

- **Application Process**
  - **Advising**
    - Review Double Dawgs Options on the Website
  - **TALK TO ADVISOR REGARDING OPTIONS**
    - Talk to Pathways Contact
  - **TALK TO ADVISOR REGARDING OPTIONS**
    - Begin Working with Graduate Contact

- **Coursework**
  - **Take Prerequisite Courses Required for Entrance into Pathway**
  - **Eligible to Take Graduate-Level Courses**
    - At Least 50% of Courses Must be Undergraduate-Level
    - Only 12 hours of graduate courses will count in both programs
  - **Graduate with Undergraduate Degree**
  - **Graduate with Graduate Degree**
    - Take Only Graduate-Level Courses

- **Student Level**
  - Undergraduate Student (UG Level)
  - Graduate Student (GM Level)

- **Financial Aid**
  - Hope/Zell Eligible
  - Undergraduate Tuition Rate
  - Eligible for Graduate Financial Aid/Scholarships
  - Graduate Tuition Rate
  - Differential Applies