



UNIVERSITY OF  
**GEORGIA**

College of Agricultural &  
Environmental Sciences

*Department of Agricultural Leadership,  
Education and Communication*

# Master of Agricultural and Environmental Education

GRADUATE STUDENT HANDBOOK  
2019-2020

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## 1. ALEC MISSION AND VISION

**Mission:** The mission of the Department of Agricultural Leadership, Education and Communication is to enhance the leadership capacity for the food, fiber, and natural resource systems through the development and implementation of teaching, research and outreach in the disciplines of leadership, education and communication. Through their research, teaching and outreach/extension efforts, ALEC faculty teach others how to facilitate positive change in formal (e.g., classroom) and non-formal (e.g., outdoor) settings.

The mission is accomplished through efforts in the following eight strategic goals:

- 1) Scholarly merit, measured by research productivity and grantsmanship.
- 2) Exceptional teaching and training of undergraduate students, graduate students and non-formal audiences.
- 3) Empowering learners to build capacity and apply skills that address the critical issues facing their local communities, the state of Georgia, the United States of America and the World.
- 4) Supporting agricultural and natural resource industries through timely, appropriate information that increases opportunities for our business partners and clientele.
- 5) Providing expertise to academic peers and collaborators on the human dimensions of critical issues through the lens of education, communication and leadership theory and practice.
- 6) Elevating the visibility and prestige of the College of Agricultural and Environmental Sciences and the University of Georgia through relentless continuous improvement and opportunity seeking.
- 7) Cultivating a culture of mutual support, respect and collegiality within the department, across the College, throughout the University and amongst those that we come into contact with through our work.
- 8) Striving to make each day productive and fun while maintaining a focus on our fundamental goal of improving the lives of those we serve and to approach this mission with humility, enthusiasm, accountability and hopefulness.

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 educators, leaders and communicators. The program objective is to provide graduate-level training for individuals seeking 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 THE MAEE, ADVISING, REGISTRATION AND ENROLLMENT**

### **Application Deadlines**

- Assistantship Application for Fall Semester
  - February 1<sup>st</sup>
  - MAEE Application must be submitted before assistantship Letter of Intent is submitted
- General MAEE Application for Fall Semester
  - April 1<sup>st</sup>
- Assistantship and General MAEE Application for Fall Semester
  - October 1<sup>st</sup>

### **How to Apply for the MAEE Program**

**Step 1.** Complete the UGA Graduate School online application and pay the required fee.

Link: <http://grad.uga.edu/index.php/prospective-students/domestic-application-information/requirements/application-forms/>

- Submit your transcripts to the UGA Graduate School. ALEC requires an 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.
- Submit a writing sample.

**Step 2.** Take the Graduate Record Exam (GRE) or the Miller Analogy Test (MAT).

- ALEC requires a GRE Verbal Score of 150 or higher and a Quantitative Score of 140 or higher.
  - GRE Link: <https://www.ets.org/gre/>
  - [Register for the GRE](#) by creating an account.
  - [POWERPREP: Free GRE practice tests](#) can help you prepare for the exam.
- ALEC requires a score of 400 or higher for the MAT exam.
  - MAT Link: [https://www.pearsonassessments.com/postsecondaryeducation/graduate\\_admissions/mat.html](https://www.pearsonassessments.com/postsecondaryeducation/graduate_admissions/mat.html)
  - MAT Testing Centers: <https://images.pearsonassessments.com/images/assets/mat/mat-ctc-list.pdf>

International Students take the TOEFL.

- TOEFL score of 80 or higher for international students from non-English speaking nations
  - TOEFL Link: <https://www.ets.org/toefl>
- International Students: Once admitted, please start your visa process immediately.

**Step 3.** Write and submit your Statement of Purpose (2 pages).

Your statement of purpose should discuss your future career goals and how the MAEE graduate degree will benefit you professionally. Be sure to mention research ideas (thesis option) or thoughts regarding a capstone project (non-thesis option) that fit within the ALEC disciplines – education, leadership or communication. Please share any communication you have had with ALEC faculty and if a faculty member is interested or willing to serve as your advisor. For reference, you can check out the UGA Bulletin for ALEC courses under AGED, AGCM and ALDR for course descriptions. Bulletin Link: <http://bulletin.uga.edu/CoursesHome.aspx>

**Step 4.** If you would like to seek funding through a teaching or research assistantship, please write a Letter of Intent addressed to the Graduate Coordinator, Dr. Alexa Lamm, and send it to [alamm@uga.edu](mailto:alamm@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. If you have discussed a specific assistantship opportunity with a faculty member, please mention it in your letter.

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

### **Ask for Help**

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

### **Advising**

Upon admission an academic faculty advisor will be assigned based on alignment of student interests, declared programmatic area and faculty capacity. At any point during their program, a student can change academic faculty advisors if their current and prospective faculty advisors are in agreement with the change.

Graduate education is a negotiated process between the student, their faculty advisor and their graduate committee. In conjunction they will select coursework and determine the direction of the thesis or capstone project. A student's graduate committee is chaired by their appointed academic faculty advisor. In consultation with the advisor, the student will select 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 your selected advisor to choose 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 your advisor and/or committee for approval.

After selecting the graduate committee by the end of your second semester, complete the Advisory Committee (G130) form at: <https://gradstatus.uga.edu/Forms/G130>

### **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 nine hours in the Summer. If on assistantship with the department, three hours a semester will be designated to their assistantship work.

Working professionals typically register for 6 hours (2 classes) each semester to complete the program in two years – if taking classes during summer semester. Deadlines for registration are noted in the UGA Schedule of Classes on the University Registrar’s website <http://www.reg.uga.edu/>.

### 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.
2. Make course selections. Search for courses in the UGA Bulletin <http://bulletin.uga.edu/CoursesHome.aspx>
3. Identify the code numbers for each course (CRN number).
4. 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)

Fall 1	Spring 1	Summer 1
*ALDR 7350 Team and Organizational Development	*ALDR 8150 Program Development for Agricultural Leaders	Elective, Special Problems
*ALDR 7400 Communication in Agricultural and Environmental Sciences	*ALDR 8030E Diffusion of Innovations	
	ALDR 8200 Research Methods in Agricultural Education or ALDR 8600 Qualitative Research Methods in Agricultural and Environmental Science	
Fall 2 Suggested Electives	Spring 2 Suggested Electives	Summer 2
ALDR 6800E Grantseeking	ALDR 8300 History and Philosophy of Agricultural Education	Elective, Special Problems



ALDR 6710 International Agricultural Development		
ALDR 8350 Program Evaluation	ALDR 8100 Teaching and Learning Theories in Agricultural Leadership, Education, and Communication	
ALDR 6540 Advanced Leadership Theory, Ethics, and Culture	ALDR 6600 Global Seminar	
ALDR 8400E Advanced Program Evaluation & Data Analysis	*ALDR 7000 Masters Research (for students completing a non-thesis only)	
ALDR 6080 Agriculture and Extension Administration	*ALDR 7300 Master's Thesis (for students completing a thesis only)	

\*Required Core Courses.

### Teacher Certification for MAEE Students

Teacher's completing teacher certification will need to complete AGED 6340, AGED 6350, and AGED 6360 in the fall semester prior to the spring semester they intend to complete student teaching. 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. It is important to note that all teacher pre-service certification requirements must be cleared before the start of the fall semester in which they take AGED 6340, 6350 and 6360. Candidates for teacher certification are also required to complete a special education (SPED) class prior to completion of their program. This is required for certification. Questions about teacher certification should be directed to Barry Croom at [dbcroom@uga.edu](mailto:dbcroom@uga.edu).

<b>Teacher Certification Sequence</b>		
<b>Fall 1</b>	<b>Spring 1</b>	<b>Summer 1</b>
ALDR 7400*	ALDR 8200 or ALDR 8600	AGED 6360
AGED 6340	AGED 6350	Elective
<b>Fall 2</b>	<b>Spring 2</b>	<b>Summer 2</b>
ALDR 7350*	ALDR 8150*	Elective
ALDR 7200	ALDR 8030*	
AGED 7460 (6 hours)	AGED 7460 (6 hours)	

\*Required core courses

### 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. Barry Croom, UGA – Tifton Campus, 229-386-3116, [dbcroom@uga.edu](mailto:dbcroom@uga.edu).

BSA Agricultural Education students must complete the Double Dawgs Dual Degree Program Pathway Application during the spring semester of their 3rd (Junior) year. If accepted, this will qualify them to enroll in graduate level (6000) courses the fall semester of their 4th (senior) year prior to student teaching in the spring.

See Appendix for timeline.

After a student has completed a minimum of 60 hours in the AGED BSA program, they can apply to the Double Dawg pathway (AGED/MAEE). Double Dawg pathway acceptance requirements include:

- A cumulative GPA of 3.0 or higher
- A letter from the faculty mentor who has agreed to serve as the Double Dawg's student advisor/chair for the MAEE degree
- The successful completion of 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

Please note, acceptance into the Double Dawg pathway (AGED/MAEE) does not guarantee admittance into the MAEE program.

Students must apply to the MAEE program through the Graduate School website and must meet all requirements for entry.

If accepted into the PATHWAY program, but unable to continue on as a fulltime MAEE student in the 5th and final year, students are unable to count the 12 credit hours of undergraduate/graduate coursework that was double counted in their senior year toward a future MAEE degree or any other graduate degree at UGA.

#### **4. PREPARING FOR GRADUATION**

The 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)
- ❖ 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. Thesis option students work closely with their committee to complete a thesis according to the policies of the Graduate School. All MAEE students on graduate assistantships, must complete the thesis option.

In preparation for the final semester, MAEE students should work with the graduate committee to meet the deadlines outlined in Appendix C.

## **5. GRADUATION INFORMATION**

### **Requirements for Graduation**

Submit three forms to the Graduate School by the deadlines found on the Graduate School website: <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 ([form available online](#))
2. Application for Graduation ([form available online](#))
3. MAEE Project Final Examination form for non-thesis students; Thesis Defense Form (obtained from advisor)

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

The Program of Study Non-Doctoral Professional Degree 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.

**Note:** Students should only walk in the graduation ceremony after they have obtained approval on all forms. Students who have not yet completed their Project Final Examination or defended their Thesis are not eligible to walk during the commencement ceremony. The University of Georgia holds commencement ceremonies in May and December. Students who graduate in the summer term may participate in the fall commencement ceremony in December after all necessary forms have been approved by the Graduate School.

### **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.**
2. Note Graduate School's Important Dates & Deadlines  
<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
  - a. Make a note about these *especially* important milestones:
  - b. Apply for Graduation <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>
  - c. Submit Program of Study form [http://grad.uga.edu/wp-content/uploads/2014/11/body\\_prgmams.pdf](http://grad.uga.edu/wp-content/uploads/2014/11/body_prgmams.pdf). Check Non-Doctoral Professional Degree. Obtain advisor's signature.
3. Schedule final presentation of thesis or capstone project with graduate committee. Consider using <https://doodle.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. Notify the graduate coordinator and graduate coordinator assistant of your final defense date and time.
5. 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.**
6. 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/>

**Academic policy on student appeals, hearing procedures and guidelines:**

[http://currsys.uga.edu/resources/documents/pdfs-and-docs/405-02\\_Hearing\\_Procedures\\_Educational\\_Affairs\\_Committee.pdf](http://currsys.uga.edu/resources/documents/pdfs-and-docs/405-02_Hearing_Procedures_Educational_Affairs_Committee.pdf)

**Policy on Grades**

- **Grading System:** <https://reg.uga.edu/students/grades/>
- **Policy on +/- Grading Scale:**  
<http://bulletin.uga.edu/bulletin/plusminus/samplegradingscales.pdf>
- **Plus/Minus Grading Scale FAQ:**  
<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 (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 Term – Summer classes that run through both short sessions, 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: [http://policies.uga.edu/pdf/refund\\_policy\\_bursar.pdf](http://policies.uga.edu/pdf/refund_policy_bursar.pdf)

**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 706-542-8778, [www.drc.uga.edu](http://www.drc.uga.edu))

**Academic Probation Advisement form:** <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 members 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>



**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>.

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 <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>.

## 7. SERVICES

- Graduate School: <http://grad.uga.edu/>
- ALEC: <http://www.caes.uga.edu/departments/alec.html>
- Bursar's Office: (information on tuition and fees): <http://www.bursar.uga.edu/>
- E-Learning Commons: <http://www.elc.uga.edu>
- My UGA: <https://my.uga.edu>
- UGA Mail: <http://ugamail.uga.edu>
- Academic Calendar: <https://reg.uga.edu/general-information/calendars/academic-calendars/>
- UGA Writing Center: <http://www.english.uga.edu/writing-center>
- UGA Student Care and Outreach: <http://sco.uga.edu/>
- UGA Academic Honesty: [https://honesty.uga.edu/resources/documents/academic\\_honesty\\_policy\\_2017.pdf](https://honesty.uga.edu/resources/documents/academic_honesty_policy_2017.pdf)
- UGA Disability Resource Center: <https://drc.uga.edu/>
- Tuition Assistance Program (TAP): <https://reg.uga.edu/faculty-and-staff/tap/>

**Housing:** Campus housing is available for graduate students. All residence halls at UGA are coed, with the exception of Hill and Soule Halls (both female only). 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](mailto: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. However, in recent years due to larger first-year undergraduate classes and renovations of popular first-year dorms, some of these apartment complexes (University Village) have been reserved for these first-year undergraduate students as dormitories due to their misplacement and overflow of regular dorm housing. 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:** Five dining halls are available, serving breakfast, lunch, and dinner: Snelling Dining Hall, Bolton Dining Commons, Oglethorpe Dining Commons, The Niche, and the Village Summit (East Campus). 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 Mandatory Student Health Insurance Plan is with the University System of Georgia Board of Regents student health program administered by United Healthcare Student Resources. It is an accident and sickness insurance policy that provides coverage worldwide. It includes diagnosis and treatment of illness, injury, or medical conditions, along with preventive care benefits. Benefits include physician, hospital, surgical, pharmacy, behavioral health services (i.e., mental health / substance abuse), as well as legally-mandated benefits. Coverage under this plan cannot be prorated or ended early.

For more information about student health insurance, students are encouraged to visit the following website at <https://hr.uga.edu/students/student-health-insurance/> or call UGA Human Resources at 706-542-2222. 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. <https://www.uhs.uga.edu/caps/welcome> 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](http://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 purchase a parking permit 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. PARKING ENFORCEMENT SERVICES WILL TICKET THOSE VEHICLES NOT HAVING A VALID OR CORRECT PERMIT. Parking fees vary with the type of

permit 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. Athens-Clarke County (ACC) 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/>

**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/>

**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/>

**Tate Student Center** <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/>

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.

**Bookstore** <http://www.bkstr.com/Home/10001-10210-1?demoKey=d>

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/>

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/>.

## 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/>

### **ALEC Departmental Assistantships**

Graduate research and teaching assistantships (GRA/GTA) are paid positions within the ALEC department. A graduate assistant on contract also receives a full tuition waiver for both in-state and out-of-state tuition; however, students must pay UGA fees and have health insurance.

MAEE students will not be granted tuition waivers for semesters during which they do not have a graduate assistant contract. Students may qualify for summer semester reduced matriculation if they held an assistantship contract either before or after the summer term. Students eligible for this reduced fee must submit a formal request through the ALEC Business Manager.

GRA/GTA assist faculty with research and/or teaching and are expected to work 13-20 hours per week during the semester. Students who are on assistantship or working on-campus jobs may not exceed 20 work hours per week per university policy.

Students interested in an assistantship should submit a Letter of Intent and resume to Dr. Alexa Lamm, Graduate Coordinator, detailing their reasons for pursuing an assistantship and how their experience and education contribute to the department's teaching, research and Extension missions.

**Deadline:** Letters of intent for assistantships are due February 1 for Fall admission and October 1 for Spring admission.

Offices in the ALEC Section of Four Towers for Athens students and NESPAL for Tifton students will be reserved for students whose assistantship supervisors are located in these respective

buildings. Each student with an ALEC Departmental Assistantship will have access to the following resources:

- Designated office space
- Desktop computer
- Black & white printer access for materials supporting your research, faculty, etc.
- Key to designated office space to be returned prior to departure
- Computer lab with research software

Assistantship students must agree to comply with the following office policies:

- Do not hang any items with nails on the walls of offices
- Lock all offices when not in use
- Doors and door frames should not be used as display boards
- Inform ALEC staff of any and all maintenance and technology issues
- Respect others in the office by being aware of excessive noise
- Do not leave open food in your office space
- Use the refrigerator in the break room but be sure to keep it cleaned out
- Provide Advisor and Graduate Coordinator Assistant a tentative plan of working hours each week including keeping Outlook calendar up to date with class schedule and other meetings
- Empty trash/recycling regularly to maintain a clean office space

### **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. Link to TA Orientation info page: <https://ctl.uga.edu/grad-student/ta-orientation/>

All new GTAs are also required to enroll in GRSC 7770 . 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>. International students whose visas restrict their ability to hold an off-campus job may find this office particularly useful in finding university employment.

**APPENDIX A**  
**ALEC MAEE Advising Program of Study Worksheet**

Student Name:	E-mail:
Degree Sought: <b>MAEE</b>	Anticipated Graduation Term:

**Core Courses (12 hours)**

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>	<i>Expected Term of Enrollment</i>
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 Courses (3 hours minimum)**

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>	<i>Expected Term of Enrollment</i>
ALDR 8200 or	Research Methods in Agricultural Education or		

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

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>	<i>Expected Term of Enrollment</i>

**Thesis Option**

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>	<i>Expected Term of Enrollment</i>
ALDR 7300	Master's Thesis (max of 6 credits allowed)		

**Non-Thesis Option**

<i>Course Number</i>	<i>Course Title</i>	<i>Hours</i>	<i>Expected Term of Enrollment</i>
ALDR 7000	Master's Research (max of 6 credits allowed)		



## 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

#### **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 Programing 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)  
ALDR 7000 Master's Research (max of 6 credits allowed)

**Total = 36 hours**

## APPENDIX C – 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.

### After Acceptance

Done	What to Do	Who, When or Where
	Accept your offer of admission into the MAEE program	Graduate School Online Platform
	*Assistantship students only Sign and return your assistantship letter to the Graduate Program Coordinator	Before the date listed on assistantship offer letter
	Complete Graduate School checklist	<a href="#">Graduate School Website</a>

### Before Beginning Graduate School Classes

Done	What to Do	Who, When or Where
	Appointment of advisor	Graduate Coordinator, <a href="#">Dr. Alexa Lamm</a>
	Meet with advisor to discuss course registration	Before or upon arrival with advisor
	Register for courses	Contact Advisor
	Attend MAEE New Student Orientation	Contact Graduate Coordinator, <a href="#">Dr. Alexa Lamm</a> , for details
	Attend Graduate School Orientation	See <a href="#">Graduate School Website</a> for information
	Obtain Student ID Card	<a href="#">UGACard Office</a>
	Complete Change of Domicile Form (if applicable)	<a href="#">Registrar's Office</a>
	Purchase Parking Permit or learn the UGA bus route	<a href="#">Parking Services</a> , Before arriving on campus
<i>Students on assistantship or fellowship complete the following items:</i>		
	Complete payroll, appointment form	Business Manager, <a href="#">Elena Legendre</a>
	Obtain office key	Graduate Coordinator Assistant, <a href="#">Allison Fortner</a>
	Attend Graduate School TA orientation	Check <a href="#">Graduate School Website</a>

### First Year in Graduate School

Done	What to Do	Who, When or Where
	Select advisor and two other members to serve as your graduate committee. After selecting the graduate committee, complete the Advisory	Before the end of the 1 <sup>st</sup> semester

	Committee (G130) form at: <a href="https://gradstatus.uga.edu/Forms/G130">https://gradstatus.uga.edu/Forms/G130</a>	
	Meet with advisor to plan Program of Study (classes to take and when) and gain approval from graduate committee.	Before the end of the 1 <sup>st</sup> semester
	<i>*Assistantship students only</i> Sign renewed assistantship contract	At the end of the 1 <sup>st</sup> semester Business Manager, <a href="#">Elena Legendre</a>
	Schedule committee meeting to review and approve Program of Study plan (Appendix A) and present research or project idea	Before the end of the 2 <sup>nd</sup> semester
	<i>*Assistantship students only</i> Sign renewed assistantship contract	At the end of the 2 <sup>nd</sup> semester Business Manager, <a href="#">Elena Legendre</a>
	<i>*Assistantship students only</i> Schedule annual performance review with your assistantship supervisor	Last half of the 2 <sup>nd</sup> semester
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> <li>○ Complete progress check and update expected graduation semester. (Advisor to complete annual update form.)</li> </ul>	Before the end of the 2 <sup>nd</sup> semester

### Second Year in Graduate School

Done	What to Do	Who, When or Where
	Develop a plan with graduate committee for delivering components of thesis or capstone project for review	Before the end of the 3 <sup>rd</sup> semester
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> </ul> Complete progress check and update expected graduation semester	Before the end of the 3 <sup>rd</sup> semester
	<i>*Assistantship students only</i> <ul style="list-style-type: none"> <li>○ Sign renewed assistantship contract (as a reminder renewal contracts are not guaranteed)</li> </ul>	At the end of the 3 <sup>rd</sup> semester Business Manager, <a href="#">Elena Legendre</a>
	<i>*Assistantship students only</i> Schedule annual performance review with your assistantship supervisor	Last half of the 4 <sup>th</sup> semester
	Meet with advisor <ul style="list-style-type: none"> <li>○ Discuss recommended course registration</li> </ul>	Before the end of the 4 <sup>th</sup> semester

	Complete progress check and update expected graduation semester. (Advisor to complete annual update form.)	
	Check in with graduate committee on progress made toward thesis or capstone project	Before the end of the 4 <sup>th</sup> semester

### Final Semester in Graduate School

Done	What to Do	Who, When or Where
	Submit Program of Study form to the Graduate School (signed by advisor and the Graduate Coordinator) Note: Use the Non-Doctoral Professional Degree form: <a href="http://grad.uga.edu/wp-content/uploads/2014/11/body_prgnonphd.pdf">http://grad.uga.edu/wp-content/uploads/2014/11/body_prgnonphd.pdf</a>	By the end of the second week of classes in the final semester
	Application for Graduation (form required)	Start of final semester
	Schedule final exam/defense with graduate committee members	Start of final semester Share the date, time, and topic with the Graduate Coordinator Assistant ( <a href="#">Allison Fortner</a> ) to be advertised publicly
	Thesis Defense <ul style="list-style-type: none"> <li>○ Approved by major professor and distributed to advisory committee at least 2 weeks prior to exam</li> <li>○ Approved by advisory committee</li> <li>○ Format approved by Graduate School</li> <li>○ Registration requirement of at least 3 hrs during the semester thesis is submitted and completed.</li> <li>○ Submission of an Electronic Thesis and Submission approval form.</li> </ul>	Advisory Committee Final version must be electronically submitted to the Graduate school at least 2 weeks prior to graduation.
	Final Oral Exam (Form required) <ul style="list-style-type: none"> <li>○ Scheduled with department at least 2 weeks prior to exam.</li> <li>○ Registration requirement of at least 3 hrs during the semester the exam is taken and reported.</li> </ul>	Advisory Committee Results reported to the Graduate School at least one week prior to graduation.
	Submit signed, Final Defense Approval Form to the Graduate School (signed by graduate committee members and Graduate Coordinator)	Advisory Committee, 13 <sup>th</sup> week of final semester

### **Last Week in Graduate School**

	Complete Exit Interview	Graduate Coordinator Assistant, <a href="#">Allison Fortner</a>
<i>Students on assistantship or fellowship complete the following items.</i>		
	Clean desk space and return items to stockroom	Office, Stockroom/Copy Room
	Return all keys issued by department	Graduate Coordinator Assistant, <a href="#">Allison Fortner</a>

# Double Dawgs Student Timeline

