

## **M.S., ALEC Pathway to Completion**

We have provided links to forms wherever possible. We cannot control when the University or Graduate School make changes, and not all forms are available at all times. **Please bookmark [this page](#) for a menu of ALL forms! Note that as UGA transitions from “GradStatus” to “Slate,” forms and submission processes will change.**

**Please check [this site](#) for important semester-by-semester deadlines.**

**This document is not a substitute for the ALEC Graduate Handbook and/or the UGA Graduate School website.**

Graduate School policies and procedures can change abruptly. Be sure to open and carefully read all email from the Graduate School and ALEC Graduate Coordinator/Coordinator Assistant. Your advisor may learn of changes and updates at the same time you do, so please heed the Graduate Coordinator’s communication, as that individual will get the “breaking news” from the Graduate School.

### **1. Complete a minimum of 36 hours of coursework**

- **Core requirements:** (all students take all three; substitutions are extremely rare)
  - ALDR 7230/7230E
  - AGCM 8700/8700E
  - ALDR 7500/7500E
- **Seminar requirements:**
  - GRSC 7001 GradFirst (student selects) (all students take once)
  - GRSC 7770 Graduate Teaching (all students on assistantship take once)
  - ALDR 7005 ALEC Seminar (all students on assistantship take each fall and spring; others welcome to register)
- **Research methods requirement:** (3 hours minimum)
  - ALDR 8200/8200E
  - Quantitative or Qualitative Methods course as advised by your committee/advisor
- **Electives** (15-18 hours for thesis students; 21 hours for non-thesis)

- **Teacher certification track:** Consult Dr. Croom for advising
  - **Thesis:**
    - ALDR 7300 (3-6 hours)
2. **By the end of your first year**, select your committee. **Submit M.S. (with thesis) Advisory Committee form** in the [Enrolled Graduate Student portal](#) (AdvCmte tab). **Submit M.S. (Non-Thesis) Advisory Committee form** in the [Enrolled Graduate Student Portal](#) (AdvCmte tab).
    - Chair is your academic advisor (aka major professor)
    - Member 2: An ALEC faculty member with at least a 50% appointment in ALEC and UGA Graduate Faculty status.
    - Member 3: An ALEC faculty member or a faculty member of another department with UGA Graduate Faculty status.
    - Optional additional voting members may include no more than one non-UGA faculty. All members must hold a terminal degree in their field of study.
  3. After your committee is formed and your advisor approves, **convene a Thesis Proposal meeting**.
  4. **At the beginning of the semester you intend to graduate:**
    - Submit the [Program of Study form](#).
    - Submit the [Application to Graduate form](#) (this page will update each semester; scroll to your graduation semester and click).
  5. **During the final semester:**
    - **Non-thesis students must complete a written Comprehensive Examination**, composed by their committee under the direction of your Chair (major professor), upon completion of their coursework.
      - Student is responsible for reporting the dates of the comprehensive exam to the Graduate Coordinator by email at least two weeks before taking the exam.
      - Student has one week to complete the exam.
      - Faculty committee has one week to review and make a pass/fail decision.
      - Advisor submits final exam results to the Graduate Coordinator, who forwards to the Graduate School. Non-thesis students do not need to orally defend the comprehensive exam.
    - **Thesis students must orally defend the written thesis.**
      - **Schedule the defense:** After discussing with your advisor, work with Ms. Brenda Hamilton to secure a room in Four Towers at a desirable date and time. Ms. Brenda will also create a video link for

you. Notify Mr. Brian Brennan of the time, date, location, and video link as soon as you have it.

- You must make a public announcement of the thesis defense. Friends, family, classmates, interested faculty and other stakeholders may wish to attend in person or by video link. Notify Mr. Brian Brennan of the time, date, location, and video link as soon as you have it for announcement. The public is only present for the presentation and general Q&A and will be dismissed when the committee engages you in the oral examination.
  - Submit a final draft of your thesis, approved by your advisor, to your committee no less than two weeks before the defense.
  - Prior to the scheduled defense, please work with Mr. Brian Brennan to ensure that your committee has the [Approval Form for Master's Thesis and Final Oral Examination](#). Members will use this form to record their decision, and the form is then submitted to the Graduate School.
- **Thesis students must officially submit the thesis to the University:**
    - By [the deadline listed for the semester you intend to graduate](#), a complete formatted copy of the thesis must be submitted to the Graduate School for a first format check.
    - Upon passing the oral exam, a final copy of the thesis must be submitted to the Graduate School with an [Electronic Thesis and Dissertation Submission Approval Form \(ETD\)](#)