LAMAR DODD SCHOOL OF ART

GRADUATE HANDBOOK

2014-2015

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The University of Georgia is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University. https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy

Graduate Assistants must participate in two on-line courses.

1. **Hazardous Material Training**: http://esd.uga.edu/hazardous-materials

This will require about 30 minutes of your time and you will be tested at several stages of the process. At the end you will get a Certificate of Training with a date of successful completion that will be automatically recorded with the Environmental Safety Division. You must also print a copy and turn in to Andra Walton in our office as we are required to have this on record and you are required to have it to teach a studio course or have a studio assistantship. This will both help to assure a safer work environment and also protect you personally and the School from liability.

Studio faculty should include this web address on their syllabi and suggest that your students take the training. We are not required to keep a record of these, but if they take the course the EPS office will have the record.

2. **Right to Know**: http://www.esd.uga.edu/rtkcs/

"All Faculty, Staff, Part-Time Faculty and Graduate Assistants" are required to take the right to know training. This will take about 15 minutes of your time and at the end you will need to print The University of Georgia Environmental Safety Division Right to Know Program Chemical-Specific Training Form. Once you complete this, please sign and bring to Andra Walton with the Certificate of Training.

Finally, you should include this web address on your class syllabi and ask students to take the training. Again, we are not required to keep a record of these but are responsible for instructing them to do so.

If you have any questions about your studios, need safety storage cabinets or advisement about pick up of disposal of waste please contact: Steve Arnold, for the main building, at (706)-542-3933 or email at sgarnold@uga.edu, or George Belcher, for Thomas Street, Ceramics, and Broad Street Studios, at 706-542-4314 or by email at gebelche@uga.edu. Steve and George are in charge of the hazardous waste management and safety, and report to the EPS Division at UGA. All faculty, staff, and graduate students are responsible for maintaining a safe working environment and required to have your paperwork in our office.

LDSOA Live Model Policy

All faculty members and graduate teaching assistants who utilize live models, given the inherent sensitive aspects of such activity in the context of the NDAH Policy, must be scrupulous in maintaining an appropriate professional atmosphere. Instructors should avoid any conduct, whether physical or verbal, that could be misinterpreted by a reasonable person, participant or witness, or that could otherwise cause discomfort on the part of the model or other participants in the activity.

The following excerpt is taken from Drawing Essentials: A Guide to Drawing from Observation (2009 Oxford University Press, New York) with permission of the author, Deborah Rockman, Kendall College of Art and Design.

Classroom Etiquette When Drawing from a Model

Modeling is hard work. Unless you have done it before, it is difficult to realize the challenges involved in modeling well. Everyone in the classroom deserves to be treated with respect, and this is especially true for the models who find themselves in an especially vulnerable position because they are nude and because all eyes are upon them. For those of you who lack experience with drawing from the figure, it is advisable to take a few minutes prior to your first session with the model to acquaint yourself with some of the rules of "etiquette," and your instructor will hopefully review some of this information with you.

The model's personal space is to be respected, and you should never touch the model while he or she is at work. There are some instances, with the model's permission, when it is appropriate for the instructor to make contact with the model in order to point something out, when teaching anatomy, when helping the model to get back to a particular pose, and so on. But the generally accepted notion is that under no circumstances should you, as a student, make contact with a model.

You should also be aware that it is inappropriate to make audible comments concerning the model's body or appearance or to laugh out loud in a way that may lead the model to think that you are laughing at her or him. Again, because of the model's vulnerability, it is courteous and professional to be particularly attentive to their well-being. Although it may seem unnecessary to discuss here what seems like common courtesy, drawing an unclothed model in a classroom with a group of fellow students is not exactly a "common" experience unless you are in an art school.

The models, too, should be made aware of guidelines for their behavior. During a break, you can expect that the model will wear a robe or otherwise cover himself or herself until it is time to resume modeling. Models are generally advised not to offer comments on student work since they may unwittingly reinforce something your instructor is trying to discourage or discourage something your instructor is trying to reinforce. If you encounter an uncomfortable situation with a model, your best course of action would be to discuss the issue with your instructor and he or she can address the issue with the model. In general, common sense and courtesy provide the best guidelines.

Graduate School Enrollment Policy

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 (3) credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of *Graduate* credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy and 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. Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement (30 hours for PHD, 20 hours for EDD or DMA) has been met. See instructions for Out-of-State Tuition Waivers http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/funding-from-graduate-school/ . UGA employees pursuing graduate degrees under the Tuition Assistance Program and students in non-degree status are exempt from this Continuous Enrollment Policy. However, these students remain under the pre-existing policy and will lose registration eligibility if non-enrolled for three consecutive terms. If registration eligibility is lost, these students must reapply to their programs and pay the applicable application fee to continue graduate study.

Leave of Absence

II. A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate program Coordinator and the Dean of 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 3 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 unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought. *Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child under six years of age will not count toward time limits governing their graduate degree.

III.

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 3 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.
C. **Deadlines.** A student may apply for a leave of absence before or during any 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 end of a semester.
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 a 3 semester limit.
[http://grad.uga.edu//wpcontent/uploads/2014/09/absence.pdf]

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. 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 re-enrollment fee equivalent to registering for 3 graduate credits at the current in-state tuition rate for each non-enrolled semester, including summer, up to a maximum of 9 hours. Students may appeal actions resulting from violation of 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. The appeal should include documentation of unusual and extenuating circumstances that could justify an individual exception to the policy. A negative decision by the Dean of the Graduate School may be appealed to the Administrative Committee of the Graduate Council.

Program Exemption

A graduate program may apply for an exemption from the Continuous Graduate Enrollment Policy if the program operates on an intermittent basis and does not provide graduate courses or opportunities for research and scholarship on a term-by-term basis. For example, a program that offers graduate courses and other educational opportunities only one semester a year may apply for an exemption. Cooperative programs between the University and partners such as federal and state agencies, corporations, nonprofit organizations, and international exchange programs, may qualify for exemption if the program requires extended work or service off campus by the graduate student for multiple semesters.

If granted, the exemption will apply automatically to all students enrolled in the program (i.e., students need not apply individually for an exemption). Program exemptions will be reviewed periodically and may be rescinded if the program begins to offer graduate education opportunities on a more continuous basis.

Graduate School Pregnancy/Childbirth/Adoption Leave Policy

A. Objectives

The objectives of the Graduate Student Pregnancy/Childbirth/Adoption Policy are to:

1. Affirm UGA's commitment to supporting women and families, particularly those who experience pregnancy and childbirth or adopt a young child while pursuing a graduate degree.
2. Provide a policy and procedure for extending time limits regarding graduate coursework, advancement to candidacy, and graduate degree completion for graduate students who temporarily interrupt their graduate study due to pregnancy and childbirth, or who adopt a child under the age of six.
3. Amend the existing Leave of Absence policy and procedure to provide this academic accommodation for pregnancy, childbirth, and adoption.

B. Policy

This policy provides an academic accommodation for students who request and receive a leave of absence from graduate study due to pregnancy and childbirth and/or adoption of a child under the age of six. Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption will not count toward time limits governing their graduate degree. Both the duration of leave and extension(s) of time are subject to the overall limits of the prevailing Leave of Absence policy.

Course Load

A full-time course load is nine hours per semester during the academic year and six hours during the summer semester. The maximum semester course load for any student is 18 hours per semester. For those students whose degree program officially requires more than 18 hours of credit per semester, the students will be limited to the program maximum. To exceed the maximum course load, a student must obtain approval from his/her major professor and the dean of the Graduate School. The department head or the departmental graduate coordinator may sign the overload request in the absence of the student's major professor.

Generally, a request to exceed the maximum course load will not be approved unless the student satisfies the following guidelines: (1) is a prospective candidate (or candidate) for a graduate degree, (2) has a cumulative graduate average of 3.5 or higher, (3) has no incompletes on his/her graduate record, and (4) is not a first-semester student.

The maximum course load for an eight-week summer thru session is 18 hours. The minimum course load for any summer session is 3 hours. The maximum course load during pre-summer session (Maymester) is 6 hours. For students on an assistantship, the minimum course load during summer sessions is 9 hours. Permission to exceed the maximum load is not granted during summer semester.

Course Numbers

Courses numbered 8000-9999, taught by members of the graduate faculty, are advanced graduate courses and seminars, which provide educational experiences at the highest level in a graduate student's program of study. Courses numbered 6000-6999 are fundamental knowledge courses; those numbered 7000-7999, except master's research (7000) and thesis (7300), are technique and professional courses. Courses numbered 6000-7999 are normally taken early in the graduate student's program of study. Joint undergraduate/graduate courses, numbered 4000-4999/6000-6999 and 5000-5999/ 7000-7999, in which undergraduate and graduate students are simultaneously enrolled are not normally used to provide the core requirements of a graduate degree program. Such courses may be used as electives and as service courses taken in other departments.

Class Attendance

Students are expected to attend classes regularly. A student who incurs an excessive number of absences may be withdrawn from a class at the discretion of the professor.

Withdrawal from Courses

Students who wish to withdraw from a course after the designated drop/add period for a term should initiate the withdrawal procedure with the instructional department and their advisor. Instructors who wish to withdraw a student from a course because of excessive absences should initiate the withdrawal procedure within the instructional department. (The term "excessive absences" is defined in the syllabus for the course.) A student who fails to drop a course during the drop/add period for the term may withdraw from the course through the OASIS system. The system will notify the instructor of the course, who will assign a grade of W or WF. No refund for a reduction in hours due to individual course withdrawals is authorized. Only credit hour reductions effected by the drop/add process will generate a refund.

Students who withdraw from a course should be aware of the fact that a reduction in their course load because of withdrawal may affect their assistantship, financial aid, athletic eligibility, and/or full-time student status. Students should contact the appropriate office if they have questions about the impact of their withdrawal from a course.

A graduate student who withdraws from a course or is withdrawn by the instructor for excessive absences prior to the midpoint of a semester is assigned a grade of W or WF by the instructor. A student who withdraws or is withdrawn for excessive absences after the midpoint of the semester (date to be specified in the Schedule of Classes) is assigned a grade of WF, except in those cases in which the student is doing satisfactory work and the withdrawal is recommended by the Office of Student Affairs because of emergency or health reasons.

A grade of W signifies that the student was passing the course at the time of withdrawal. Such a grade, even if the course was withdrawn from for medical reasons, does not relieve the student from the regular probation.

Course Deletions

A course deletion refers to an administrative process whereby the course is removed from the student's record after the designated drop/add period and, if appropriate, a refund is generated. In order to have a course deleted from the student's record, it must be determined that the University is responsible for the student being in the course in error.

Course deletion requires a written student petition followed by the review and approval of the instructor of the course, the department head/program director, and the dean. Questions concerning course deletion should be directed to the dean's office of the student's school or college.

Change in Grades

A grade in a course recorded by the Registrar cannot be changed except in the following circumstances:

- A symbol of I not removed after three semesters becomes an F. Once a grade of Incomplete (I) converts to an F, it remains an F.
- A symbol of ER not removed after one semester becomes a grade of WF.
- Any grade will be changed upon a written statement by the instructor that the grade was a factual error. All grade changes are subject to approval by the instructor's department head and the dean of the Graduate School.
- No grade change can take place in any course after three semesters from the original issuance of the grade.

Name and Address Changes

The name carried on the permanent academic record is the name given on the application for admission and should be the complete legal name. The name will be changed by the Registrar upon request to reflect legal name changes. Changes in a current or permanent address can be made in the ATHENA system under the Personal Information tab, until the student's graduation semester. If the ATHENA system will not accept an address change, the student must notify the Office of the Registrar to make the change.

Statements set forth in this bulletin are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While every effort is made to provide accurate and current information, the University reserves the right to change, without notice, statements in the bulletin concerning rules, policies, fees, curricula, courses, calendar, or other matters. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate to any changes necessary.

Students have the responsibility for keeping themselves apprised of current graduation requirements for their particular degree program.

Graduate School Academic Regulations & Procedures

Use of Credit

Course and resident credit used to satisfy the requirements of one degree cannot be used to satisfy the requirements of another degree.

Cumulative Graduate Average

To be eligible for admission to candidacy and graduation, a student must maintain an average of 3.0 (B) both on the graduate transcript and on all courses on the program of study. No grade below C (2.0) will be accepted as part of a program of study for a graduate degree.

When a graduate course is repeated, the last grade received will be used in calculating the cumulative graduate average that is used for probation, dismissal, admission to candidacy, and graduation. Grades received in all graduate courses will be included in the graduate cumulative average.

Acceptance of Credit by Transfer

Master's degrees. If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree. Transfer credit cannot be used to fulfill the requirement that 12 semester hours on the program of study be open only to graduate students. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School by the midpoint of the semester in which the student plans to graduate.

Specialist in Education degrees. Specialist in Education degree candidates may transfer up to 6 hours from an accredited institution where the student had been fully admitted into an Ed.S. degree program. This credit must meet the same criteria as credit transferred for master's degrees.

Doctoral degrees. No courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer. A maximum of nine hours of credit earned after admission to UGA may be transferred pursuant to the following guidelines. If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when

recommended by the student's major professor, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit must fall within the time limit of the degree. No grade below B may be transferred. The courses to be transferred may not have been used in a degree program at another institution. Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a "break" in residency will occur unless the student is also registered at UGA. Transferred courses may not be included in the 16 hours of 8000- and 9000- level credit on the program of study. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate.

Resident Credit in Graduate Centers

1. For course work leading to a professional master's degree, credit on a resident basis will be granted for graduate courses taken at a graduate center approved by the Board of Regents, provided:

   A. The student has been admitted to the Graduate School of the University of Georgia prior to taking the course;

   B. The physical facilities such as classrooms, library, and teaching aids are adequate as determined by a site visit of at least three persons, one appointed by the dean of the school or college offering the course, one appointed by the Director of Libraries, and one appointed by the dean of the Graduate School; and

   C. The instructor is the same one who teaches the course on campus, or is approved by the dean of the school or college offering the course and the dean of the Graduate School.

2. Resident credit will be granted for course work or research leading to degrees other than professional master's degrees offered at off-campus locations provided:

   A. The student has been admitted to the Graduate School prior to taking the course; the requirement of two consecutive semesters of full-time work on campus in Athens for all doctoral students is satisfied;

   B. The requirement of two semesters of full-time work on campus in Athens (which need not be consecutive) is, in general, satisfied for all candidates for MA and MS degrees.

   An exception to the above may be made for students who prefer to spend one semester of full-time work abroad in a program of study approved by the University of Georgia or the Board of Regents. Such study shall be counted as resident credit; and the instructor is the same one who teaches the course or directs the research on

campus, or is approved by the dean of the school or college offering the work and the dean of the Graduate School.

3. Residence or non-residence credit for Studies Abroad is determined by the department from which a student is seeking a degree.

4. Resident credit is considered any course for which registration takes place through the OASIS system so that they appear on the student's official transcript without a manual transfer process, which includes UGA online courses, and any courses taken under the cross-registration policy.

Application for Graduation

An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date. You may now apply online.

Late Filing of Graduation Forms

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

Final Registration Requirement

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in a following semester.

A graduate course, GRSC 9270 (Graduate Study Completion), is designed for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate. Permission to register for this course must be granted by the Graduate School.

Students will not be approved for graduation if they have a grade of I or ER which, when changed to a recorded grade, could cause the graduate grade point average to fall below the minimum required for graduation.

Graduation Ceremonies

Formal commencement exercises are held in May and December. Candidates for degrees are urged to participate in graduation exercises, but they are not required to attend.

Probation and Dismissal

Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the department and reported to the Graduate School. The department must immediately notify the Graduate School of a dismissal. The student will be prevented from enrollment in future terms. Dismissal by an academic department may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the departmental level. This should be completed within 30 calendar days of the decision resulting from an appeal to the department. When students are terminated by a department, but not simultaneously by the Graduate School, they may apply for admission to another graduate program; however, they may not apply for admission to the same department from which they were dismissed.

Students with a cumulative graduate course average below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester graduate average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative graduate average is 3.0 or above. If they make below a 3.0 semester graduate average while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate average that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted. When students are dismissed under the terms of this policy, they may not apply for admission to another graduate program offered by the University.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School.

Appeals

University of Georgia students have the right to appeal academic decisions. Usually the appeal goes first to the unit responsible for the decision (for example, grades or departmental requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee). An unfavorable ruling at one level can be appealed to the successive levels (viz. a department ruling can be appealed to the college in which the institutional unit is located; a college-level ruling can be appealed to the University Council Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and the President's ruling can be appealed to the Board of Regents).

Appeals of academic matters should be referred to the
Office of Vice President for Instruction
308 New College
Athens, GA 30602-1695
(706)583-0690

Policies regarding appeals in the Graduate School may be obtained from the
Office of the Dean,
320 E. Clayton Street, Suite 400
or by phoning (706) 425-3111 or 425-3215

Student Education Records

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include the following:

1. The right to inspect and review the student's education records, subject to certain specific exceptions. A student wishing to review his/her education records should submit to the registrar, academic dean or other appropriate official a written request that identifies the records he/she wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record he/she wants changed and specifying how it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing as well as the hearing procedures.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception is disclosure to other

University officials who have been determined to have a legitimate educational interest in the information.
Upon request, the University also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll. In addition, directory information may be disclosed without a student's consent unless the student has advised the registrar in writing and he/she wishes to restrict access to this information. "Directory information" includes, but is not limited to, the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student, as well as the weight and height of members of athletic teams.

4. The right to file a complaint with the U.S. Department of Education concerning the University's alleged failure to comply with FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605.

Copies of the complete University policy statement regarding FERPA may be obtained from the Office of the Registrar.

Academic Honesty

Academic integrity is an adherence to a high standard of values regarding life and work in an academic community. Pursuit of knowledge and the creation of an atmosphere conducive to learning are both definite aspects of academic integrity, but its basis lies in the standard of honesty.

Students at the University of Georgia are responsible for maintaining and adhering to the strictest standards of honesty and integrity in every aspect of their lives. Honesty in academic matters is a large part of this obligation. Specific regulations governing student academic conduct are contained in the Student Handbook, and these should be read to avoid any misunderstanding.

Students and faculty who suspect that an act of academic dishonesty has taken place should contact the Office of the Vice President for Instruction.

Research with Human Participants

As a matter of University policy, all research projects involving human participants must be submitted to the Human Subjects Office for review and approval by the Institutional Review Board (IRB). Human participation is involved any time data are collected on individuals for research purposes. This policy applies to all research whether funded or not, whether conducted by faculty, staff, students or visitors, both on and off campus. Projects involving minimal risk to human participants can usually be approved expeditiously, but it is recommended that the application forms and all the supporting

documents be submitted well in advance, allowing at least 4-6 weeks for processing. Failure to obtain IRB approval for research with human subjects is a violation of University policy and federal regulations.

The detailed guidelines and the necessary application forms are available on the OVPR website and questions regarding these may be directed to the Human Subjects Office at (706) 542-3199 or IRB@uga.edu. The Human Subjects Office is located at 612 Boyd Graduate Studies Research Center.

MASTER OF ART EDUCATION (M.A.Ed.)
PROCEDURES AND REQUIREMENTS

It is the student's responsibility to study the Graduate Bulletin, the School of Art's Graduate Handbook, and the School of Art website; and to meet all requirements for the degree, including Art School requirements listed below; and to observe all appropriate deadlines as the graduate program progresses.

Deadline dates and other pertinent information are posted regularly on the Graduate School website (www.grad.uga.edu). Please check your UGA email account often for important announcements. Art Education students should also subscribe to the arted listserv at http://listserv.uga.edu/archives/arted.html

Keep the Graduate Coordinator's Office updated on changes of address, phone number, and email. Remember that all official UGA emails are sent to your UGA account so you should check it on a regular basis.

1. A temporary advisor is assigned by the Graduate Coordinator on a rotating basis in consultation with the Area Chair at the beginning of the first semester of enrollment.

2. The student should select a Major Professor after 9 hours of course work by securing the appropriate signature on the form provided by the Graduate Coordinator. If the student wishes to change Major Professor, the form for this purpose is available on the School of Art website.

3. After selection of a Major Professor, the student should outline a Tentative Program of Study with the Major Professor (see M.A.Ed. Checklist).

4. The Continuance Examination is held at the completion of 12 hours of graduate study. If a student qualifies for the exam during summer semester, it may be deferred until fall. This exam serves as a means to ascertain the student's progress toward degree completion but also functions to help the student plan appropriate coursework relevant to areas of interest. The student, in consultation with the Major Professor, should select the committee members, contact each member and confirm a date and time for the Continuance Examination and submit this information on the proper form to the Graduate Coordinator who will appoint the committee (see M.A.Ed. Checklist for details). One member of this committee must be from outside the area of Art Education. The Major Professor as Chair will report the results to the Graduate Coordinator. The

anticipated semester of graduation will be determined at the time of the Continuance Exam.

5. A Final Program of Study form is filed with the Graduate School after successful completion of the Continuance Examination and prior to the posted deadline for each semester (see www.grad.uga.edu). If a change in the Program of Study is necessary after it has been approved by the Dean (i.e., change in course work), notify the Graduate Coordinator's Office so these changes can be submitted to the Dean for further approval. *The required form is for the Non-Doctoral Professional Degree and can be found on the Graduate School's website.*

6. An Application for Graduation must be filed with the Graduate School (320 East Clayton Street, Suite 400) prior to deadlines for each semester posted (see www.grad.uga.edu).

7. The majority of Applied Project defenses will occur during the fall and spring semesters, with a limited number occurring during Short Session I Summer Semester (maximum of three summer defenses across art education graduate degree programs). For summer graduation, the Applied Project Final Defense must occur by the end of Short Session I.

8. The student, in consultation with the Major Professor, should contact each committee member to confirm a date, time, and location for the Final Oral Examination and submit this information on the proper form to the Graduate Coordinator who will formally notify the committee (see MAEd Checklist for details). The Major Professor will review a draft of the Applied Project, recommend changes, and the student will revise the Applied Project accordingly. The student will then distribute a revised version in hard copy format to the committee. The committee should have at least two weeks to read and evaluate the Applied Project Report before the Final Oral Exam. Students should prepare a brief introductory statement (5-7 minutes) describing the Applied Project, the rationale for that project, and what was learned in the process to begin the defense. The Major Professor as Chair will report the results of the exam to the Graduate Coordinator.

9. Required bound copies of the Applied Project Report are as follows:
   One copy for the Graduate Coordinator's Office
   One copy for the Major Professor
   Student copies at his/her option

   Binding information is included in this handbook.

   Prepare the Applied Project Report following the APA Style Manual (6th Edition). Consult with your Major Professor to determine any questions regarding style. While the Applied Project Report is not technically a "thesis" and does not require the approval of the Dean of the Graduate School, a student guide for preparation of theses is available from the Graduate School for use in typing the report following the typing guide sheet and general instructions. Samples of the format for the Title Page and the Approval Page are included in this handbook and are available from the Visual

Resource Center. Copies of past graduates' Applied Project Reports are on file in the Visual Resource Center and may be checked out for your review.

10. Prior to the posted deadlines (see www.grad.uga.edu), the graduating student must:

    a) Submit one signed and bound copy of the Applied Project Report to the Graduate Coordinator's Office and one copy to the Major Professor.

    b) Deliver the Final Oral Examination results form to the Graduate School.

TIMETABLE FOR COMPLETING M.A.Ed. DEGREE REQUIREMENTS

Process	Time Frame (Semesters of Residence) Goal	Deadline
1) Select Major Professor	9 hours	12 hours
2) Approval of Tentative Program of Study by Major Professor	9 hours	12 hours
3) Continuance Examination	--	At completion of 12 hours
4) Program of Study		At completion of 12 hours
5) Apply for Graduation	--	1st week of final semester
6) Preliminary Draft of Applied Project Report to Major Professor	2nd week of final semester	7th week of final semester
7) Final Draft of Applied Project Report to Major Professor for Approval	6th week of final semester	10th week of final semester
8) Final Draft of Applied Project Report to Committee and Schedule Final Oral Exam	2 weeks prior to final oral exam	2 weeks prior to final oral exam
9) Final Oral Examination	--	Final semester
10) Approved and Bound Copy of Applied Project Report to Major Professor and Graduate Coordinator	--	Final semester

MASTER OF ART EDUCATION (M.A.Ed.)
PROGRAM DESCRIPTION AND CHECKLIST

ADMISSION AND RETENTION

A student may be admitted as a prospective candidate for a degree, or denied admission. A Bachelor's degree in Art (or its equivalent) is typically required for admission. The Level 4/Level 5 Initial Certification program allows qualifying students to earn certification coursework while earning the M.A.Ed. Students who wish to work in museums and community centers may choose to pursue the M.A.Ed. degree without certification

ADVISEMENT

At the time of admission, the Graduate Coordinator will appoint a temporary advisor. During the first semester, the student should meet and discuss his/ her interests with all members of the Art Education faculty in order to select a Major Professor. The student must obtain appropriate signatures on the proper form and return it to the Graduate Coordinator's office. A student may also subsequently request a change of Major Professor by following these same procedures.

PROGRAM OF STUDY

After nine hours of graduate course work, the student, with the advice of the Major Professor, should outline a tentative program of study for the courses planned to satisfy degree requirements. The M.A.E.d. program requires some form of substantial application of course content with an audience relevant to the student's area of focus. This may be satisfied by a course, an internship, or through the Applied Project. The fulfillment of this requirement will be determined in consultation with the Major Professor. Retention in the program will be assessed based on course work and the results of the Continuance Examination, which is held at the completion of 12 hours of graduate study. The final program of study must be submitted on the Program of Study form with the Major Professor's signature to the Graduate Coordinator for submission to the Dean of the Graduate School for approval by the deadline (see www.grad.uga.edu). Changes in the program of study must be submitted for approval to the Major Professor, the Graduate Coordinator, and the Dean of the Graduate School.

In order to achieve a breadth of approaches, the student is expected to take graduate course work from several different members of the Art Education faculty. If a lapse of more than one calendar year before completing requirements for the M.A.Ed. program is anticipated, a tentative program of study should be filed with the Graduate Coordinator prior to the absence.

TRANSFER CREDITS

If transfer credits (maximum of 6 semester hours) are to be included in the program of study, request for this transfer must be submitted to the Dean of the Graduate School for approval. An official transcript of these courses must also be included, if

not on file in the Graduate School. All requests for transfer credit must be in the Graduate School at least 30 days prior to graduation. All courses must have been taken within six years with a grade of "B" or better and may not have been included as part of a previous degree program of study.

DIRECTED STUDY COURSES

Students wishing to enroll for a directed study course must obtain a Directed Study Contract and return it with signature of the appropriate faculty member. This procedure must be completed before registering for the course.

TIME LIMIT

The majority of full-time students complete their Master' degree within two years. However, the student has six years in which to complete his/her program of study.

CONTINUANCE EXAMINATION AND ARED 7650 APPLIED PROJECT IN ART EDUCATION

At the end of 12 semester hours of graduate course work, and in conjunction with filing a final program of study, the student will have the responsibility for scheduling his/her Continuance Examination. The faculty may review the artwork and research papers the candidate presents in order to evaluate the student's capabilities for continuing toward his/her degree objective. Successful completion of this examination is prerequisite to the student's officially beginning the ARED 7650 Applied Project in Art Education. The student, in consultation with the Major Professor, should select the committee members, contact each member and confirm a date and time for the Continuance Examination and submit this information on the proper form to the Graduate Coordinator who will appoint the committee. One committee member must be from a related area outside of Art Education.

For this meeting, the student shall prepare a written 500-word statement of direction and distribute copies to his/her committee two weeks prior to the examination. In the judgment of the committee, if the student is not ready for candidacy, he/she may be required to complete additional course work before requesting a second examination. If the committee determines that the student demonstrates insufficient promise for mastering the M.A.Ed. requirements, he/she will be counseled to discontinue as a graduate student in Art Education. The student is expected to prepare for and approach the examination in a serious manner and be able to elucidate in verbal form an appropriate knowledge of art education. The Major Professor shall have the responsibility of preparing the student for the examination. Those students eligible during the summer semester may be deferred until fall. At the same meeting, the student should discuss with the committee his/her ideas for the Applied Project. He/she should also present a tentative program of study to the committee, developed in consultation with the Major Professor.

The M.A.Ed. degree consists of 33 hours of course work and requires focus upon a selected program of study having bearing upon issues and problems in Art Education. The topic for the Applied Project may derive from a variety of educational sources including educational psychology, sociology, history, or philosophy, as well as the cognate disciplines in the arts and humanities. The problem for inquiry must have an applied emphasis. The problem should incorporate, to some degree, both the exploration of educational principles and their application to the solution of pragmatic problems in educational settings. The methodology utilized is often centered on teacher-research or case study and may be supported by a variety of quantitative and qualitative data collection methods. Direct instruction of the curricular model in an educational setting is preferred, but not required. In some cases, the Applied Project may be an in-depth study of technical or creative production or problems, with exploration of educational implications. Visual images are a regular part of the data collection and analysis.

During the process of undertaking the study, the student should gain familiarity with the various components of research and scholarly inquiry, including the ability to (1) locate, define and delimit a problem amenable to solution, (2) formulate propositions of potential significance, (3) survey relevant literature in the selected area of study, (4) master the necessary methods and procedures for carrying out the inquiry, (5) become skilled in analyzing and evaluating evidence or outcomes, (6) synthesize findings or summarize data, and (7) speculate reflectively on the potential implications of the findings to educational theory and practice. Normally, ARED 7650 is the last course taken in the program of study, as the student must be registered for a minimum of 3 semester hours during the semester in which the degree requirements are completed. In addition, the student must register for course work in any semester in which faculty time and/or University facilities will be used.

When the Major Professor is satisfied with the depth, scholarship, and organization of the Applied Project Report, he/she will instruct the student to prepare copies for all committee members and schedule the final oral examination. The student, in consultation with the Major Professor, should select the committee members, contact each member and confirm a date and time for the Final Oral Examination and submit this information on the proper form to the Graduate Coordinator who will appoint the committee.

Throughout the period of graduate course work, the student should keep all members of the committee informed of the nature of the research direction. At the Continuance Examination, he/she should broadly describe the nature of the direction in a 500-word essay. Thus, by the time of the Final Oral Examination, the report should be a revised draft professionally presented reflecting a unity of direction and organization.

FINAL EXAMINATION

The student should keep in touch with all members of the committee as the project progresses and secure approval of the completed Applied Project Report from the Major Professor. The date for the approval of the completed requirements is posted at www.grad.uga.edu each semester. The committee must have a minimum of two weeks to read the completed report, in hard copy, prior to the final examination. At the final examination the student should be prepared to give a brief presentation to the committee about what the student learned from the Applied Project and why it is significant for art education practice.

The committee may accept the Applied Project Report, accept it conditional to further changes to be overseen by the Major Professor, or recommend that additional work be done before it is considered acceptable. After approval by the committee, signed and bound copies should be presented as follows: one copy to the Graduate Coordinator, and one copy to the Major Professor by the posted deadline. The student should consult the Graduate Coordinator's office for binding information.

When the Applied Project Report is presented at the Graduate Coordinator's office, the M.A.Ed. Final Oral Examination Report form is signed and given to the student who must deposit it with the Graduation Office of the Graduate School by the posted deadline date.

GRADUATION

The student must apply for graduation following guidelines posted at www.grad.uga.edu. If the graduation date needs to be changed, the student must notify the Graduate School in writing or through OASIS, and must also notify the Graduate Coordinator's office. Degree requirements must be completed within six years; otherwise, expired course work must be replaced. The student must be registered for 3 hours the semester in which degree requirements are completed and any semester in which faculty time and/or University facilities are used. All requirements should be completed prior to Graduate School deadlines.

PROGRAM DESCRIPTION OF THE MASTER OF ART EDUCATION DEGREE

The Master of Art Education (M.A.Ed.) degree requires a minimum of 33 hours of graduate study, including three hours of ARED 7650 Applied Project in Art Education. Each Master's program will be planned to meet the minimum requirements indicated below. However, all prerequisites for these courses must be met before enrolling. For valid reasons (e.g. avoiding duplication of previous training), a substitution for a "required" course may be approved in special cases. In order to achieve a breadth of approaches, the student is expected to take graduate course work from several different members of the Art Education faculty.

The entire University is open for the student to explore. For example, there are numerous courses in the College of Education that graduate students have found

particularly helpful. Selection of courses should be made in close consultation with the Major Professor. Suggested courses in each area include the following:

Area "A", Educational Psychology and/or Educational Sociology (3 hours)

EPSY 6010	Foundations of Human Development for Education
EPSY 7060	Assessment of Gifted Children and Youth
EPSY 7110	Characteristics of Gifted Children and Youth
EPSY 7240	Creativity: Instructional Procedures and Problem Solving Processes
EPSY 8160	Special Topics in Educational Psychology
EPSY 8220	Theories of Creativity
CHFD 8920	Behavior Problems in Children
PSYC 6110	Basic Learning Processes
PSYC 6210	Individual Differences
SOCI 6270	Personality and Social Structure
SOCI 6370	Sociology of Race and Ethnicity
EFND 7120.	Sociological Theories of Education

Courses that apply to Area A may also be used to fulfill Area C requirements.

Area "B", Curriculum, Methods or Problems of Teaching (6 hours)

ARED 7360	Secondary Curriculum in Art Education
ARED 7370	Curriculum Theory and Practice in Art Education
ARED 7350	Teaching of Art in the Elementary School
ARED 7310	Multicultural and Cross-Cultural Study in Art Education
ARED 7500	Introduction to Museum Education
ARED 8410	History of Art Education
ARED 8420	Student Assessment and Program Evaluation in the Arts
ARED 8450	Art and Cognition
LLED 7312	Poetry, Grades P-8
LLED 6310	Survey of Children's Literature, Grades P-8
LLED 8200	Critical Pedagogies
EFND 7040	History of Education in the United States
EFND 8010	Philosophy of Education

Courses that apply to Area B may also be used to fulfill Area C requirements.

Area "C", Content, Advanced study in the subject matter of art/art education. (18 hours)

Three hours of art history, or ARTS 8350 Aesthetics and Society, or ARED 6010 Art Criticism and Aesthetic Understanding, or ARED 7310 Multicultural and Cross-Cultural Study in Art Education are also required within the 18 semester hours of subject matter. Studio exploration is encouraged at the master's level.

ARED 7230 Special Problems in Art Education (6 hours)
ARED 8430 Topics in Art Education

As appropriate to the student's program of study, courses from throughout the university can be applied to Area C. For example, students with a particular interest in research methodology may also consider ERSH 6200 Methods of Research in Education, QUAL 7500 Action Research, ELAN (QUAL) 8590 Arts-Based Inquiry in Diverse Learning Communities,

Area "D" research (6 hours) All students are expected to take ARED 8990 Research Seminar in Art Education and ARED 7650 Applied Project to fulfill this requirement. If ARED 8990 is not offered during the student's Program of Study, a research methods course from the College of Education may be substituted.

MASTER'S PROGRAM IN ART EDUCATION (M.A.ED.)
Course work in the M.A.Ed. degree program includes:

AREA A: Educational Psychology and/or Educational Sociology (3 hours)

	3

AREA B: Curriculum and Methods of Teaching (6 hours)

	3
	3

AREA C: Content (18 hours)

	3
	3
	3
	3
	3
	3

AREA D: Research (6 hours)

ERSH 6200/ ARED 8990/QUAL 7500	3
ARED 7650	3

Total 33

Students complete their program of study in consultation with their major professor and committee. Contact Art Education Chairs Dr. Jim Woglom (jfwoglom@uga.edu) or Professor Jeremy Blair (blair@uga.edu) for questions regarding the program.

MASTER'S PROGRAM IN ART EDUCATION (M.A.ED.)
FOR INITIAL LEVEL 4/LEVEL 5 CERTIFICATION

This modified program at the fifth year level leads to Level 4/Level 5 certification and the M.A.Ed. degree. It is designed for students holding an undergraduate studio degree who want to become certified to teach and earn a Master's degree simultaneously. Course work in this program includes:

	Hours
Foundations	
ARED 2110 Investigating Critical and Contemporary Issues in Education	3
EPSY 2130 Exploring Learning and Teaching	3
SPED 2000 Survey of Special Education	3
Educational Psychology and/or Educational Sociology	
See courses in Area A* (EPSY 6010 Foundation of Human Development for Education can replace EPSY 2020)	3
Curriculum and Methods of Teaching	
ARED 7350 Teaching of Art in the Elementary School	3
ARED 7360 Secondary Curriculum in Art Education	3
General courses work in Curriculum Methods or Problems of Teaching: See courses in Area B	6
ARED 7460 Student Teaching in Art Education	9
ARED 7470 Issues and Practice in Teaching Art Education (ARED 7460 and 7470 must be taken concurrently)	3
Content	
Subject matter including studio offerings and 3 hours of art history, aesthetics, or art criticism	15
Research	
ARED 8990 Research Seminar in Art Education**	3
ARED 7650 Applied Project in Art Education	3
	Total 57

Completion of initial T4 certification requirements requires demonstration of competence in painting, printmaking, sculpture, and ceramics. Completed course work in these studio areas is the easiest way to demonstrate competence.

If specific course work is needed in one or more of these studio areas, the student is responsible for arranging appropriate course work. Consult individual studio areas for specific requirements. Graduate studio courses that are needed to meet T4 certification can be credited toward the Content requirements (Area C).

*EPSY 6010 Foundation of Human Development for Education can be used to replace EPSY 2130 and meet the Area A distribution requirement.

** If ARED 8990 does not fit within the student's Program of Study, ERSH 6200 Methods of Research in Education or QUAL 7500 Action Research may be substituted.

MASTER'S PROGRAM IN ART EDUCATION (M.A.ED.) FOR INITIAL LEVEL 4/LEVEL 5 CERTIFICATION

Course work in the M.A.Ed. degree for initial certification program includes:

Foundations (9 hours)

ARED 2110	3
EPSY 2130 or 6010*	3
SPED 2000 or 6020	3

AREA A: Educational Psychology and/or Educational Sociology (3 hours)

	3

AREA B: Curriculum and Methods of Teaching (24 hours)

ARED 7350	3
ARED 7360	3
	3
	3
ARED 7460	9
ARED 7470	3

AREA C: Content (15 hours)

	3
	3
	3
	3

	3

AREA D: Research (6 hours)

ERSH 6200/ ARED 8990/QUAL7500	3
ARED 7650	3

Total 57

Contact Art Education Chair Dr. Jim Woglom (jfwoglom@uga.edu) or Professor Jeremy Blair (blair@uga.edu) for questions regarding the program. Refer to the "Master of Art Education (M.A.Ed.) Program and Procedures" guide for additional information.

DOCTOR OF PHILOSPHY IN ART (ART EDUCATION) (Ph.D.)
PROCEDURES AND REQUIREMENTS

It is the student's responsibility to study the Graduate Bulletin, the School of Art's Graduate Handbook, and the School of Art website and to meet all requirements for his/her degree, including Art School requirements listed below; and to observe all appropriate deadlines as the graduate program progresses.

Deadline dates and other pertinent information are posted regularly on the Graduate School website (www.grad.uga.edu). Please check your mailbox and UGA email account often for important announcements. Art Education students should subscribe to the arted listserv at http://listserv.uga.edu/archives/arted.html

Keep the Graduate Coordinator's Office updated on changes of address, phone number, and email. Remember that all official UGA emails are sent to your UGA account so you should check it on a regular basis.

1. A temporary advisor is assigned by the Graduate Coordinator on a rotating basis in consultation with the Area Chair at the beginning of the first semester of enrollment.

2. The student should select a Major Professor after 9 credit hours of course work by securing the appropriate signature on the form provided by the Graduate Coordinator. If the student wishes to change Major Professor, the form for this purpose is available from the Graduate Coordinator's Office.

3. Before completing 18 credits hours of course work, the student should select his/her Advisory Committee. This is done with prior consultation and consent of the Major Professor. One committee member must be from a related area outside of Art Education. The appropriate form must be submitted by the Graduate Coordinator to the Dean for approval.

4. The program should constitute a logical whole. 18 hours of course work must be at 8000 and 9000 level. Submit a Preliminary Doctoral Program of Study by the end of 21 hours of course work.

5. Submit a Final Doctoral Program of Study prior to admission to candidacy. If a change in the program of study is necessitated (i.e., change in coursework),

after it has been approved by the Dean, notify the Graduate Coordinator's Office with the appropriate form so these changes can be submitted to the Dean for further approval.

6. Upon completing 30 hours of course work, the student will schedule the Written Preliminary Examinations with the Advisory Committee. Notification of the date, time and place for the Preliminary Examinations must reach the Graduate School from the Graduate Coordinator two weeks prior to the examination date.

7. Upon successful completion of the Written Prelims, the student should contact each committee member and confirm a date and time for the oral examination and report to the Graduate Coordinator on the form provided. Each member of the Advisory Committee must receive a copy of the Written Prelims at least two weeks before the oral examination. This form must then be submitted to the Graduate School at least two weeks prior to the oral exam. All members of the Advisory Committee must be present at the Oral Preliminary Examination. The Major Professor will report to the Graduate School the written vote of each committee member on the written and oral examinations.
8. Following the completion of the written and oral examination, the student must submit a dissertation prospectus for approval by the Advisory Committee. The student should contact each committee member and confirm a date and time for the prospectus examination and report to the Graduate Coordinator on the form provided. Each member of the Advisory Committee must receive a copy of the prospectus at least two weeks before the examination. The student shall place a copy of the prospectus on file with the Graduate Coordinator prior to admission to candidacy (see Ph.D. Dissertation Prospectus Guidelines for the Art Education Area included in this Handbook). The student is responsible for initiating an Application for Admission to Candidacy so that it is filed with the Dean of the Graduate School at least two semesters before the date of graduation (see www.grad.uga.edu for deadline). The final program of study must be approved by the Dean prior to admission to candidacy.

   The top portion of this form is completed by the student and the bottom portion, certifying completion of requirements, is completed by the Major Professor and submitted to the Graduate Coordinator to forward to the Graduate Dean for approval.

9. After admission to candidacy, a student must enroll for at least two additional semesters and a total minimum of 6 hours of dissertation or other appropriate credit. A student must enroll for a minimum of 3 hours of credit in any semester when using University facilities and/or staff time.

10. An Application for Graduation must be filed with the Graduate School. (see www.grad.uga.edu for deadlines)

11. Guidelines for Theses and Dissertations can be found on the web at http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/

    One complete formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check no later than four weeks prior to graduation.

    Upon approval by the Major Professor, copies of the dissertation will be distributed to the remaining members of the Advisory Committee. The committee should have at least two weeks to read and evaluate the dissertation before the Final Oral Examination.

    The student should contact each committee member and confirm a date and time for the Final Oral Examination and report to the Graduate Coordinator on the form provided. Notification of the date, time and place for the final oral must reach the Graduate School from the Graduate Coordinator two weeks prior to the examination date. All members of the Advisory Committee must be present at the Final Oral Examination.

    The majority of dissertation defenses will occur during the fall and spring semesters, with a limited number occurring during Short Session I Summer Semester (maximum of three defenses across art education graduate degree programs). For summer graduation, the dissertation defense must occur by the end of Short Session I.

    The Major Professor will report the results of the Final Oral Examination to the Graduate Coordinator for forwarding to the Graduate School by the deadline.

12. The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected dissertation no later than two weeks prior to graduation. This official copy of the dissertation will be electronically submitted by the Graduate School to the main library for archiving. Two bound copies must be submitted as follows: one copy to the Graduate Coordinator and one copy to the Major Professor.

    All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. A student must enroll for a minimum of three hours of credit the semester in which graduation requirements are completed.

TIMETABLE FOR COMPLETING Ph.D. DEGREE REQUIREMENTS

Process	Time Frame (hours of course work) Goal	Deadline
1) Select Major Professor	9 hours	12 hours
2) Approval of Advisory Committee	9 hours	12 hours
3) Approval of Preliminary Program of Study	18 hours	21 hours
4) Final Doctoral Program of Study	21 hours	30 hours
5) Completion of Research Skills Requirement	30 hours	30 hours
6) Written and Oral Comprehensive Exam	30 hours	36 hours
7) Dissertation Prospectus approval	30 hours	36 hours
8) Application for Admission to Candidacy	30 hours	36 hours
9) Apply for Graduation	--	1st week of final semester
10) Final Dissertation to Major Professor for approval	8 weeks prior to defense	6 weeks prior to defense
11) Dissertation to Graduate School for format check	--	1 month before the end of the semester
12) Final Dissertation to Committee	2 weeks prior to defense	2 weeks prior to defense
13) Final Oral Examination	--	2 weeks prior to Graduate School deadline for submission

ADMISSION AND RETENTION
A student may be admitted as a prospective candidate for a degree, or denied admission.

ADVISEMENT/ADVISORY COMMITTEE
At the time of admission, the Graduate Coordinator will appoint a temporary advisor on a rotating basis. Before completing nine credit hours, the student should meet and discuss his/her interests with all members of the Art Education faculty in order to select a Major Professor and an Advisory Committee. By the completion of twelve credit hours, the student should select a Major Professor, obtain appropriate signatures on the proper form and return it to the Graduate Coordinator's office. At this time, the student should also select his/her Advisory Committee consisting of the Major Professor as Chair and two additional members, a majority of whom must be members of the Graduate Faculty. This is done with prior consultation and consent of the Major Professor. One committee member must be from a related area outside of Art Education. This committee must have the approval of the Graduate Coordinator and the Dean of the Graduate School. A student may also subsequently request a change of Major Professor and/or committee member by following these same procedures.

The Advisory Committee, in consultation with the student, is responsible for planning the student's program of study, approving a subject for the dissertation, administering the written and oral comprehensive examinations, and advising in regard to all requirements.

PROGRAM OF STUDY, COMPREHENSIVE EXAMS AND ADMISSION TO CANDIDACY
A preliminary program of study must be submitted to the Graduate Coordinator by the end of the student's first year of study residence. The program of study will be developed by the Major Professor and the student and must be approved by a majority of the Advisory Committee.

A final program of study must be submitted to the Graduate School prior to application for admission to candidacy. A minimum of 30 credit hours of course work, exclusive of dissertation credit, must be taken at The University of Georgia at the doctoral level. NO transfer credits for the Ph.D. are accepted.

The student must pass formal comprehensive Preliminary Written and Oral Examinations before being admitted to candidacy for the degree. The student's Advisory Committee administers these examinations. The student must contact the Graduate Coordinator for notification to the Graduate School of the time and place of the oral examination at least two weeks before the date of the examination.

Following the successful completion of the Written and Oral Preliminary Examinations, a dissertation prospectus must be approved by the Advisory

Committee and a copy of the prospectus on file in the Graduate Coordinator's office prior to admission to candidacy (see Ph.D. Dissertation Prospectus Guidelines for the Art Education Area included in this Handbook). The student is responsible for initiating an application for admission to candidacy so that it is filed with the Dean of the Graduate School at least two semesters before the date of graduation. The anticipated semester of graduation will be determined at the time of the defense of the prospectus.

After admission to candidacy, the student must register for at least two additional semesters and a total minimum of 10 hours of dissertation or other appropriate credit. The student must register for a minimum of 3 hours credit in any semester when using University facilities and/or staff time.

Directed Study Courses
Students wishing to enroll for a directed study course must obtain a Directed Study Contract and return it with the signature of the appropriate faculty member. This procedure must be completed before registering for the course.

Time Limit
All requirements, except the dissertation and final oral examination, must be completed within a period of six years from the registration for the first course on the program of study.

DISSERTATION APPROVAL AND DEFENSE
GUIDING PRINCIPLES: THE GRADUATE SCHOOL STYLE MANUAL is available on the website at http://www.grad.uga.edu/.

When the Major Professor is satisfied with the depth, scholarship, and organization of the dissertation, he/she will direct the student to distribute copies of the dissertation to the remaining members of the Advisory Committee and schedule a final oral examination. Notification of the time and place of the oral examination must reach the Graduate School, via the Graduate Coordinator, two weeks prior to the date of the examination.

The majority of dissertation defenses will occur during the fall and spring semesters, with a limited number occurring during Short Session I Summer Semester (maximum of three defenses across art education graduate degree programs). For summer graduation, the dissertation defense must occur by the end of Short Session I.

The defense of the dissertation will be chaired by the Major Professor and requires approval of three of the four members of the Advisory Committee. Once the dissertation has been approved by the Advisory Committee and the Final Oral Examination has been passed, the dissertation must be submitted to the Graduate School for final approval.

All requirements should be completed prior to Graduate School deadlines.

ART EDUCATION PHD WORKSHEET
Verification of course completion from the Graduate School

A MINIMUM OF 30 HOURS OF ACADEMIC CLASSROOM GRADUATE CREDIT IS REQUIRED FOR THE PH.D.

A minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study on this campus. The entire program of study for a Ph.D. should consist primarily of 8000-level courses in addition to doctoral research credit (9000-level course).				
	Hours Required	Research Requirement 9 hours (included as part of the 30 hours of course work study)	Courses Taken	/Semester Hours Earned
Art Education courses are as follows: ARED 6010; 7130; 7360; 7460; 7470; 7500; 7370 7230*; 7310; 7350;	no more than 12 hours of course work below the 8000 level may apply			
Additional Courses from the College of Education such as: EADU; EDUL; EPSY; ERSH; EDHI				
Research Skills ERSH 6200, ERSH 6300, ERSH 6600; QUAL 7500				
Art Education courses are as follows: ARED 8410; 8430; 8990*; 8420; 8440@; 8450; 9600@; ARTS 8350	At least 18 credit hours of general course work must be completed at the 8000 level or above			

Additional Courses from the College of Education such as: EADU; EDUL; EPSY; ERSH; EDHI				
Research Skills Requirements from the following courses: ARED 8990*, QUAL 8400; ELAN 8590		3	ARED 8990*	3
Electives approved by Major Professor				
TOTAL MINIMUM COURSE HOURS	30	9		30
Doctoral Research/Dissertation	6		ARTS 9000/9300	3
			ARTS 9000/9300	3
Advisory Committee Approved				
Program of Study Approved				
Written & Oral Comprehensive Exams Passed				
Prospectus Approved				
Final Defense Passed/Dissertation Approved				
* Repeatable for a maximum of 6 hours credit @ Repeatable for a maximum of 9 hours credit				

A MINIMUM OF 30 HOURS OF ACADEMIC CLASSROOM GRADUATE CREDIT IS REQUIRED FOR THE Ph,D. DEGREE

* Repeatable for a maximum of 6 hours credit @ Repeatable for a maximum of 9 hours credit n.b. ARTS 9005 cannot be used on your program of study

Doctoral Written & Oral Comprehensive
Examination Guidelines for the Art Education Area

To be admitted to candidacy for the doctoral degree and begin work on a dissertation, students must first pass a written and oral comprehensive examination. The student's Advisory/Doctoral Supervisory Committee administers these examinations. To take a comprehensive exam, students must first meet with their Major Professor to confirm that they are prepared to proceed. The following is a guideline for the comprehensive examination process.

I. Selection of Major Professor and Doctoral Supervisory Committee

a. Students should select a Major Professor from the members of the Art Education faculty. The Major Professor serves as the principal advisor and mentor to students throughout their graduate experience. He or she also plays a critical role in assisting a doctoral student with developing his or her program of study, selecting a dissertation topic, and completing the degree program. The student should ask the potential Major Professor if he or she is willing to assume that role.
b. Once the faculty member agrees to serve as Major Professor, the student must obtain signatures on the proper form and return it to the Graduate Coordinator's office. This form can be found in the LDSOA Graduate Handbook.
c. Additionally, the student should also select two additional professors for his or her Doctoral Supervisory Committee. This selection should be made in consultation with and upon the approval of the Major Professor. One member must be from a related area outside of Art Education. The Major Professor, as chair, coordinates the activities of the student and their mentors. He or she and the two additional members make up the Doctoral Supervisory Committee. Committees may be larger if necessary. In consultation with the student, this committee works with the student to customize a study plan, identifying courses that help the student prepare for his or her comprehensive exams and oversees the comprehensive exam process, the preparation and approval of the prospectus and the dissertation. The student should ask each potential member if he or she is willing to serve.
d. Once each faculty member agrees to serve on the committee, the student must obtain signatures on the proper form and return it to the Graduate Coordinator's office.

II. The Written Portion of the Comprehensive Examination

a. To take a comprehensive exam, students must first meet with their Major Professor to certify that they have met the necessary prerequisites and are prepared to proceed. Once approved, the student should meet with each committee member to discuss their research topic. Each committee member will then formulate an examination question based on this meeting and submit it to the Major Professor.
b. Once the student has indicated they are ready to take the exam the Major Professor will request that the LDSOA Graduate Coordinator give the student one committee member's examination question and the student will respond in a typed essay of approximately 20 pages following APA reference style. The student will have two weeks from the time of receipt to complete each question.
c. Upon completion, the student will submit the exam response to the LDSOA Graduate Coordinator's office. The student will then inform the Major Professor when he or she is ready to receive the next examination question and the same process begins again until all four committee members' examination questions have been answered. The exam responses should be bound into one document and a copy given to each committee member including the exam questions. Each member of the committee must receive a copy of the completed written comprehensive exam at least two weeks prior to the scheduled oral examination date.
d. Also upon completion of all the written examination questions, the student should contact all committee members to ask what days and times they are available to schedule the oral portion of the comprehensive exam. This date should be scheduled for after the Doctoral Supervisory Committee has reviewed the examination responses, a process of two weeks.
e. Once all the committee members and the student have settled on a date, time and location for the oral exam, the student must complete the "Announcement of Doctoral Oral Comprehensive Examination" form, which notifies the Graduate School of the time and place of the oral examination. This form must be turned in to the LDSOA Graduate Coordinator's office. The Graduate School must be notified at least two weeks in advance of the date of the oral examination. This form can be found in the LDSOA Graduate Handbook.
f. A signed Final Program of Study form must be submitted by the time oral comprehensive examinations are scheduled (i.e., at least two weeks in advance of the oral exam).

III. The Oral Portion of the Comprehensive Examination

a. On the scheduled oral exam date the student will meet with their Doctoral Supervisory Committee for the oral portion of the comprehensive examination. Other individuals may be present at the exam in response to the Graduate School exam announcement.
b. The student should be prepared to make brief informal remarks at the start of the exam regarding what he or she has learned through this process, the significance of their graduate studies thus far, and so forth. Then each committee member will ask one or more questions regarding the student's written responses. A committee member may ask about the student's response to his or her own exam question, some other committee member's question or the document as a whole. Once the committee has finished asking questions the student will step out of the room and wait while the committee deliberates about the student's written and oral responses. When they are finished, they will ask the student to return to the room and tell him or her the results. This is a pass/fail examination for both the written and oral components. The oral portion of the examination takes approximately an hour and a half to two hours to complete.

Ph.D. Dissertation Prospectus Guidelines for the Art Education Area

For guidelines regarding content to be included in the dissertation prospectus, the student should consult the Appendix of Mertens, D. (2010) *Research and evaluation in education and psychology*, 3rd edition. Thousand Oaks, CA: Sage, which addresses both quantitative and qualitative designs or for qualitative studies see chapter 7 of Maxwell, J. (2012). *Qualitative research design: An interactive approach*, 3rd edition. Thousand Oaks, CA: Sage.

For guidelines on writing a literature review for the prospectus and dissertation, consult Boote, D. N. & Beile, P. (2005). Scholars before researchers: On the centrality of the dissertation literature review in research preparation. *Educational Researcher*, *34*(6), 3-15.

The Art Education area requires a prospectus of approximately 40-50 pages that is composed of three major sections or chapters. These sections align with the chapters outlined in the Appendix of the Mertens text and chapter 7 in the Maxwell text.

I. Introduction and Problem Statement
   a. Area of study with outline of research problem or topic, significance or educational relevance of the topic
   b. Definition of key terms

c. Paradigm and methodology briefly stated

II. Literature Review (Conceptual Framework in Maxwell)

a. Theoretical framework—theory that informs your conception of the topic and research design
b. Historical overview of empirical and theoretical research relevant to the topic
c. Current empirical and theoretical literature relevant to the topic in order to situate your study in the field and demonstrate the need and relevance of your study. The student should critically review the strengths and weaknesses of prior and current research. Follow the rubric in Table 1 of the Boote and Beile article for guidance.

III. Methodology

a. Research questions or hypothesis
b. Pilot study if relevant (what you learned) (this can also go in section II)
c. Methodology and research design
    i. Sampling procedure
    ii. Participants
    iii. Data collection methods
    iv. Data analysis methods
    v. How standards for quality of data will be met (quantitative/qualitative)
        1. Reliability/dependability
        2. Validity/credibility or trustworthiness
        3. Objectivity/confirmability
    vi. Generalizability/transferability
d. Protection of human subjects (IRB)
e. Subjectivity statement and or Limitations
f. Timeline

IV. Reference list for prospectus

MASTER OF ART DEGREE IN ART HISTORY (MA)

PROCEDURES AND REQUIREMENTS

Successful completion of the Master's degree in Art History requires that the student fulfill several requirements in sequence, as determined by the student's admission to one of two tracks within the MA program: the MA with thesis or the non-thesis MA. Below the student will find general information related to the program, as well as detailed information about specific requirements and the order in which they must be completed.

I. General Information

A. Thesis Track / Non-Thesis Track
The MA program in Art History has two tracks: the thesis track and the non-thesis track. The thesis track is best suited for students who are interested in and capable of doctoral studies in art history. The non-thesis track is designed to accommodate those students who intend to pursue careers and professions that require a broad base of art historical knowledge but not the specialized, research-oriented skills required by the Ph.D. in Art History.

Prospective students declare their intention to pursue a thesis or non-thesis track at the time of application. On acceptance into the MA program, the student's program of study will be determined by this designation, which may change should the student or faculty find the student better suited to an alternative track. In the event a student, in consultation with his advisor, elects to change his track, please contact the Graduate Office.

During the second semester in residence, each student must outline a program of study for meeting degree requirements in the thesis or non-thesis track (see below). This program should be developed in consultation with the Major Professor and Advisory Committee (thesis-track) or the Area Chair (non-thesis track) and recorded on a Program of Study for Masters of Arts and Sciences form. This form, available online http://grad.uga.edu//wp-content/uploads/2014/09/body_prgmams.pdf and from the Graduate Coordinator will track your progress and credit hours. Once it is signed by the Major Professor or

Area Chair, it must be submitted to the Graduate Coordinator who will then forward it to the Dean for approval.

If after this point an alteration to the Program of Study is necessary due to a change in course work, the Graduate Coordinator's Office must be notified so any changes can be submitted to the Dean for further approval.

Note: The language requirement (see below) must be met prior to submitting this form.

B. Curriculum:
MA students in both tracks are expected to enroll in 2 graduate seminars (8000-level courses) in their first two semesters. In rare cases, an exception might be approved by the advisor or area chair, should a 6000-level course be deemed indispensible to the student's program of study.

C. Funding:
Departmental funding is reviewed and awarded annually based on student performance. MA students are not eligible for departmental funding beyond the second year of the program.

II. Thesis Track: Program of Study

A. Major Professor
During the first semester of study, the chair of the art history area will serve as a temporary advisor for all incoming students pursuing the thesis track. In the course of the second semester, each student is expected to approach a member of the faculty with whom he or she would like to work towards the completion of the thesis and Master's Degree. The Major Professor must be a member of the art history faculty at UGA as well as a member of the University's graduate faculty. The consent of that faculty member and is recorded on the Change of Major Professor Form (the initial Major Professor is, as noted above, the area chair for art history). This form is available from the Graduate Coordinator or online at http://art.uga.edu/files/student/ChangeMajorProf.pdf. From this point forward, it is the responsibility of the student to arrange periodic conferences with the Major Professor for consultation about appropriate courses, reporting on progress toward meeting degree requirements, and guidance in the development of the thesis.

With approval from the art history area, a student may change his or her Major Professor a second time, providing he/she secures the appropriate signatures on the Change of Graduate Advisor/Major Professor Form (see above).

B. Advisory Committee
At the end of the second semester of study, following the submission of the Thesis Abstract (see below), each student will be assigned an Advisory Committee

comprised of three faculty members , all of whom must be members of the Graduate Faculty. The appropriate form, the Advisory Committee for Master of Arts and Master of Science Candidates http://grad.uga.edu//wp-content/uploads/2014/09/body_advcomms.pdf will then be forwarded from the Graduate Coordinator's office to the Dean of the Graduate School for approval. This process is initiated by the student, who presents the form to his/her Major Professor to be completed.

In most cases, the Advisory Committee will be composed entirely of art history faculty. Faculty from other liberal arts disciplines may serve on committees as appropriate, but two-thirds of the committee must be made up of members of the art history faculty.

C. General Requirements

24 hours in graduate art history courses, 12 hours of which must be taken at the 8000 level. (i.e., graduate seminars).
3 hours of ARHI 8040, the graduate-level seminar on Historiography and Methodology, to be offered every other year, i.e., only once during the student's time in residence.
3 hours of graduate-level art history or an approved elective outside the art history area that is central to the student's program of study.

30 hours of classroom work (SUBTOTAL)

6 hours of research/thesis (a student may register for additional hours depending upon the time devoted to the research and thesis): ARHI 7000 and ARHI 7300.

36 hours TOTAL

Note: In total, from entrance to defense of the MA thesis, the MA program is expected take no more than 2 years, with a graduation date in May of the second year. Although the graduate school allows students to submit their MA thesis within six years of their initial enrollment, continued advising from the Major Professor or the Advisory Committee should not be presumed for the duration of this period

Note: A student must be registered during any period in which he/she receives guidance from his / her advisory committee, uses university facilities or completes his/her work.

D. Additional General Requirements

Methodology Requirement
All M.A. students in art history are required to complete ARHI 8040 before graduation. Since the course is offered every other year, students must take the course at the first available opportunity.

Foreign Language Requirement
Before beginning the second year of course work, each student must demonstrate a reading knowledge of an approved foreign language (in most cases Italian, French, Spanish or German). The language requirement can be demonstrated by earning a grade of "B" or better in a University of Georgia foreign language reading course or by passing a reading knowledge examination prepared by the Departments of Romance Languages or Germanic and Slavic Languages. A third alternative is to complete four semester of foreign language study (the equivalent of UGA's 1001, 1002, 2001, and 2002); in these four courses a student must achieve a minimum of 3.0 GPA. In this case the student must receive a "B" or better in each language course. This requirement may also be satisfied by successful completion of the equivalent course work before graduate school, as demonstrated by the student's transcripts.

Note: Some students who enter the M.A. program with a weak background in art history may be required to make up their deficiency by taking prerequisite undergraduate course work beyond the standard requirements.

III: Thesis Track: Specific Requirements

A. Abstract / Comprehensive Examination

The comprehensive examination is required at the end of the second semester in the M.A. program. This examination takes the form of a Thesis Abstract that describes the topic the student intends to pursue in his/her Master's Thesis. The Thesis Abstract, which must include an outline, annotated bibliography, and illustrations, must be submitted to the Major Professor at least two weeks prior to the submission deadline (see below), when it will be reviewed by the area as a whole.

Before the Thesis Abstract is submitted to the area, it must first be read and approved by the Major Professor. This abstract must include:

- A 3-4 page written narrative that describes the topic or problem and its significance within the field. This précis should also briefly layout the student method and research plans.

- A 1-2 page outline that indicates in general terms the order in which the issues are to be considered.

- A 2-4 page annotated bibliography of the key sources.

- Up to 5 key images.

The abstract must be submitted to the Art History Area by the first Friday in April (grad students who enter in January will submit by the second Friday in November),

as both a hard copy and compressed PDF format. The faculty will determine whether the proposal has been approved, needs to be revised shortly after the submission deadline. Any required revisions must be completed before the last scheduled day of final exams. If the revised abstract is not approved, the student will be dismissed from the program and will not be allowed to take classes in the following semester.

Timetable for Part-Time Students:
In general, the M.A. program in art history is structured for full-time enrollment; i.e. three classes per semester of graduate work. On the very rare occasions that part-time students are accepted into the program (typically because they have full-time jobs at the University of Georgia), the students are required to take no less than two classes per semester of graduate work. In practice, this means that the Thesis Abstract must be submitted by the end of the third semester in the program. Revisions must be submitted by the middle of the fourth semester.

B. Masters Thesis: Preparation / Submission / Defense

1. General Information
The M.A. thesis is the key document demonstrating a student's competence and eligibility to receive a Master's degree from the School of Art. Written under the direction of the Major Professor, the thesis is intended to demonstrate the ability of the student to make independent use of the most sophisticated sources of information available, including materials written foreign languages, especially in the language in which he/she has acquired a reading knowledge. In addition, it must also demonstrate the ability of the student to assemble relevant information in a clear and compelling manner and that shows, in addition, an ability to establish a strong art historical argument, written in clear expository prose. The length of the thesis should not exceed 25 pages, excluding notes and images.

Note: Following the first year of course work and the approval of the Thesis Abstract, full-time students enrolled in the thesis track are expected to research, write, and defend their Master's Theses in one year. Part-time students, who are enrolled for five semesters in order to complete their coursework, will have an additional two semesters to complete the thesis.

Note: Students must be registered for at least 3 hours of thesis under the course number ARHI 7300 during the semester that the thesis is approved and they graduate

2. Specific Requirements / Timetable

Thesis Preparation / Internal Evaluation
Students are responsible for initiating the writing process and for meeting all deadlines established by the Major Professor, the Art History area, and the Graduate

School of Arts and Sciences. Arranged in chronological order, these are the deadlines to which the student must adhere:

The first complete draft of the Thesis must be submitted to the Major Professor no later than the beginning of the final (this is to say 4th) semester in residence. Shortly thereafter (and no later than the end of the first month of the semester in which the student intends to graduate) the student must meet with the entire Advisory Committee. At this meeting, the student will present progress made to date and will develop, in conjunction with the Advisory Committee, a timetable for the completion of the research and/or writing. At this initial meeting, or at a subsequent meeting, the committee will specify when they next expect to be apprised of the student's progress and what form that demonstration of progress should take. If the committee decides that portions of the thesis should be presented to them for subsequent review, such a demonstration will not be submitted to the committee without prior approval by the Major Professor.

Before the completed thesis is submitted to the committee, the Major Professor must read and provisionally approve the final draft. If the Major Professor calls for changes, these must be done and resubmitted to the Major Professor for his/her provisional approval. Please note that the final draft must be prepared in accordance with a published manual of style (see A Student Guide to Preparation and Processing Theses), available in the Graduate School and must include footnotes, illustrations, and bibliography.

No less than four weeks before the scheduled Thesis Defense (see below) and no less than six weeks before the anticipated date of graduation, the student must submit three copies of the approved draft to the Advisory Committee. Comments may be presented to the student before the Thesis Defense or else at the defense itself. If the Advisory Committee determines that changes must be made before the Thesis Defense, then a revised schedule will be determined at that juncture. With regard to changes called for at the defense, the committee may require a review of the corrected thesis or they may relinquish that task, leaving the approval of the corrections to the Major Professor.

An Application for Graduation available online
https://gradschoolforms.webapps.uga.edu/form_types/1 and must be filed with the Graduate School no later than the Friday of the first full week of classes of the semester you plan to complete your thesis and graduate.

3. Defense and Final Examination

A final examination on both the program of study and the thesis is required of all Master of Arts candidates. In this final, oral examination, the student will defend his/her thesis. The Advisory Committee will administer this final examination, with the Major Professor serving as chair. The format of the review will be determined at the discretion of the thesis advisor in consultation with the student. They will also

decide whether or not to open the review to other members of the faculty and students.

The M.A. Final Oral Examination Request form is available on-line or in the office of the Graduate Coordinator http://art.uga.edu/files/student/MAFinalOralRequest.pdf After confirming the schedule with the entire Advisory Committee, students should submit this form no later than two weeks before the intended date of the final, oral examination.

Although it is theoretically possible to defend a thesis in the last week before the Graduate School requires the final submission of the thesis (i.e. a week before the end of classes), this is strongly discouraged. Students who wait until this last possible moment should not assume that the thesis will be read, defended, and corrected by the due date required by the Graduate School.

No less than two weeks before the graduation ceremony, the Graduate School must receive the Approval Form for Master's Thesis, Defense, and Final Examination http://grad.uga.edu//wp-content/uploads/2014/09/body_appma.pdf

Note: This is a two-year program and students should never presume a summer defense or graduation. A summer defense of the MA thesis can only be arranged with individual faculty members, who are under no obligation to serve on summer committees.

Note: Successful defense of the M.A. thesis is only one of the requirements essential for the awarding of an M.A. in art history from UGA. Before the defense of the thesis, the student must have completed all course, language, and residency requirements as stated in the Graduate Bulletin.

4. Submission to the Graduate School / Final Approval

An Application for Graduation must be filed online with the Graduate School no later than Friday of the first full week of classes of your final semester (see Graduate School website for deadlines).

To ensure a smooth graduation, several things must take place in a timely fashion:

1. No later than four weeks prior to graduation (see Graduate School website for exact deadline--http://grad.uga.edu/index.php/current-students/important-dates-deadlines/), a complete formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check: http://grad.uga.edu/wp-content/uploads/2013/05/5minute_v4n2_0506.pdf.

2. Approximately two weeks prior to the graduation ceremony (see Graduate School website for each semester's deadlines), the Graduate School must receive the Approval Form for Master's Thesis, Defense, and Final Examination and an

electronic submission of the corrected dissertation: http://grad.uga.edu//wp-content/uploads/2014/09/body_appma.pdf. This official electronic copy of the dissertation will then be submitted by the Graduate School to the main library for archiving.

Two hard, bound copies of the dissertation must be submitted as follows: one copy to the Graduate Coordinator and one copy to the Major Professor. A copy of the order form (obtained at the Tate Student Center) for the bound copies must be on file in the LDSOA Graduate Office before any final paperwork will be submitted to the Graduate School.

All remaining course requirements (including incompletes) for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. A student must enroll for a minimum of three hours of credit the semester in which graduation requirements are completed.

Note: Students should regularly check the Graduate School Website for deadline and procedural information related to the Masters Thesis.

IV. Non-Thesis Track: Program of Study

A. General Requirements: Non-Thesis Track

27 hours in graduate art history courses, 15 hours of which must be taken at the 8000 level. (i.e., graduate seminars).
3 hours of ARHI 8040, the graduate-level seminar on Historiography and Methodology, to be offered every other year, i.e., only once during the student's time in residence.
3 hours of art history or an approved elective outside the art history area that is central to the student's program of study.
3 hours in required ARHI 8050 Professional Portfolio and Practices

36 hours of classroom work

V. Non-Thesis Track: Specific Requirements

In lieu of a thesis, students pursuing the non-thesis track must take and pass ARHI 8050 Professional Portfolio and Practices. This course will prepare the student for various employment opportunities by requiring the creation, presentation, and revision of a professional portfolio. This course will serve as the culmination of the student's graduate studies, and is meant to facilitate the student's transition from an academic environment to the professional world.

This course will be graded on a Pass/Fail basis and may be repeated should the student fail on the first attempt. Should the student fail the course twice, he or she will not be allowed to obtain the M.A. in Art History. The class will be taught as

needed in the spring semester so as to ensure that students pursuing the non-thesis track are able to graduate within a two-year timeframe.

VI. Additional Important Information

Students in the Art History M.A. program at the University of Georgia have requirements and responsibilities that originate from the University, from the Graduate School, from the Lamar Dodd School of Art, and from the Art History Area. Please note that changes are occasionally made to the degree requirements and scheduling, which may significantly impact your program of study. Any such changes will automatically become part of your required program of study.

It is the student's responsibility to study the Graduate Bulletin, the School of Art brochure, and the School's website (http://www.art.uga.edu) and to meet all requirements for his/her degree, including the Art School requirements listed below, and to observe all appropriate deadlines as his/her graduate program progresses.

Deadline dates and other pertinent information are posted regularly on the Graduate School website (http://www.grad.uga.edu/). Please review frequently. Also, each graduate student is assigned a mailbox where all mail and notices will be placed for your convenience. Check your mailbox often for important announcements. Each student is required to have a UGA MYID email address. The Graduate Coordinator and the area chair for art history should be provided with this address immediately. Students are expected to check it daily for pertinent information from the Graduate Program, the School, and the Area.

All graduate students are required to be active members and participants in the Association of Graduate Art Students (AGAS). All graduate students are required to attend all AGAS lectures and are strongly encouraged to attend all other relevant lectures offered by the Lamar Dodd School of Art. The officers of AGAS should be prepared to represent the graduate students when called upon to do so by the School.

Keep the Graduate Coordinator's Office updated on changes of address, phone number, and email each semester.

TIMETABLE FOR COMPLETING MA REQUIREMENTS
THESIS TRACK

Process	**Time Frame (*Semesters of Residence)** * **Deadline**
1) Select Major Professor	beginning of 2nd semester
2) Approval of Advisory Committee	2nd semester
3) Program of Study	2nd semester
4) Comprehensive Exam (thesis outline/précis)	First Friday in April of 2nd semester
5) Completion of Language Requirement	beginning of 2nd year
6) Apply for Graduation	1st week of final semester
7) Final Thesis to Major Professor	1 month before deadline for committee
8) Final Thesis to Graduate School for Format Check	final semester
9) Final Thesis to Committee	3 weeks prior to defense if defense is scheduled for last week of class (if scheduled for earlier, then only 2 weeks prior)* full text, illustration, footnotes and bibliography
10) Approval of Thesis	final semester
11) Approval of Final Oral Defense	final semester

All forms are available in the Graduate Office, 301H Visual Arts Building &/or online.
http://grad.uga.edu/index.php/current-students/forms/

***Semesters of residence only include semesters in which the student has**

TIMETABLE FOR COMPLETING MA REQUIREMENTS
NON-THESIS TRACK
enrolled for credit.

Process	**Time Frame (*Semesters of Residence)** * **Deadline**
1) Program of Study	2nd semester
2) Completion of Language Requirement	Beginning of 2nd Year
3) Enrollment in ARHI 8050	Final Semester
4) Apply for Graduation	1st week of final semester

All forms are available in the Graduate Office, 301H Visual Arts Building &/or online.
http://grad.uga.edu/index.php/current-students/forms/

***Semesters of residence only include semesters in which the student has enrolled for credit.**

ART HISTORY MA WORKSHEET THESIS TRACK

Verification of course completion from the Graduate School

A MINIMUM OF 36 HOURS OF ACADEMIC GRADUATE CREDIT IS REQUIRED FOR THE MA DEGREE

Course Required	Hours Required	Courses Taken/Semester	Hours Earned
12 Hours of approved Graduate level courses such as: **ARHI** 6000; 6008; 6010; 6020; 6030; 6050; 6060; 6100; 6110; 6120; 6130; 6150; 6160; 6200; 6210; 6220; 6290; 6300; 6310; 6350; 6400; 6410; 6420; 6440; 6490; 6500; 6510; 6520; 6530; 6540; 6570; 6580; 6585; 6590; 6900; 6910; 6916; 6920; 6930; 6940; 6950	**12***		
12 Hours of seminar course (8000 level) such as: **ARHI** 8110; 8120; 8300; 8400; 8580; 8600; 8650; 8700; 8870; 8910; 8920; 8950; 8990	**12**		
3 Hours of Required Methods/Historiography (ARHI 8040)	**3**		
One additional course either in art history or an approved elective in another field on the graduate level (6000 or above)	**3**		
Master's Research/Thesis ARHI 7000/7300	**6**		
TOTAL MINIMUM HOURS	**36**		
Art History Methodology Requirement Met			
Foreign Language Requirement Met			
Advisory Committee Approved			
Comprehensive Exam Passed			
Program of Study Approved			
Final Oral Exam Passed			
Thesis Approved			

(*) **Undergraduate courses taken to fulfill the language requirements and/or academic needs of a student are not considered part of the "Program of Study".**
All students are required to take at least 3 hours in one of each of the following field:
1. Ancient/Medieval, 2. Renaissance/Baroque, 3. 18th and 19th c., 4. 20th c. and Contemporary
n.b. ARTS 7005 cannot be used on your program of study

ART HISTORY MA WORKSHEET NON-THESIS TRACK
Verification of course completion from the Graduate School

A MINIMUM OF 36 HOURS OF ACADEMIC GRADUATE CREDIT IS REQUIRED FOR THE MA DEGREE

Course Required	Hours Required	Courses Taken/Semester	Hours Earned
12 Hours of approved Graduate level courses such as: **ARHI** 6000; 6008; 6010; 6020; 6030; 6050; 6060; 6100; 6110; 6120; 6130; 6150; 6160; 6200; 6210; 6220; 6290; 6300; 6310; 6350; 6400; 6410; 6420; 6440; 6490; 6500; 6510; 6520; 6530; 6540; 6570; 6580; 6585; 6590; 6900; 6910; 6916; 6920; 6930; 6940; 6950	**12***		
12 Hours of seminar course (8000 level) such as: **ARHI** ~~8040;~~ 8110; 8120; 8300; 8400; 8580; 8600; 8650; 8700; 8870; 8910; 8920; 8950; 8990, Are there new courses missing here?	**15**		
3 Hours of Required Methods/Historiography (ARHI 8040)	**3**		
3 Hours of Required Professional Practices Course (ARHI 8050)	**3**		
One additional courses in art history or one approved elective in another field on the graduate level (6000 or above)	**3**		
TOTAL MINIMUM HOURS	**36**		
Art History Methodology Requirement Met			
Foreign Language Requirement Met			
Advisory Committee Approved			
Comprehensive Exam Passed			
Program of Study Approved			
Final Oral Exam Passed			
Thesis Approved			

(*) **Undergraduate courses taken to fulfill the language requirements and/or academic needs of a student are not considered part of the "Program of Study".**

All students are required to take at least 3 hours in one of each of the following field: 1. Ancient/Medieval, 2. Renaissance/Baroque, 3. 18th and 19th c., 4. 20th c. and Contemporary

n.b. ARTS 7005 cannot be used on your program of study

DOCTOR OF PHILOSOPHY IN ART HISTORY (Ph.D.)

PROCEDURES AND REQUIREMENTS

Progress in the Ph.D. program is essentially divided into two phases: the first phase includes course-work (Program of Study), the oral and written examination (Preliminary Examinations), and the defense of the dissertation prospectus. With the successful completion of these three requirements a student is admitted to candidacy. At this point, students, now in the second phase, are to devote themselves to the process of researching, writing, and defending the dissertation. Throughout both phases of this process, students will be advised by a Major Professor and an Advisory Committee.

I. General Information

Major Professor
On the basis of their proposed area of study, all entering students will be assigned a Major Professor with whom the student will work closely during the course of his/her graduate study. With approval from the art history area, a student may change his or her Major Professor, providing he/she secures the appropriate signatures on a Change of Graduate Advisor/Major Professor Form. This form is available online or from the Graduate Coordinator. http://art.uga.edu/files/student/ChangeMajorProf.pdf. The Major Professor must be a member of the art history faculty at UGA as well as a member of the University's graduate faculty.

Advisory Committee
Before the end of the first year of residence, the student is expected to select his/her Advisory Committee in consultation with the art history faculty. The advisory committee consists of five members: the student's major professor and four additional members (three of the five committee members, including the Major Professor, must be graduate faculty in the art history area). When appropriate, the advisory committee may include as many as two faculty members from other departments at UGA. It may also include a single member from outside the University, provided approval is granted by the Major Professor, the Graduate Coordinator, and the Graduate School. In order to begin this process, approval must first be secured, in writing, from all of the UGA art history faculty members on the committee. A form entitled Advisory Committee for Doctoral Candidates, listing all members of the committee is submitted by the Graduate Coordinator to the Dean for

approval. This form is available online http://grad.uga.edu//wp-content/uploads/2014/09/body_advcomphd.pdf or from the Grad Coordinator.

II. Program of Study

A. General Information

Upon entering the Ph.D. program, students must elect to pursue either a Pre-Modern (before the 18th century) or Modern track (18th century to the present). Within these two tracks, all course work is understood to be in preparation for the student's chosen field and for the Ph.D. exams that come after the completion of all required classes. On the rare occasion when a student's research cannot be effectively characterized as either Pre-Modern or Modern, alternative arrangements may be made with the permission of the Major Professor.

Doctoral students may choose to take any graduate courses offered by the program in art history, but ultimately must complete a program of study approved by his/her Major Professor and Advisory Committee, the Graduate Coordinator, and the Dean of the Graduate School. Additionally, students are sometimes encouraged to enroll in areas of study outside the School of Art. Such courses (maximum of 6 hours within the 30-Hour Program of Study) must be on the graduate level and should be clearly relevant to and coordinated with the candidate's work in art history.

B. Specific Requirements

The Ph.D. in Art with an emphasis in the history of art requires residence on this campus for at least three consecutive semesters. It also requires a minimum of 30 hours (10 courses) of consecutive, traditional class work; however, in practice, the student is normally advised to complete additional courses. The student's program of study should constitute a logical whole and consist of at least 6 8000-level courses (usually two per semester), as well as research hours, independent study courses, and several more courses at the 6000-level. Typically, students on an assistantship from the University of Georgia will take 9 hours of course work (3 classes) per semester, along with ARTS 9005 (3 hours) as part of the Teaching Assistantship configuration.

In rare cases, and with the written permission of the Major Professor, 3 or 6 hours of graduate course work in another department (excepting ARTS or ARST) may be counted toward the required 30 hours. In addition, students, who enter the Ph.D. program after completing an MA at UGA, may have one or two "extra" courses that can be counted as required credit hours in the Ph.D. program of study. For most students, however, this will not be the case.

Occasionally, Ph.D. students, especially those in pre-modern, will be allowed with permission of their advisor and the faculty member at issue, to register for ARHI8110 with a professor who is teaching a 3000-level course related to the

student's field (presuming that they did not take this course at UGA as an undergraduate). Work for the ARHI8110 will include full attendance in the 3000-level class, a 20-page research paper on a topic related to the course and to the student's field of study, and a one-hour oral presentation of this work to the class.

Please note that the following courses are not to be counted as part of the student's required 30 hours: ARTS 9000 (Doctoral Research), ARTS 9005 (Teaching Assistantship Hours), ARTS 9010 (Directed Study toward Preliminary Examinations), ARTS 9300 (Dissertation Writing). Also ineligible are any undergraduate language courses taken either for the second language requirement (see below) or for the student's own development.

In order to ensure that all necessary requirements are met in a timely fashion, students are required to submit a draft of their Preliminary Doctoral Program of Study. This form, available online:
http://grad.uga.edu/wp-content/uploads/2014/09/body_prephdprg1.pdf and from the Graduate Coordinator, will track the student's progress and credit hours and must be resubmitted to the Graduate Coordinator when only three or fewer credit hours remain in the required program of study (see Final Doctoral Program of Study). Any subsequent changes to the Program of Study must be reported to the Graduate Coordinator's Office so these changes can be submitted to the Dean for further approval.

Important Note: Students will not be able to progress to the next step – the scheduling the Preliminary Examinations – until both the Program of Study and the make-up of the Advisory Committee have been approved by the Dean's office.

C. Additional Requirements

Methodology Requirement
All MA students in art history at UGA are required to complete ARHI 8040 before graduation. If you applied to the Ph.D. program at UGA without a comparable course (this will be judged by the Area), you will be required to take ARHI 8040 as soon as it is offered (we offer the course every other year).

Foreign Languages Requirement
Prior to admission to candidacy for the Ph.D. (see below), the student must demonstrate a reading knowledge of two approved foreign languages (in most cases German and one Romance language). Students entering the Ph.D. program in art history are assumed to have mastered and demonstrated proficiency in at least one foreign language (see M.A. Handbook for requirements). The second language must be suitable to the area of study intended by the graduate student and must be approved in writing by the student's Major Professor. The language requirement can be demonstrated by earning a grade of "B" or better in a University of Georgia foreign language reading course or by passing a reading knowledge examination prepared by the Departments of Romance Languages or Germanic and Slavic

Languages. A third alternative is to complete four semester of foreign language study (the equivalent of UGA's 1001, 1002, 2001, and 2002); in these four courses a student must achieve a minimum of 3.0 GPA.

III. Phase One: Topic Statement / Preliminary Examination / Dissertation Prospectus

A. Timeline

In the fourth semester that completes the 30-Hour Program of Study, the student has two additional obligations: 1) the preparation of a Doctoral Field Statement and 2) establishing, in consultation with the Major Professor and Committee, the fields, themes, or issues to be studied in preparation for the Preliminary Examination. The student can enroll in ARHI 8120 (up to 6 credits) in addition to the course(s) taken for credit that semester.

In the fifth semester, the student is expected to enroll in ARTS 9010 (Directed Study in Art History) for one to nine hours of credit, depending on the student's assistantship status and enrollment needs. These hours represent the time necessary to prepare for the Preliminary Examination, which should be scheduled during the semester in which the student is enrolled in ARTS 9010, typically, the fifth semester.

The sixth semester is to be devoted to writing a defensible Dissertation Prospectus.

In total, these requirements – the Topic Statement, the Preliminary Examination and the Dissertation Prospectus – should not take more than a single calendar year. Under exceptional circumstances, a student may submit a written request for a three-month extension. However, students requesting extensions should be aware that any such request will necessitate a reassessment of the student's qualifications for an assistantship.

B. Doctoral Field Statement

The Doctoral Field Statement is a brief proposal (1 – 2 pages) outlining the general field, themes, or problems that the student intends to pursue for his or her doctoral research and, often, career.

C. Statement of Topics, Themes and Problems

Once the Dissertation Topic Statement is complete, three faculty members from the student's Advisory Committee, in consultation with the student, will determine a broad outline of subjects within which the student will ready widely in preparation for the Preliminary Examination. Within these subjects, the Advisory Committee, again, in conjunction with the student, will identify three specific topics, themes, or areas that the student will be expected to address in detail, first in written form and then during the oral portion of the Preliminary Exam. General and specific topics will

vary in accordance with the student's research agenda and will be chosen with an eye to proving general mastery in either the Pre-Modern or Modern periods and specialized knowledge within the specific field to which the dissertation is addressed. Please be aware that the Preliminary Examinations are designed to assess competency across a broad range of topics within either the Pre-Modern or Modern Art and ought not be restricted to topics that directly inform the student's doctoral research.

D. Preliminary Examination

Scheduling the Preliminary Examination
The Preliminary Examination must be scheduled well in advance and it is the student's responsibility to ensure that ample time is devoted to this process.

At least one month before beginning of the examination process, the student, in consultation with his Major Professor and Advisory Committee, must submit the times and date of this oral examination to the Graduate Coordinator on the Announcement of Doctoral Oral Comprehensive Examination form, available online: (http://grad.uga.edu/index.php/current-students/policies-procedures/oral-comps-dissertation-defenses/).

Since the date of the oral examination must be submitted to the Graduate Coordinator one month in advance of the oral examination, the schedule for both the written and oral examination must be predetermined by the three examining members of the Advisory Committee by that point.

It is strongly recommended that the date by which the written portion is completed and submitted to the Advisory Committee be at least four weeks before the end of the semester.

Administration of the Preliminary Examination
No less than three weeks before the end of the semester in which the student is enrolled in ARHI 9010, the Major Professor and second and third members of the Advisory Committee will administer the written portion of the Preliminary Examination. With permission of the Major Professor one member of the advisory committee may be from an academic field other than art history.

The written exam will be administered as follows over a week long period: On Monday of the week in which the examination is to be taken, the student will receive three essay questions from the Major Professor. On the following Monday, the student must submit to the Major Professor three essays addressing these questions (one essay per question), as instructed by the student's Advisory Committee, each between 10 and 20 pages in length and including, as appropriate, footnotes and/or bibliography. At this point, the Major Professor will distribute copies of all exams to the examining members of the Advisory Committee, who must have no less than one

full week to evaluate the student's essays and prepare for the oral portion of the examination.

Evaluation of the Preliminary Examination
The success or failure of the written examination will be determined based on the student's demonstrated ability to effectively convey an appropriately nuanced mastery of the topics to which the questions are addressed. In the event that the student fails any part of the written examination, the student will be allowed to retake the failed portion of the examination. However, 6 weeks must elapse between the administration of the first examination and the administration of the second examination. This second examination date will alter the schedule of the oral examination and, therefore, require a second Announcement of Doctoral Oral Comprehensive Examination to be submitted for approval by the Graduate School. A second failure disqualifies the student from candidacy for the Ph.D. program.

If it is determined that the student successfully passed the written examination, the oral examination, on the date already set by the Advisory Committee, will be administered by the three examining members of the Advisory Committee. The questions asked in the oral portion of the exam will reflect issues and imagery arising from the 3 topics, themes, or areas chosen at the outset of this process with the Advisory committee. Faculty may ask the student to elaborate on ideas contained within the written exam, or they may require the student to address topics not considered within the essays, but which are nevertheless related to the general topics under consideration. Students will be given only one opportunity to pass the oral exam, the failing of which will disqualify students from candidacy for the Ph.D. program.

In order to pass the preliminary examinations, a student must successfully complete both the written and oral portions of the examination. The Major Professor will report to the Graduate School the written vote of each committee member on the written and oral examinations.

E Dissertation Prospectus / Admission to Candidacy

General Information
As part of the preparation for Admission to Candidacy, students are require to prepare a prospectus of their dissertation and defend it to their entire Dissertation Committee (five members) by the end of the semester after the completion of the Preliminary Examination, typically the 6th semester. During this semester, the student is expected to enroll in one to nine credit hours of dissertation research (ARTS 9000).

Once the student successfully completes and defends the Dissertation Prospectus, the student may initiate the process of applying for candidacy (see below). After admittance to candidacy, she/he must enroll for at least two additional semesters and a total minimum of 10 hours of dissertation or other appropriate credit. During this time, the student is expected to devoted him/herself entirely to the task of the doctoral dissertation.

Specific Requirements:
After successful completion of the Preliminary Examination and by the end of the semester in which the student is enrolled in the first one to nine hours of ARTS 9000, the student must present and defend a dissertation prospectus. Developed in consultation with the Major Professor and the Advisory Committee, the Dissertation Prospectus should include a written précis, an outline, and an annotated bibliography. All five members of the Advisory Committee are required to be at the defense of the dissertation prospectus. The defense is also open to the public.

The Advisory Committee determines the success or failure of the dissertation prospectus and may require the student to submit a revision for final approval; the second submission may entail either another public defense or presentation to the Committee alone. Failure to obtain approval from the Advisory Committee for the dissertation prospectus in a timely manner will bar the student from admission to candidacy.

Once the student has successfully defended the Dissertation Prospectus, she/he must supply the Graduate Coordinator with a copy of the approved prospectus for the student's file. In addition, the student must also submit to the Graduate Coordinator an Application for Admission to Candidacy for Doctoral Degrees form, available online http://grad.uga.edu//wp-content/uploads/2014/09/body_candphd.pdf and from the Graduate Office. The top portion of this form is to be completed by the student, and the bottom portion-- certifying completion of requirements, is completed by the Major Professor and submitted to the Graduate Coordinator to forward to the Graduate Dean for approval. Once the Dean has approved the application, the student is formally admitted to candidacy; from this point forward, she/he has a total of five years for the research, preparation and defense of the dissertation

Note: Students are eligible to enroll in dissertation research (ARTS 9000) during the semester in which they are preparing the prospectus, but they are not allowed to enroll in dissertation writing hours (ARTS 9300) until the prospectus has been successfully defended.

IV. Phase II: Dissertation Research, Writing, Defense

A. General Information

The doctoral dissertation should demonstrate that the student is capable of doing independent, original research, the results of which represent a contribution to the discipline of art history.

The maximum time allowed for dissertation research, writing and defense is 5 years. Intermediate requirements to ensure timely completion of the dissertation will also be enforced.

B. Specific Requirements

Dissertation Schedule
The art history area is committed to enforcing the five-year deadline set by the Graduate School. Every student will work in ways that most effectively allow them to address specific research issues (travel abroad being essential in some cases, but not in others), but long experience has confirmed that the writing of a dissertation cannot be successfully completed in a single year. The internal deadlines that follow are intended to provide guideposts for the student during the five years set aside for the researching and writing of a dissertation.

Students should plan on having some concrete work to submit to their Major Professor by the middle of the third year. In many cases, the student will be expected to submit a draft of between 50% and 75% their dissertation to their advisor by this point. One year before the dissertation is to be defended, the student is expected to meet with the entire Advisory Committee (exceptions can be made for members from outside the University of Georgia). At this meeting, the committee will review progress made to date and develop a timetable for the completion of the research and writing. Furthermore, at this time a Committee Chair will be appointed; the Committee Chair will not be the Major Professor, but must be a member of the art history area. The Committee Chair will be responsible for assuring that all subsequent deadlines are met and will oversee the final oral examination.

At the 4th-year meeting, or at a subsequent meeting, the committee will specify when they next expect to be apprised of the student's progress and what form that demonstration of progress should take. If the committee decides that portions of the dissertation should be presented to them to review again, these portions will not be submitted to the committee without the prior approval of this work by the Major Professor.

Extensions
Extensions of the Graduate School's five-year deadline will only be considered at the end of the 4th year. At that point, any student who, in consultation with his or her Major Professor and Committee Chair, believes that a year will not be adequate to complete the dissertation, may apply to the Advisory Committee for approval to request an extension. If the Advisory Committee approves, then the student and his or her advisor may apply to the Graduate School for an extension. This extension is, however, only granted by the Graduate School and is not guaranteed even when the

student has earned the approval form the Advisory Committee. On the other hand, without the approval of the Advisory Committee at the end of the 4th year, no Major Professor or member of the Advisory Committee may write a letter in support of such an extension.

Note: Students who do not meet the deadline of an initial draft by the end of the 4th year, will still have five full years to complete their dissertation after defending their prospectus, but will not be considered for any further assistantship support. Students who do will be eligible to apply for a finishing grant from the university.

Dissertation Submission

At the beginning of the semester in which a student expects to defend his/her dissertation, two forms must be submitted: Application for Graduation and Announcement of the Doctoral Oral Defense of the Dissertation (see below for details). A draft of the completed dissertation must be submitted to the Major Professor for approval six weeks prior to the submission of the final dissertation to the Advisory Committee. Since the committee must have the dissertation in hand no less than one month prior to the defense, in practical terms, the Major Professor must receive his/her draft ten weeks before the scheduled defense. With the approval of the Major Professor and Committee Chair, copies of the completed dissertation will be distributed to the members of the Advisory Committee, including the Committee Chair. The committee should have the dissertation, in its finished form (including illustrations, footnotes, and bibliography) one full month before the Final Oral Examination.

The form and content of the Ph.D. must conform to the standards set forward by the Graduate School at UGA. For further information, see
http://www.libs.uga.edu/etd/about.html

The form and content of the Ph.D. must conform to national standards for all art history doctoral degrees. These will be reviewed for the student by his or her Major Professor.

Final Oral Examination

In the semester that the student expects to complete his or her dissertation and thus the doctoral degree, she/he should contact each committee member and confirm a date and time for the doctoral oral defense and submit it to the Graduate Coordinator, who will then submit this information to the Graduate School. Notification of the date, time and place for the final oral must reach the Graduate School from the Graduate Coordinator two weeks prior to the examination date. All members of the Advisory Committee must be present at the Final Oral Defense.

The Final Oral Defense is chaired by the Committee Chair, not the Major Professor. The candidate will present a summary of his/her research and original contributions. Each member of the Advisory Committee will pose questions related to the dissertation or to topics that the dissertation anticipates, even it is does not address

them directly. The Final Oral Defense is, as the name implies, the point at which the final decision about the dissertation—whether or not it is acceptable and, therefore, whether or not the candidate receives a doctoral degree—is made by the Advisory Committee. The defense is open to the public.

The Committee Chair will report the results of the Final Oral Defense to the Graduate Coordinator for forwarding to the Graduate School by the deadline (see grad school website for deadline).

Graduation

An Application for Graduation must be filed with the Graduate School (320 East Clayton Street, Suite 400) no later than Friday of the first full week of classes of your final semester (see Graduate School website for deadlines).

To ensure a smooth graduation, several things must take place in a timely fashion:

1. No later than four weeks prior to graduation (see Graduate School website for exact deadline), a complete formatted copy of the dissertation must be electronically submitted to the Graduate School for a format check.

2. Approximately two weeks prior to the graduation ceremony (see Graduate School website for each semester's deadlines), the Graduate School must receive the Approval Form for Doctoral Dissertation and Final Oral Examination and an electronic submission of the corrected dissertation. This official electronic copy of the dissertation will then be submitted by the Graduate School for approval.

Two hard, bound copies of the dissertation must be submitted as follows: one copy to the Graduate Coordinator and one copy to the Major Professor. A copy of the order form (obtained at the Tate Student Center) for the bound copies must be on file in the LDSOA Graduate Office before any final paperwork will be submitted to the Graduate School.

All remaining course requirements (including incompletes) for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. A student must enroll for a minimum of three hours of credit the semester in which graduation requirements are completed.

Please note: Once a student has been admitted to candidacy, she/he must enroll for at least two additional semesters and a total minimum of 10 hours of dissertation or other appropriate credit in order to graduate. The student must enroll for a minimum of 3 hours of credit in any semester when using university facilities and/or staff time. Furthermore, the student must be enrolled in at least 3 hours of ARTS 9300 during the semester in which degree requirements are completed and the student is awarded a doctoral degree.

Important Practical Information:

Communication

Students in the Art History Ph.D. program at the University of Georgia have requirements and responsibilities that originate from the University, from the Graduate School, from the Lamar Dodd School of Art, and from the Art History Area. Please note that changes are occasionally made to the degree requirements and scheduling, which may significantly impact your program of study. Any such changes will automatically become part of your required program of study.

It is the student's responsibility to study the Graduate Bulletin, the School of Art brochure, and the School's website (http://www.art.uga.edu/) and to meet all requirements for his/her degree, including the Art School requirements listed below, and to observe all appropriate deadlines as his/her graduate program progresses.

Deadline dates and other pertinent information are posted regularly on the Graduate School website (http://www.grad.uga.edu/). Please review frequently. Also, each graduate student is assigned a mailbox where all mail and notices will be placed for your convenience. Check your mailbox often for important announcements. Each student is required to have a UGA MYID email address. The Graduate Coordinator and the area chair for art history should be provided with this address immediately. Students are expected to check it daily for pertinent information from the Graduate Program, the School, and the Area.

All graduate students are required to be active members and participants in the Association of Graduate Art Students (AGAS). All graduate students are required to attend all AGAS lectures and are strongly encouraged to attend all other relevant lectures offered by the Lamar Dodd School of Art. The officers of AGAS should be prepared to represent the graduate students when called upon to do so by the School.

Keep the Graduate Coordinator's Office updated on changes of address, phone number, and email each semester.

TIMETABLE FOR COMPLETING PHD REQUIREMENTS

Process	**Time Frame (*Semesters of Residence)** * Deadline**
1) Select Major Professor	part of application process
2) Approval of Advisory Committee	2nd semester
3) Approval of the Preliminary Program of Study	beginning of 3rd semester
4) Approval of Final Doctoral Program of Study	before the 4th semester
5) Completion of Doctoral Field Statement	before the end of the 4th semester
6) Completion of Research Skills Requirement (or 2nd language)	beginning of 5th semester
7) Written Comprehensive Exam	5th semester
8) Oral Comprehensive Exam	5th semester
9) Dissertation Prospectus Approval	6th semester
10) Application for Admission to Candidacy	6th semester (based on successful completion of program of study and #'s 6, 7, 8 above) Note: per the graduate school, students must advance to candidacy within 6 years of matriculation. After six years, a student's coursework will expire.
11) Submit electronic Application for Graduation, as well as information for Commencement Program form	1st week of final semester
12) Final Dissertation to Major Professor for Approval	6 weeks prior to deadline for submission to dissertation committee
13) Dissertation to Graduate School for Format Check	final semester
14) Final Dissertation to Committee	1 month prior to defense* including text, footnotes, illustrations, and bibliography
15) Approval of Dissertation	No later than 5 years after admission to candidacy
16) Approval of Final Oral Defense	No later than 5 years after admission to candidacy

All forms are available in the Graduate Office, 104 Visual Arts Building &/or online.
http://grad.uga.edu/index.php/current-students/forms/

***Semesters of residence only include semesters in which the student has enrolled for credit.**

ART HISTORY PHD WORKSHEET

Verification of course completion from the Graduate School

MINIMUM OF 30 HOURS OF ACADEMIC CLASSROOM GRADUATE CREDIT IS REQUIRED FOR PHD DEGREE

A minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study on this campus. The entire program of study for a PhD should consist primarily of 8000-level courses (at least 6), in addition to doctoral research credit (9000-level course).

Art History courses required (30 hrs. min.)	Hours Required	Courses Taken/Semester	Hours Earned
ARHI 8040; 8110; 8120; 8300; 8400; 8580; 8600; 8650; 8700; 8870; 8910; 8920; 8950; 8990 **ARHI** 6000; 6008; 6010; 6020; 6030; 6050; 6060; 6100; 6110; 6120; 6130; 6150; 6160; 6200; 6210; 6220; 6290; 6300; 6310; 6350; 6400; 6410; 6420; 6440; 6490; 6500; 6510; 6520; 6530; 6540; 6570; 6580; 6590; 6900; 6910; 6916; 6920; 6930; 6940; 6950 Depending on the track chosen (premodern or modern) students will enroll in courses appropriate to their needs.**	**30*** **Note: at least 18 of these hours must be completed on the 8000-level**		
ARTS 9010 Preliminary Exam Preparation	**1-9**		
Doctoral Research/Dissertation ARTS 9000/9300	**6**		
TOTAL MINIMUM HOURS	**37-45**		
Art History Methodology Requirement Met			
2nd Foreign Language Requirement Met +			
Advisory Committee Approved			
Program of Study Approved			
Preliminary Examinations Passed			
Prospectus Approved			
Final Defense Passed/Dissertation Approved			

(*) **Undergraduate courses taken to fulfill the language requirements and/or academic needs of a student are not considered part of the "Program of Study".**

****Students who enter the PhD program without the requisite distribution requirements (see MA program) will be required to cover those fields as part of the PhD program of study.**

+ First language requirement must be met before admission to the PhD program.
n.b. ARTS 9005 cannot be used on your program of study.

MASTER OF FINE ARTS DEGREE (MFA)
PROCEDURES AND REQUIREMENTS

It is the student's responsibility to review material available on-line and to meet all requirements for his/her degree, including Art School requirements listed below; and to observe all appropriate deadlines as your graduate program progresses.

Deadlines and other pertinent information are posted on the Lamar Dodd School of Art website: http://www.art.uga.edu. The University of Georgia's Graduate School procedures and requirements are available at: http://www.grad.uga.edu/. Each graduate student is assigned a mailbox (located around the corner from the administrative offices) where mail and notices will be placed for your convenience. ***Check your mailbox often for important announcements.*** To the left of the mailboxes is a bulletin board for general information.

Keep the Graduate Coordinator's Office informed regarding changes of address, phone number, and email.

1. A temporary advisor/major professor is assigned by the Graduate Coordinator in consultation with the Area Chair at the beginning of the first semester of enrollment.
2. The student should select a Major Professor during the first week of the second semester of enrollment by securing the appropriate signature on the form provided by the Graduate Coordinator's Office. If the student wishes to change the Major Professor at any time during his/her program of study, a form for this purpose is available from the Graduate Coordinator's Office.
3. **Minimum Course Requirements Are As Follows:**

Studio	33 hours
Art History	6 hours
Art Criticism or Art History	3 hours
MFA First Year Seminar (ARST 8100)	3 hours
Approved Electives	12 hours
Graduate Exit Studio (ARST 9210)	3 hours
Minimum Hours Total	**60 hours**

Studio (33 hrs) includes those studio courses approved by the student's advisor. Minimum requirements involve 21 hours of major studio concentration with the remaining 15 hours as studio electives.

Art History (6 hrs.) requirements are to be satisfied with courses numbered at the 6000 level or above taught by the faculty in art history.

Art Criticism (3 hrs.) requirements can be met by satisfactory completion of one of the following:

ARTS 6920, Seminar in Contemporary Art

ARTS 8100, Graduate Seminar in Art
ARTS 8350, Aesthetics and Art Criticism

MFA First Year Seminar (3 hours) requirements are to be satisfied with the course ARST 8100.

Approved Electives (12 hrs.) subject to approval of the Major Professor, may be chosen from courses:

(a) Outside the School of Art
(b) In the School of Art, but outside the concentration area
(c) Additional courses in the concentration area
(d) Teaching preparation, practicum, cognate study are recommended
(e) Any combination of the above

Graduate Exit Studio, ARST 9210 may be taken up to four times for a total of 12 hours credit, but only 3 hours may be counted toward the 60 minimum hours required for the degree. Refer to the School of Art graduate brochure for details.

4. Continuance Review

Occurs at the end of the first year (second semester) after the completion of 12 hours of resident graduate work. The student must pass an oral examination that, along with supporting artwork, will constitute an evaluation of his/her capabilities for continuing toward the MFA degree. The examination is not a mere formality, but a determination of appropriateness for continuance in the program.

The Major Professor has the responsibility for preparing the student for this exam and consulting with the student concerning selection of committee members. The Continuance Review Committee consists of at least three and no more than five faculty members, including the Major Professor. It is not mandatory that this be the committee for the Candidacy Review. Members of the committee may include faculty from outside the student's concentration area, subject to the Major Professor's approval. The student should choose committee members who have some familiarity with their work.

The purpose of this review is to provide first year students with a formal venue to engage vigorous critical feedback and to develop their critical and communication skills and for the faculty to evaluate the quality of his/her studio and academic research required for continuation in the MFA program. Approval is determined by the Continuance Review Committee and approved by the Graduate Coordinator.

PASS: May continue towards degree objective

FAIL: Does not show promise toward completing the degree, and therefore, in the graduate program.

5. MFA Candidacy Review

At the completion of 30 hours of resident graduate work and before completing 39 hours, the student must pass an oral examination which, along with supporting art work, will constitute an evaluation of his/her capabilities for continuing toward the MFA degree. The examination is not a mere formality, but a determination of appropriateness for candidacy.

Students who become eligible for the MFA Candidacy Review during the summer may be deferred until the following fall.

Successful completion of the MFA Candidacy Review is prerequisite to the student being permitted to begin his/her final graduate art course, ARST 9210.

The Major Professor has the responsibility for preparing the student for this exam and consulting with the student concerning selection of committee members. The examining committee consists of at least three and no more than five faculty members, including the major professor. This committee normally will also serve as the Final Oral Examination Committee; however, this is not mandatory. Members of the committee may include faculty from outside the student's concentration area, subject to the Major Professor's approval. The student should choose committee members who have some familiarity with their work.

The purpose of the MFA Candidacy Review is for the committee to get a good idea of what the student intends to do for their MFA Final Exhibition. The review should be conceptually and stylistically consistent enough to suggest that, with further concentration during the remainder of the program, a strong and cohesive body of work will be ready for their Final Exhibition.

The committee Chair, *a committee member other than major professor*, will report their recommendations to the Graduate Coordinator. There are three options:

(1) PASS: May continue toward the degree objective.

(2) DEFERRED: ("suggest re-examination"): Needs to resolve certain aspects of his/her art and requires at least one additional semester before applying for re-examination.

> If the examining committee determines the student to be unprepared for candidacy so that additional semesters of work will be required, the Major Professor may recommend that the student delay beyond 27 hours before being presented for re-examination.
>
> If the three-member committee recommends re-examination, the student may add two more voting committee members to expand the dialogue. However, the addition of these new members is subject to the approval of the Major Professor and all three of the original examining committee members who must remain in the re-review. A second examination must follow within two semesters of the first.
>
> If the reexamining committee determines that the student demonstrates insufficient promise for mastering the M.F.A. during a re-examination, he/she will be counseled to discontinue as a graduate student in art.

(3) FAIL: Does not show promise toward completing the degree and, therefore, should not continue in the graduate art program.

6. **Changing Concentration Area**

If a student wishes to formally change his/her concentration area prior to taking the Continuance Examination, he/she must submit a request in writing stating the reasons for the change to the Graduate Coordinator. A review of the student's file by the faculty in the new concentration area will then be initiated. The student will be notified of the Area decision.

7. **Program of Study**

A Program of Study form (**Program of Study for Non-Doctoral Professional Degrees**) must be filed with the Graduate School after successful completion of the Continuance

Examination and no later than the second full week of classes of the final semester. This form must reach the Graduate School by 5:00 pm on that day. The form is available online at www.grad.uga.edu. If a change in the Program of Study is necessitated (i.e., change in coursework) after it has been approved, notify the Graduate Coordinator's Office so these changes can be forwarded to the Dean for approval.

8. **Application for Graduation**

An online Application for Graduation must be filed with the Graduate School no later than Friday of the first full week of classes of the semester the student plans to graduate.

9. **Final Exhibition**

The student will select a site and schedule the final exhibition in consultation with his/her Major Professor. Students may participate in the M.F.A. spring exhibition only if they are graduating that spring or one semester prior to or after the exhibition. They may choose to exhibit their work at an alternate location, subject to the approval of your major professor.

10. **Final Oral Examination**

The Final Oral Examination is held during the final exhibition. The student provides the names of at least 3 and no more than 5 committee members (in consultation with his/her Major Professor), dates and location of the exhibition to the Graduate Coordinator who will appoint the committee. Normally, members of the Continuance Examination Committee serve as the Final Oral Examination committee. The student will consult with the Major Professor to determine if changes should be made in the selection of faculty who will serve on this committee. The committee Chair will report the results of the examination to the Graduate Coordinator by the specified deadline.

11. **Written Report**

A Written Report, descriptive of the issues the candidate's work in the final exhibition addresses, is required for graduation. While the Written Report is not technically a "thesis" and does not require the approval of the Dean of the Graduate School, a student guide for preparation of theses is available from the Graduate School. Typing and binding information, samples of the format for the Title Page and the Approval Page are available from the Visual Resource Center. Copies of past graduates' Written Reports are on file in the Visual Resource Center and may be checked out for review. Bound copies required are as follows: One copy for the Graduate Coordinator's Office and one copy for the Major Professor.

12. **Degree Completion**

A student must enroll for a minimum of 3 hours of credit the semester in which degree requirements are completed. Prior to the deadline for completion of degree requirements, the graduating student must:

a) Submit one signed and bound copy of the Written Report to the Graduate Coordinator's Office and
one copy to the Major Professor.
b) Check of the Committee Chair has Delivered the Final Oral Examination results to the Lamar Dodd School of Art Graduate Office.

ART X WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN ART X

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 6800 (max 12 hours) ARST 6810 (max 6 hours) ARST 6870 ARST 7800 (max 12 hours) ARST 7840 (max 12 hours) Directed Study: ARST 7880 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100, or ARTS 8350)** **or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

CERAMICS WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN CERAMICS

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 7500 (max 6 hours) ARST 7510 (max 9 hours) ARST 7520 (max 9 hours) ARST 7530 (max 9 hours) Directed Study: ARST 7580 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100, or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

DRAWING/PAINTING WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN DRAWING & PAINTING

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 6020 (max 6 hours) ARST 6160 ARST 7020 ARST 7030 (max 12 hours) ARST 7040 ARST 7110 ARST 7120 (max 12 hours) ARST 7130 Directed Study: ARST 7080 drawing (max 9 hours) ARST 7180 painting (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES 6 Hours of Graduate Level Art History (6000 level and above)	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100 or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

FABRIC DESIGN WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN FABRIC DESIGN

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 7700 (max 12 hours) ARST 7710 ARST 7750 ARST 7760 (max 12 hours) ARST 7770 Directed Study: ARST 7780 (max 12 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level Studio Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100 or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

All courses are listed on www.capa.uga.edu and http://bulletin.uga.edu.

INTERIOR DESIGN WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN INTERIOR DESIGN

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARID 6150 (max 6 hours) ARID 6350 ARIS 6410 ARID7890 ARID 7900 ARID 7910 ARID 7920 Directed Study: ARST 7080 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **15 Hours of Graduate Level Studio Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100 or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

All courses are listed on www.capa.uga.edu and http://bulletin.uga.edu.

JEWELRY/METALWORK WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN JEWELRY & METALWORK

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 7620 ARST 7630 (max 9 hours) ARST 7640 (max 9 hours) ARST 7650 (max 6 hours) Directed Study: ARST 7680 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100, or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

All courses are listed on <u>www.capa.uga.edu</u> and http://bulletin.uga.edu

PHOTOGRAPHY WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN PHOTOGRAPHY

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 6205 ARST 6210 ARST 6220 ARST 6230 (max 9 hours) ARST 6240 (max 6 hours) ARST 6250 ARST 7200 ARST 7210 (max 12 hours) ARST 7230 (max 12 hours) ARST 7240 (max 12 hours) Directed Study: ARST 7280 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100, or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

PRINTMAKING WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN PRINTMAKING

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 7310 (max 9 hours) ARST 7320 (max 6 hours) ARST 7330 (max 18 hours) Directed Study: ARST 7380 (max 9 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **12 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hour Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100, or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

All course are listed on <u>www.capa.uga.edu</u> and http://bulletin.uga.edu

SCULPTURE WORKSHEET

Verification of course completion from the Graduate School Only

SIXTY (60) HOURS OF GRADUATE CREDIT IN THE FOLLOWING AREAS ARE REQUIRED FOR THE MASTER OF FINE ARTS DEGREE WITH A CONCENTRAION IN SCULPTURE

Courses Required	Hours Required	Courses Taken/Semester	Hours Earned
STUDIO MAJOR AREA COURSES **21 Hours of Graduate Level Studio courses selected from the following:** ARST 6420 (max 9 hours) ARST 7410 (max 9 hours) ARST 7420 (max 18 hours) ARST 7430 (max 9 hours) Directed Study: ARST 7480 (max 18 hours) Directed Studies: ARST 8000: ARST 8010 (These courses must be directed by Graduate Faculty Members)	**21**		
STUDIO ELECTIVES **15 Hours of Graduate Level <u>Studio</u> Courses selected from the course offerings of the School of Art (6000 level and above)**	**12**		
ELECTIVE COURSES **12 Hours of Graduate Level approved electives selected from the graduate course offerings (6000 level and above)**	**12**		
ART HISTORY COURSES **6 Hours of Graduate Level Art History (6000 level and above)**	**6**		
MFA FIRST SEMESTER SEMINAR ARST8350, 8100 or XXXX 3 Hours of Seminar in first semester, first year	**3**		
ART CRITICISM/ART HISTORY **3 Hours of Graduate Level Art Criticism (ARTS 6920, ARTS 8100 or ARTS 8350) or Art History (6000 level and above)**	**3**		
ARST 9210 Graduate Exit Studio **3 Hours of ARST 9210** This includes the Final Exhibition, Final Oral Exam and the Written Report	**3**		

n.b. ARTS 7005 cannot be used on your program of study and ARTS 7990 can only be used once.

APPLICATION FOR GRADUATION must be submitted to the Graduate School by the 1st week of your last semester. Check with the Graduate Coordinator's Office for all deadlines.

All courses are listed on <u>www.capa.uga.edu</u> and http://bulletin.uga.edu.

LAMAR DODD SCHOOL OF ART

CHANGE OF GRADUATE ADVISOR/MAJOR PROFESSOR

A student may initiate a change of advisor/major professor by securing approval and signatures of both the initial advisor/major professor and the new advisor/major professor and returning this form to the Graduate Coordinator's Office.

STUDENT'S NAME (print) _____ SS# _____

Signature required _____ *date* _____

INITIAL ADVISOR/MAJOR PROFESSOR (print)_____

Signature required _____ *date* _____

NEW ADVISOR/MAJOR PROFESSOR (print)_____

Signature required _____ *date* _____

APPROVED: **Graduate Coordinator (**print)_____

Signature required _____ *date* _____

Approved Copies to:
Student, Area Chair, Major Professor, Graduate Coordinator, and Graduate School.
Revised10/25/2008

Lamar Dodd School of Art 270 River Rd Athens, GA 30602

GRADUATE ASSISTANTSHIP APPLICATION

There are two kinds of assistantships available for the students in the School of Art:

1. All Art History and Art Education Applicants applying for any assistantship are required to submit GRE scores. The deadline for applying is **January 1st**.

2. Departmental Assistantships are usually given to second year students and must be applie for each year by **January 7th** . MFA applicants wishing to apply for any assistantship are n required to submit GRE scores and should use the January 7th deadline

To those who are currently enrolled in the School of Art: *No student with an "incomplete" on t University of Georgia transcript may be eligible for an assistantship.*

(please type or print) Date_____

Full Name_____ SS# _____

Present Address_____

_____

Phone_____ Email_____

Please complete 1, 2, or 3 below:

(1) I am currently enrolled in the School of Art _____ degree program in the _____ Are

(2) I have been officially accepted for admission to Graduate School in the School of Art _

_____degree program in the _____ Area beginning _____Semester 20_____

(3) I am now applying for admission to Graduate School in the School of Art _____

degree program in the _____ Area beginning _____ Semester 20_____

Please Attach CV, listing Honors and other evidence of Scholarship:

In support of this application, I wish to make the following statement concerning my person objectives in doing graduate work (please attach extra pages if necessary).

Program of Study for Non-Doctoral Professional Degrees

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name
CAN # (810)
Text
Address
Degree
Major

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term

TOTAL NUMBER OF HOURS

Departmental Requirements

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

Major Professor
Date

Graduate Coordinator
Date

APPROVAL

Graduate Dean
Date

Courses start to expire at the beginning of:
GPA

This page was last modified on 06/28/2013 - Questions and/or comments to gradinfo@uga.edu - Copyright by The University of Georgia

M.A.Ed CONTINUANCE REVIEW COMMITTEE REQUEST

Name:_____ CAN#_____

The following have agreed to serve as members of my M.A.Ed Continuance Review Committee:

_____, Major Professor/Chair

_____

_____

_____

_____

The committee members have agreed to meet:

_____	_____	_____
DATE	TIME	PLACE

_____	_____
Student Signature	Date

Copies to: Student
Committee Members
Graduate Coordinator

M.A.Ed FINAL ORAL EXAMINATION COMMITTEE REQUEST

Name:_____ CAN#_____

The following have agreed to serve as members of my M.A.Ed Oral Examination Committee:

_____, Major Professor/Chair

_____

_____

_____

_____

The committee members have agreed to meet:

_____	_____	_____
DATE	TIME	PLACE

_____ _____

Student Signature Date

Copies to: Student
Committee Members
Graduate Coordinator

M.F.A CONTINUANCY REVIEW COMMITTEE REQUEST

Name:_____ CAN#_____

The following have agreed to serve as members of my M.F.A Continuancy Review Committee:

_____, Committee Chair

_____, Major Professor

_____

_____

_____

The committee members have agreed to meet:

_____	_____	_____
DATE	TIME	PLACE

_____ _____

Student Signature Date

Copies to: Student
Committee Members
Graduate Coordinator

M.F.A FINAL ORAL EXAMINATION COMMITTEE REQUEST

Name:_____ CAN#_____

The following have agreed to serve as members of my M.F.A Final Oral Examination Committee:

_____, Committee Chair

_____, Major Professor

_____

_____

_____

The committee members have agreed to meet:

_____	_____	_____
DATE	TIME	PLACE

_____ _____

Student Signature Date

Copies to: Student
Committee Members
Graduate Coordinator

M.F.A. CONTINUANCE EXAMINATION REPORT

Exam Date _____

Committee Members _____ **Chair**

_____ **Major Professor**

_____

_____

_____

The committee met to examine the work and professional readiness of:

_____ **in** _____

The committee recommends:

Pass _____ **Fail** _____ **Re-examination** _____*

* **Comments:**

_____

Signature of Committee Chair

Copies to: Student
Major Professor
Graduate Coordinator

Binding Information for
MFA, MAED and EDS Graduate Students

Following is information concerning binding of the:

MFA WRITTEN REPORT
MAED APPLIED PROJECT REPORT
EDS APPLIED PROJECT REPORT

You are required to submit by the specified deadline two signed and bound copies of your report as follows:

One copy to the Graduate Coordinator's Office
One copy to the Major Professor

If you have ANY question about formatting or presentation, please check the graduate coordinators office (706-542-1636). Your final report must be submitted to the graduate coordinator's office before your final paperwork will be sent to the graduate school. Reports that do not meet the requirements may have to be redone and may delay your paperwork.

Below is a listing of biding processes you may use:
1). Glue Binding—Plastic strip with glue that holds pages on the edges, extending over front and back covers (PREFERRED).
2). Velo Binding—Plastic strip with prongs that go through the copy.
3). Creative Handmade binding must have prior approval of the Major Professor.
n.b. Use archival quality paper for all printed material and keep paper types consistent.

Report contents should be included in the following order:
1). Clear (see thru) Cover
2). Title Page (see example)
3). Approval Page (see example)
4). Report/Images
5). Black back cover

SPIRAL BINDING IS NOT ACCEPTABLE!

(Sample Title Page)

TITLE

by

NAME

B.S.ed., University of _____, 20_____
[PUT THE DEGREE YOU ALREADY HAVE (UNDERGRADUATE) HERE]

An Applied Project Report Submitted to the Lamar Dodd School of Art
of the Univeristy of Georgia in Parital Fulfillment
of the
Requirements for the Degree

MASTER OF ART EDUCATION

ATHENS, GEORGIA

20_____

(Sample Title Page)

TITLE

by

NAME

B.F.A. University of _____, 20_____
[PUT THE DEGREE YOU ALREADY HAVE (UNDERGRADUATE) HERE]

A Report Submitted to the Lamar Dodd School of Art
of the Univeristy of Georgia in Parital Fulfillment
of the
Requirements for the Degree

MASTER OF FINE ARTS

ATHENS, GEORGIA

20_____

(Sample Approval Page)

TITLE

by

NAME

Approved:

_____
Typed Name, Major Professor

_____
Date

Advisory Committee for MA & MS

◯ **Original**

◯ **Revised**

Advisory Committee for Master of Arts and Master of Science Candidates

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

As Graduate Coordinator, I recommend the appointment of the three members listed below as the Master's Advisory Committee for:

Name		CAN # (810)	
Address		Degree	
		Major	

Student's Committee
(Please type major professor and committee members' names)

	Major Professor
	Member
	Member

The three-person committee, in consultation with the student, is charged with planning and approving the student's program of study, advising the student on required research skills, guiding the thesis research, reading and approving the thesis, and administering the thesis defense and the final examination over the program of study. The major professor and at least one of the other members of the Advisory Committee must be members of Graduate Faculty. This form should be submitted to the Dean of the Graduate School before the end of the first semester of residence of a prospective candidate for the degree.

APPROVALS

Graduate Coordinator (Name & Signature)		Date	
Graduate Dean		Date	

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Program of Study for Master of Arts and Master of Science Candidates

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name _____ CAN # (810) _____

Address _____ Degree _____

_____ Major _____

Please use * to designate 6000 and 7000 level courses open only to graduate students.

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term

TOTAL NUMBER OF HOURS _____

HOURS OPEN ONLY TO GRADUATE STUDENTS: exclude thesis and research courses in this total. _____

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my master's thesis. (Human subjects information available at http://www.ovpr.uga.edu/hso/)

_____ _____
Student's Signature (all students must sign) Date

Research Skills Requirement (if applicable) _____

Departmental Requirements _____

Master's Advisory Committee: (Please type all names, sign, and date)

Name (Typed)	Signature	Date
(Chair)		

APPROVALS

Graduate Coordinator (Name & Signature) _____ Date _____

Graduate Dean _____ Date _____

Courses start to expire at the beginning of: _____ GPA _____

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M.A. FINAL ORAL EXAMINATION REQUEST

TO: Graduate Coordinator's Office
RE: Time and Place for Final Oral Examination of:

Name:_____ CAN#_____

Advisory Committee

_____, Major Professor/Chair

_____

_____

_____

_____

Thesis Title:_____

_____

_____

I have contacted each of my committee members and they have agreed on the following date and time for my final oral examination:

_____	_____	_____
DATE	TIME	PLACE

_____ _____
Student Signature Date

APPROVAL FORM FOR MASTER'S THESIS AND FINAL ORAL EXAMINATION
MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602

Part I: Submission of thesis to advisory committee

The Thesis Of:

CAN # (810): Degree: Major:

Entitled:

is submitted for examination by the masters advisory committee.

Major Professor: Date:

Part II: Approval / Disapproval of thesis (to be signed by the members of the advisory committee). The master's advisory committee has read and reports the following action on the above thesis. At least two of three members must approve the thesis before the final defense may be held.

Did this student use human subjects in his/her research? ☐ Yes ☐ No

If so, provide the project number and date approved by IRB

Do not sign below unless the question regarding human subjects has been answered.

Master's Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date

Note: If the advisory committee declines approval of the thesis as ready for the final defense, the major professor will notify the student.

Part III: Oral Defense and Final Examination. (To be signed by members of the advisory committee. Two positive votes are required for approval of both the defense of the thesis and the examination).
The Master's Advisory Committee reports the following results of the defense of the thesis held on:

	Thesis Defense Date:		Final Exam (if applicable) Date:	
Master's Advisory Committee (type name and sign)	Oral Pass	Oral Fail	Final Exam Pass	Final Exam Fail

Graduate Coordinator: Date:

Part IV: Final Approval. (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor: Date:

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation
(ETD) Submission Approval Form

Instructions and Guidelines

Copyright:

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloguing and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

Release Options:

The University of Georgia's land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

A. Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on eTD submission form.

B. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.

1/7/2013

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation
(ETD) Submission Approval Form

Dissertation Abstracts: (Doctoral Students Only)

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their major professor. Please refer to the Bell and Howell website: http://www.proquest.com/hp/Support/DServices/prepare/packets.htm for additional information, agreement forms and fee requirements.

1/7/2013

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation (ETD) Submission Approval Form

Submit to Graduate School with your ETD Defense Form
Make sure all signatures are provided

[Please Type]
Student Name: _____
(Last) (First) (Middle)

CAN Number (810): _____

Major: _____

Degree Name: Please select degree

Document Title:

ETD Release Options

Check one of the following:

☐1. Provide open and immediate digital access to the ETD.

☐2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.

☐3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. *Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

Student Agreement

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: _____ Date_____

Major Professor Approval: _____ Date_____

Type Major Professor's Name: _____

1/7/2013

Advisory Committee for Doctoral

◯ **Original**

◯ **Revised**

Advisory Committee for Doctoral Candidates

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

As Graduate Coordinator, I recommend the appointment of the three members listed below as the Doctoral Advisory Committee for:

Name		CAN # (810)	
Address		Degree	
		Major	

Student's Committee
(Please type major professor and committee members' names)

Major Professor Graduate Faculty 1-a		Co-Major Professor (if any) Graduate Faculty 1-b	
Graduate Faculty Member 2			
Graduate Faculty Member 3			

Additional members may be added at the department's discretion

The committee must consist of a minimum of three members of the graduate faculty, including the student's Major Professor, who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student's program of study, arranging the comprehensive written and oral examinations, advising the student on required research skills, approving the subject for the dissertation, approving the completed dissertation, and approving the defense of the student's research. This form should be submitted to the Dean of the Graduate School before the end of the first year of residence of a prospective candidate for the degree.

APPROVALS

Graduate Coordinator (Name & Signature)		Date	
Graduate Dean		Date	

Note: The written and oral comprehensive examinations are administered to determine if the candidate is qualified to continue for the doctorate and should be held as soon as the Doctoral Advisory Committee feels that the student's qualifications for doctoral work can be evaluated. When the student has passed the written comprehensive examination, plan should be made to hold the oral comprehensive examination. The examination must be announced by the Graduate School. The Graduate Coordinator must notify the Graduate School of the time and place of the examination at least **two weeks** before the selected date. Immediately after the oral comprehensive examination, the major professor reports the results of the committee's evaluation of the written and oral comprehensive examinations to the Graduate School. A form for this purpose is provided by the Graduate School.

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Preliminary Doctoral Program of Study

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602

This form is for Departmental Use only - Do Not Submit to the Graduate School

Name _____ CAN # (810) _____

Address _____ Degree _____

_____ Major _____ Minor _____

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

Doctoral Courses

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term

Research Skills Requirement (if applicable) _____

Departmental Requirements _____

Doctoral Advisory Committee: (Please sign and date) _____ (Chair)

_____ _____

_____ _____

Graduate Coordinator _____ Date _____

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Final Doctoral Program of Study

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name		CAN # (810)	
Address		Degree	
		Major	

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

Doctoral Courses
Please use * to designate 6000 and 7000 level courses open only to graduate students.

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
										TOTAL HOURS	

Research Skills Requirement (if applicable)

Departmental Requirements

Doctoral Advisory Committee: (Please type all names, sign, and date)

(Chair)

APPROVALS

Graduate Coordinator (Name & Signature)		Date	
Graduate Dean		Date	
Courses start to expire at the beginning of:		GPA	

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Announcement of Doctoral Oral Comprehensive Examination:

Please fill out and return to the Graduate Coordinator's office

Department of:

Major:

Student First Name:

Student Middle Name:

Student Last Name:

Can#:

Exam Date:

Exam Start Time:

Exam Location Room:

Exam Location Building:

Degree:

Major Professor:

Co-Major Professor:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Graduate Coordinator Name:

Student Email Address:

Additional Comments:

APPROVAL OF DISSERTATION PROSPECTUS
LAMAR DODD SCHOOL OF ART

Date _____

Name_____ Can#_____

Degree _____Major_____

_____, Major Professor

_____

_____

_____

_____

This form and a copy of the approved prospectus must be filed with the Graduate Coordinator before admission to Candidacy.

Copies to: Student
Major Professor
Graduate Coordinator

Application for Admission to Candidacy for Doctoral Degrees

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602
(Please submit three (3) copies of this form (one original and two copies) to the Graduate School)

A prospective Doctoral candidate must be admitted to candidacy one full semester before the date of graduation

Name		CAN # (810)	
Address		Degree	
		Major	

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my doctoral dissertation.
(Human subjects information available at: http://www.ovpr.uga.edu/hso/)

Student's Signature (all students must sign) Date

Certification and Recommendation of the Department: Please check all appropriate items

- ☐ We have examined the entire graduate record of the student named above. An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the Program of Study. No course with a grade below C has been accepted as part of the Program of Study.
- ☐ Written and oral comprehensive examinations have been passed as part of the Program of Study.
- ☐ A dissertation prospectus has been approved (if required for Candidacy).
- ☐ The residence requirement has been met.

We recommend that this student be admitted to candidacy for the degree indicated.

APPROVALS

Major Professor (Name & Signature)		Date	
Graduate Coordinator (Name & Signature)		Date	
Graduate Dean		Date	

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Questions and/or comments to gradinfo@uga.edu
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Announcement of Doctoral Oral Defense of the Dissertation:

Please fill out and return to the Graduate Coordinator's office

Department of:

Major:

Student First Name:

Student Middle Name:

Student Last Name:

Can#:

Exam Date:

Exam Start Time:

Exam Location Room:

Exam Location Building:

Degree:

Major Professor:

Co-Major Professor:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Committee Member:

Graduate Coordinator Name:

Student Email Address:

Additional Comments:

APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION

The University of Georgia
Graduate School 279 Williams St., Athens, GA 30602

Part I: Submission of dissertation to the advisory committee.

The Dissertation Of: _____

CAN # (810): _____

Entitled: _____

_____

is submitted for examination by the doctoral advisory committee. The Graduate School has been notified in writing of the date of the oral defense.

Major Professor: _____ Date: _____

Part II: Approval / Disapproval of dissertation (to be signed by the members of the advisory committee). The doctoral advisory committee reports the following action on the above dissertation. There can be only one dissenting vote.

Did this student use human subjects in his/her research? ☐ Yes ☐ No

If so, provide the project number _____ and date approved by IRB _____

Do not sign below unless the question regarding human subjects has been answered.

Doctoral Advisory Committee (type name and sign)	Approved	Approved with Suggested Changes	Disapproved	Date

Note: If the advisory committee declines approval of the dissertation as ready for the final defense, the major professor will notify the student.

Part III: Oral Defense and Final Examination. (To be signed by members of the advisory committee. Only one dissenting vote is permissible for approval of both the defense of the dissertation and the examination).
The Doctoral Advisory Committee reports the following results of the defense of the thesis held on:

Dissertation Defense Date: _____

Doctoral Advisory Committee (type name and sign)	Passed	Failed

Graduate Coordinator: _____ Date: _____

Part IV: Final Approval. (To be completed only when advisory committee members have approved suggested changes in Part II). The suggested changes have been completed satisfactorily:

Major Professor: _____ Date: _____

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation (ETD) Submission Approval Form

Instructions and Guidelines

Copyright:

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Students who utilize the manuscript style of a thesis or dissertation **must** procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

Release Options:

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A. Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. Select option 2 on eTD submission form.

B. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. **Approval of the Graduate Dean must be obtained well in advance of the submission deadline.** Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the major professor (or Department Head in the absence of the major professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.

1/7/2013

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation (ETD) Submission Approval Form

Dissertation Abstracts: (Doctoral Students Only)

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1/7/2013

The Graduate School
THE UNIVERSITY OF GEORGIA

Electronic Thesis and Dissertation (ETD) Submission Approval Form

Submit to Graduate School with your ETD Defense Form
Make sure all signatures are provided

[Please Type]
Student Name: _____
(Last) (First) (Middle)

CAN Number (810): _____

Major: _____

Degree Name: _____

Document Title:

ETD Release Options

Check one of the following:

☐1. Provide open and immediate digital access to the ETD.

☐2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.

☐3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive prepublication/post publication policies. *Requires PRIOR approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

Student Agreement

I hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

Student Signature: _____ Date_____

Major Professor Approval: _____ Date_____

Type Major Professor's Name: _____

1/7/2013