

Lamar Dodd School of Art
Online MAEd Student Handbook
Revised August 2025



Lamar Dodd School of Art
UNIVERSITY OF GEORGIA

TABLE OF CONTENTS

| | |
|---|-----------|
| I. INTRODUCTION | 2 |
| OVERVIEW: LAMAR DODD SCHOOL OF ART..... | 2 |
| GLOBAL EXPECTATIONS OF ALL STUDENTS | 2 |
| <i>Graduate School Forms and Deadlines</i> | 3 |
| <i>Student Communications</i> | 3 |
| OVERVIEW: MASTER OF ART EDUCATION PROGRAM | 4 |
| <i>Program Outcomes.....</i> | 4 |
| <i>Program Coordinator.....</i> | 4 |
| <i>Technological Support.....</i> | 5 |
| II. ACADEMIC / CURRICULAR REQUIREMENTS | 6 |
| ADMISSIONS..... | 6 |
| CURRICULUM | 6 |
| <i>Course Requirements.....</i> | 6 |
| <i>Semester Schedule</i> | 7 |
| <i>Course Intensity.....</i> | 7 |
| ADVISEMENT..... | 8 |
| <i>Online MAEd Program Coordinator (aka Major Professor).....</i> | 8 |
| <i>Advisement Worksheets.....</i> | 8 |
| PROGRAM OF STUDY | 8 |
| ENROLLMENT REQUIREMENTS AND TIME LIMITS | 9 |
| <i>Minimum Enrollment.....</i> | 9 |
| <i>Continuous Enrollment Policy.....</i> | 9 |
| <i>Leave of Absence</i> | 9 |
| <i>Time Limits</i> | 9 |
| <i>Extension of Time</i> | 9 |
| BENCHMARK REVIEWS | 10 |
| <i>First-Year Review</i> | 10 |
| <i>Inquiry Project.....</i> | 10 |
| <i>Final Non-Thesis Report</i> | 10 |
| GRADUATION | 11 |
| TIMETABLE FOR DEGREE REQUIREMENTS..... | 12 |
| III. ACADEMIC PROGRESS | 13 |
| <i>Grade Appeals</i> | 13 |
| <i>Incompletes.....</i> | 13 |
| <i>Probation</i> | 13 |
| <i>Program Dismissal via Expulsion.....</i> | 14 |
| <i>Dismissal Appeals.....</i> | 14 |
| GRIEVANCE PROCESS | 15 |
| IV. DEVELOPMENT OPPORTUNITIES FOR STUDENTS | 16 |
| V. OTHER RESOURCES: | 16 |
| <i>UGA Graduate School Resources for Students</i> | 16 |
| <i>LDSOA Art Library.....</i> | 16 |
| <i>UGA Resources for Students</i> | 16 |
| VI. APPENDICES..... | 17 |
| APPENDIX A: ADVISORY COMMITTEE..... | 17 |
| APPENDIX B: ADVISEMENT WORKSHEET | 18 |
| APPENDIX C: PROGRAM OF STUDY INSTRUCTIONS | 20 |
| APPENDIX D: FIRST YEAR REVIEW | 21 |
| APPENDIX E: NON-THESIS REPORT..... | 22 |

I. INTRODUCTION

Overview: Lamar Dodd School of Art

The University of Georgia's Lamar Dodd School of Art is housed within Franklin College of Arts and Sciences. The mission of the Lamar Dodd School of Art is to promote art and design as a significant means of inquiry, integral to problem-solving and the production of knowledge, to educate students to be empathetic and engaged citizens and to prepare them for careers as creative professionals; and to address critical issues facing Georgians and the nation through innovative research in art, art education, and design.

The Lamar Dodd School of Art offers the following graduate degrees: Studio MFA, MA in Art History, PhD in Art with an emphasis in Art History, Art Education Certification, Master of Art Education (Online M.A.Ed.), Educational Specialist in Education with an Art Education emphasis (EDS), PhD in Art with an emphasis in Art Education.

A directory of faculty and staff at the School of Art can be found on our website:

<https://art.uga.edu/directory>

Global Expectations of All Students

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus/university environment. It is the student's responsibility to review program policies and to meet all degree requirements, including the School of Art requirements listed in this handbook, and to observe all appropriate deadlines.

The School of Art observes the following policies and principles of the University of Georgia:

- The principles of academic integrity outlined on the website of the Office of the Vice President for Instruction: <https://ovpi.uga.edu/academic-honesty>
- The Academic Honesty policy: https://honesty.uga.edu/wp-content/uploads/UGA_AH_Policy_2022.pdf
- Student Code of Conduct: https://policy.uga.edu/_resources/documents/studentaffairs/Code-of-Conduct.pdf
- Workplace Violence Policy: <https://policies.uga.edu/policies/#/programs/BkO2c5u5T?searchTerm=workplace%20violence&bc=true&bcCurrent=Workplace%20Violence&bcItemType=programs>
- A commitment to an intellectual and professional atmosphere free of harassment, as supported by the University of Georgia Non-Discrimination & Anti-Harassment policy: <https://eoo.uga.edu/laws-policies-and-regulations/civil-rights-and-ndah/non-discrimination-and-anti-harassment-policy/>. This policy specifically prohibits “Unwelcome verbal or physical conduct based on age, color, disability, genetic information, national origin, race, religion, sex, or veteran status.”

- In addition, the School of Art will not tolerate other forms of harassment, including threatening, intimidating, verbally abusing, impeding, telephoning, following, or persistently bothering or annoying another member of the university community.

University of Georgia policies on sexual and racial harassment are available online at <https://legal.uga.edu/policies/> . If you feel that you have been a victim of harassment, please see the Director of Graduate Studies immediately.

Graduate School Forms and Deadlines

The Graduate School posts an up-to-date schedule of deadlines for submitting academic forms (e.g., Program of Study, Application for Graduation, Final Exam Approval Forms) and for meeting academic requirements (i.e. the removal of Incompletes). Students should consult this resource (first bullet point below) regularly and stay in touch with the MAEd Program Coordinator to ensure meeting all degree requirements on time.

Relevant Resources on the UGA Graduate School website include:

- Important Dates and Deadlines: <http://grad.uga.edu/index.php/currentstudents/important-dates-deadlines/>
- UGA Graduate School Forms: <http://grad.uga.edu/index.php/current-students/forms/>
- UGA Graduate Student Resources and Policies: <https://grad.uga.edu/current-students/>

Students should also consult the following relevant resources:

- UGA Academic Calendar: <https://reg.uga.edu/general-information/calendars/academic-calendars/>
- Graduate Student Forms page of the School of Art website: <https://art.uga.edu/graduate-student-forms>

Student Communications

- Students should check their UGA email account often for important announcements. Remember that all official UGA emails are sent to the UGA email account, so it should be checked regularly. In addition, all emails to Instructors should be sent through the UGA email account, not through eLC.
- Keep the Lamar Dodd School of Art Graduate Office (gradarts@uga.edu) updated on changes of address, phone number, and email.

Overview: Master of Art Education Program

Offered online through the Lamar Dodd School of Art, the University of Georgia's Master of Art Education (MAEd) explores the intersections of art curriculum, contemporary art, disability studies, culturally responsive practices, and digital technology. As a student in the program, you will investigate contemporary content and methods for art education, conduct inquiries that impact your practice, and experiment with artistic processes. Graduates are encouraged to be reflective, creative, and critical practitioners who challenge the status quo through locally and globally transformative practices.

The program is designed for art educators who already hold a Level 4 Teaching Certificate in Art and seek a Level 5 Certificate in the state of Georgia, or those who hold an undergraduate degree in an art-related field where an initial Level 4 Teaching Certificate is not required and who wish to work in contexts that do not require certification such as museums and community centers. For those interested in pursuing certification along with their master's degree, an in-person certification option can be taken concurrently.

Program Outcomes

By the end of this program, students will:

- be able to interpret, conduct, and present systematic inquiry that impacts art education practice
- be able to plan and apply contemporary approaches to curriculum and pedagogy in art education
- understand the relevance of disability studies for art education and be able to apply this understanding to practice
- be able to plan and apply strategies for integrating contemporary art and social issues into art education practice
- gain experience with and be able to integrate digital art practices into art education practice
- gain experience with artistic processes and reflective practices that strengthen art education practice

Program Coordinator

Dr. Nara Kim, nara04@uga.edu

Dr. Kim will serve as the Advisor for all MAEd students. Please contact Dr. Kim with any questions about the program.

Graduate students should rely on the MAEd Program Coordinator/Major Professor (and on the Grad Arts Office and Director of Graduate Studies - gradarts@uga.edu) for timely advice and suggestions about their Programs of Study, course schedules, and preparation for examinations. But one fundamental principle must be stressed above all others:

Students are responsible for their own academic progress and welfare. They must understand the rules and regulations that govern the graduate program, follow established procedures, take appropriate steps, and meet required deadlines.

Technological Support

Because this is an online program, you should anticipate relying on available UGA technology resources as needed.

The following UGA resources can be accessed to support your technology needs.

- UGA eLearning Commons Resources for Students:
https://help.elc.uga.edu/for_students/getting_started/
- UGA eLC support through Enterprise Information Technology Services (EITS): https://help.elc.uga.edu/getting_started/need_more_help/
- Franklin College of Arts and Science Office of Information Technology (OIT). You can use this site to submit a ticket for technology help not provided by EITS:
<https://uga.teamdynamix.com/TDClient/2828/Franklin/Home/>
- Art Education students should subscribe to the Art Education Graduate listserv and any other relevant listservs by visiting <http://listserv.uga.edu>. Once on the site: login, click on Subscriber's Corner, and search the following: ARTED to subscribe to ARTED-GRADS listserv.

II. ACADEMIC / CURRICULAR REQUIREMENTS

Admissions

Applicants to the Online MAEd program may fall into two categories:

- 1) Those seeking a Level 5 Teaching Certificate in the state of Georgia must have an undergraduate degree in art education and already hold a Level 4 Teaching Certificate in Art for admission.
- 2) Those wishing to work in contexts that do not require certification, such as museums and community centers, must hold an undergraduate degree in an art-related field for admission. An initial Level 4 Teaching Certificate is not required for admission and will not be granted through this program, though you may combine this online program with residential courses (required for certification) if you wish to pursue a Level 4 Teaching Certificate.

Students seeking admission to graduate programs at the School of Art must complete the online University of Georgia Graduate School application (<https://grad.uga.edu/index.php/prospective-students/apply-now/>). As part of this process it will be necessary to upload degree-specific supporting materials, which are outlined here: <https://online.uga.edu/degrees-certificates/master-of-art-education-maed/#admissions>

Students interested in concurrently pursuing the Level 4 Teaching Certificate must submit a second application via the Graduate School. Certification program application requirements are listed here: <https://art.uga.edu/academics/admissions/graduate-application-requirements#ARTedCert>

Curriculum

Course Requirements

The Online MAEd program is a cohort-based program. The curriculum for this program consists of a standard sequence of courses which all students will follow. Students matriculate in the fall semester and pursue coursework over five consecutive semesters (fall, spring, summer, fall, spring) to complete the degree.

YEAR 1

| Fall Course | Title | Credit Hours |
|----------------------|---|---------------------|
| ARED 7400E | Introduction to Inquiry in Art Education | 3 |
| ARED 7380E | Contemporary Art & Pedagogy | 3 |
| Spring Course | Title | Credit Hours |
| ARED 7370E | Curriculum Theory and Practice in Art Education | 3 |
| ARED 7570E | Disability and Art Education | 3 |
| Summer Course | Title | Credit Hours |
| ARED 7310E | Critically and Multiculturally Responsive Art Education | 3 |
| ARED 7130E | Studio Techniques in Art Education | 3 |

YEAR 2

| Fall Course | Title | Credit Hours |
|----------------------|---|---------------------------|
| ARED 7410E | Digital Art Education | 3 |
| ARED 7230E | Topics in Art Education | 3 |
| Spring Course | Title | Credit Hours |
| ARED 7650E | Applied Project in Art Education (Part 1) | 3 |
| ARED 7650E | Applied Project in Art Education (Part 2) | 3 |
| | | Total Credit Hours |
| | | = 30 |

Semester Schedule

Each semester includes 15 weeks, broken into two back-to-back 7-week courses. In the final week of each semester, students will complete a reflective inventory process to synthesize learning from the semester and make connections from one semester to the next.

Course Intensity

It is important to remember that each 7-week course (plus the final week of the semester) will cover the same amount of content as a traditional 15-week semester, but in a condensed time period.

Credit-hour policy states that a traditional 3 credit hour course includes a total of 9 hours of instruction (3 hours in-class and 6 hours of out-of-class work) per week for 15 weeks in a semester. Following this guidance (and depending on work styles), students should anticipate the possibility of 18 hours of work per week for a 7-week course, understanding that they are completing two weeks' worth of work in one week. As working professionals, students should develop a plan for dedicating appropriate periods of time to coursework each week, including both weekdays and weekends.

Advisement

Online MAEd Program Coordinator (aka Major Professor)

The Online MAEd Program Coordinator will serve as the Major Professor for all online MAEd students. No later than the beginning of the second semester, each student is expected to file their Major Professor information by submitting the Advisory Committee Form in Slate (https://gradapply.uga.edu/portal/my_progress). See **Appendix A**. From this point forward, it is the responsibility of the student to arrange periodic conferences with the MAEd Program Coordinator to report their progress.

Advisement Worksheets

An Advisement worksheet (**Appendix B**) is required prior to registering for each semester of classes. All students will take the courses in the order and time sequence outlined on the worksheet. Each semester, students will register for the two required courses (registration for both will take place at the same time).

During the open registration periods each fall and spring semester, the Program Coordinator will send students the MAEd worksheet template, which lists the sequence of courses to be taken. The Program Coordinator will also copy the Graduate Program Administrator (gradarts@uga.edu) on these emails. At this time, the Graduate Program Administrator will lift the “advising hold” from the student’s account, thereby making course registration possible. Students must register for the required courses in Athena - <https://athena.uga.edu/>. Candidates should send completed advisement forms to the Program Coordinator within the first two weeks of Open Registration.

Registration dates are listed on the Registrar’s website: <https://reg.uga.edu/general-information/calendars/registration-dates/>

Program of Study

No later than the second full week of classes of the student’s final semester, students must file a Program of Study Form (Program of Study for Non-Doctoral Professional Degrees; See **Appendix C**) with the Graduate School. The typed program of study must be submitted on the proper form (<https://gradstatus.uga.edu/Forms/G138>) with approval by the MAEd Program Coordinator (acting as the student’s Major Professor), to the Lamar Dodd School of Art Director of Graduate Studies, and the Dean of the Graduate School.

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

The MAEd degree requires a minimum of 30 graduate-level semester hours consisting of at least 12 semester hours open only to graduate students. No grade below C will be accepted on the program of study. To be eligible for graduation, a student must maintain a 3.0 (B) grade point average on the graduate transcript and on the program of study.

Enrollment Requirements and Time Limits

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. Students in the MAEd program will take 6 credits each semester.

Continuous Enrollment Policy

All enrolled graduate students 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) until the degree is attained or status as a degree-seeking graduate student is terminated.

Leave of Absence

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 Director of Graduate Studies 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, false pregnancy, termination of pregnancy and recovery therefrom, adoption or fostering of a child, 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. The amount of time approved for leave of absence will not count toward time limits governing a graduate degree.

Time Limits

Master's degree students must complete all degree requirements, including all coursework on their approved program of study and defend their thesis (if applicable) within six years of matriculation. For all degrees the six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

Note: In total, from entrance to completion of degree requirements, the MAEd program is expected to take no more than 2 years, with a graduation date in May of the second year. Although the Graduate School allows students to complete degree requirements within six years of their initial enrollment, continued advising from the MAEd Program Coordinator should not be presumed for the duration of this period.

Extension of Time

A special request for an extension of time on the six-year expiration of coursework may be made to the Vice Provost and Dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. The student must include a specific timeline for the completion of degree requirements.

The MAEd Program Coordinator must review the student's request and write a letter to the Vice Provost and Dean stating approval or disapproval of the petition. The Director of Graduate Studies and Department Chair must review the MAEd Program Coordinator's recommendation and indicate their concurrence by writing an additional letter. If they do not concur with the recommendation, further information should be provided by them in the letter. An extension of time may be granted only on conditions beyond the control of the student.

Benchmark Reviews

First-Year Review

At the end of the first year (second semester of study), the MAEd Program Coordinator (aka Major Professor), will complete a First-Year Review for each student. This review will be based on the student's performance in the first four courses and the second semester Reflective Inventory (details provided during the fourth course, ARED 7570E). A copy of this review will be shared with the student and will be kept on file in the School of Art Graduate Office. A copy of the Assessment Form is included in Appendix D.

Inquiry Project

The last two courses of the program (Applied Project Part 1 and 2) are designed to lead students through the completion of an Inquiry Project. This project will:

- a. take place in a specific context
- b. include participants
- c. involve art-related experiences

Within the courses, students will design and implement an Inquiry Project in their chosen context and will report on the results of the project in both written and oral form. Details of the project requirements and the expectations for the final report and presentation will be provided within the Applied Project courses.

Near the end of the final Applied Project course and upon approval by the course Instructor, students will submit their Inquiry Project Report to be filed with the School of Art Graduate Office. This will need to align with the UGA Graduate School's "Final date for completing all requirements except submission of theses / dissertations" as listed on the Important Dates and Deadlines page (<https://grad.uga.edu/current-students/important-dates-deadlines/>).

Final Non-Thesis Report

The student's performance in the final Applied Project course, including their performance on the Inquiry Project report and presentation, will result in a pass/fail decision for the course, which will be recorded on the Final Non-Thesis Report form (Appendix E) for the MAEd degree. This form will be completed by the Program Coordinator/Major Professor in consultation with the instructor of the final Applied Project course and will need to be submitted by the Program Coordinator to the Graduate Arts Office before the appropriate Graduate School deadline (same deadline as the Inquiry Project Report).

Graduation

An online application for graduation must be filed with the Graduate School through Athena (<https://athena.uga.edu/>) no later than Friday of the second full week (the first full week for summer) of classes in the semester the student plans to graduate. A Program of Study must be on file by the graduation application deadline.

A graduate student who misses a graduation deadline by failing to file the application for graduation, advisory committee form, or completed Program of Study form will have the option of paying a single fee of \$50 for late processing of all required forms. A Late Filing for Graduation form, all required graduation forms and 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 without special approval. Late filing form: <https://gradstatus.uga.edu/Forms/G139>

A student must enroll for a minimum of 3 hours of graduate level credit in the semester in which degree requirements are completed. 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. To be eligible for graduation, a student must have a 3.0 average (B) in all graduate courses taken and in all courses on the Program of Study. No grade below C will be accepted on the program of study.

Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are no exceptions to this policy. If a student cannot graduate at the time for which application has been made, he or she must notify the Graduate School in writing, give a copy of the letter of notification to the Director of Graduate Studies, and set a new date for graduation.

Prior to the deadline for completion of degree requirements, the graduating student must:

- Submit one signed, electronic copy of the Inquiry Project to the School of Art Graduate Office (gradarts@uga.edu) and one copy to the MAEd Program Coordinator.
- Check that the MAEd Program Coordinator has delivered the Final Non-Thesis Report to the School of Art Graduate Office.

Specific deadlines for the receipt of the Inquiry Project and Final Non-Thesis Report will be communicated via email annually.

Timetable for Degree Requirements

| Process | Initiated By | Handbook Page and Appendix | Time Frame |
|--|---|----------------------------|---|
| Submit Major Professor Form | Student | p. 8 Appendix A | By the beginning of the second semester |
| Submit Advisement Worksheet and register for courses | Student | p. 8 Appendix B | Within the first two weeks of Open Registration each semester: |
| First-Year Review | Program Coordinator/ Major Professor | p. 10 Appendix C | End of second semester |
| Submit Program of Study Form | Student | p. 8 Appendix D | No later than Friday of the second full week of classes in the semester the student plans to graduate |
| Submit Application for Graduation | Student | p. 11 | No later than Friday of the second full week of classes in the semester the student plans to graduate |
| Inquiry Project | Student, in consultation with the Course Instructor | p. 10 | Final semester |
| MAEd Final Non-Thesis Report | Program Coordinator/ Major Professor | p. 10 Appendix E | Final semester |

III. ACADEMIC PROGRESS

Grade Appeals

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the School of Art's Director of Graduate Studies. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee of the Graduate Council.

Incompletes

Incompletes are only for students who become ill or suffer a personal or family crisis that prevents them from completing work for a particular course. Incompletes are not to be used to allow healthy students extra time to complete course work. If you and your instructor do agree to an Incomplete in a particular course, make sure you understand clearly what is required of you to remove the Incomplete and when the required work is to be submitted. You are advised to have this information put in writing.

A grade of I should be removed by the instructor as soon as possible. An Incomplete that has not been changed to a letter grade will automatically convert to an F after the third semester, and that F cannot be removed from the student's transcript.

Please see:

<https://policy.uga.edu/policies/#/programs/ByJJzkWDT?q=I%20grade&&limit=20&skip=0&bc=true&bcCurrent=Grades&bcItemType=programs>

Probation

If deemed appropriate by the faculty, a probationary period lasting one semester can be provided to the student to allow time to correct issues that have arisen during the benchmark reviews. During this time the student should establish regular check-ins with the MAEd Program Coordinator and other faculty.

Students with a cumulative graduate course GPA 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 GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA 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.

Program Dismissal via Expulsion

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on an Inquiry Project are among the reasons dismissal might occur. The Graduate Faculty periodically reviews the records of graduate students whose progress or performance is in doubt.

If probationary issues are not corrected or resolved or if egregious behavior occurs, expulsion from the program will occur. The student will be informed in writing of the decision made by the area faculty and in consultation with the Director of Graduate Studies. A student may be dismissed from the program for any of the following reasons:

- Failure to meet minimum academic standards
- Repeated failure to pass benchmark examinations
- Lack of professional conduct
- Violation of University's policies regarding sexual harassment
- Violation of University's policies regarding plagiarism, copyright, and fair use
- Creating a hostile and negative work environment in the classroom or studios
- Carelessness or recklessness involving UGA equipment
- Continued, unexcused lack of attendance

Dismissal Appeals

There are two types of dismissal appeals: departmental dismissals and Graduate School dismissals (<https://policy.uga.edu/policies/#!/programs/SkqcrwuO6>).

i. *Departmental Dismissals*

Students wishing to appeal a departmental dismissal must first appeal to their department and then their college. After an unfavorable decision at the college level, the student has 30 days to contact the Graduate School to initiate their appeal with the Graduate Council.

ii. *Graduate School Dismissals*

Students dismissed by the Graduate School must appeal to the Graduate School first. A student wishing to appeal a Graduate School dismissal must submit a letter of appeal. Appellants are also allowed to submit up to 10 pages of supporting documentation beyond the appeal letter. Appellants do not need to submit any documentation that is already in their file at the Graduate School. Appeal letters, supporting documentation, and questions about the appeals process should be submitted to gradassociatedean@uga.edu.

During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision.

Grievance Process

The Lamar Dodd School of Art is a diverse learning community with high standards for both academic achievement and professional conduct. Graduate Students are expected to engage in open and respectful dialogue with others to attempt to resolve any conflicts or disagreements that may arise. Students who have a concern may consult with the University Ombudsperson Program (https://ombuds.domain-account.com/about_ombuds/) to determine the nature of the grievance and the most appropriate process to follow.

The purpose of grievance process as outlined below is to provide a prompt and fair resolution of a complaint regarding interpersonal conflict relating to professional or academic matters. The expectation is that before invoking this policy, both parties will have made a good faith attempt to resolve the issue in question.

Step 1: Reporting. The graduate student reports a grievance to the MAEd Program Coordinator (their Major Professor) in writing. The Program Coordinator will meet with the graduate student in order to better understand the nature of the concerns. Following the meeting, the grievance will be shared with the subject of the complaint by the Program Coordinator unless an outside policy applies. The initial written grievance report must be filed by the grievant within 10 working days of the event that has given rise to the grievance.

Step 2: Mediation. The purpose of mediation is for the Program Coordinator to guide both parties toward their own resolution of the grievance. The process will be guided by relevant documents and policies such as the Academic Honesty Policy, Student Code of Conduct, Non-Discrimination & Anti-Harassment policy, etc. Depending on the circumstances, mediation may take the form of a virtual meeting between the parties involved or written suggestions for a resolution sent to both parties by the Program Coordinator. Successful mediation will result in a mutually agreed upon resolution to the grievance. Unsuccessful mediation will lead to Step 3.

Step 3: Arbitration. The departmental leadership team (Director of the Dodd and the Director of Graduate Studies) will collect further documentation related to the grievance from all relevant parties, interview each party separately, and will subsequently develop written recommendation(s) for resolution of the grievance. Recommendations may include behavioral changes, organizational changes and/or institutional responses. If the Grievant is unsatisfied with the decision reached at Step 3, the Grievant will have 10 working days from the date of the decision letter to appeal to the next level (Step 4).

Step 4: Graduate School Involvement. If the student is not satisfied with the recommendations resulting from Step 3, they may contact the Dean of the Graduate School for further review (graddean@uga.edu).

Caveats: If the MAEd Program Coordinator is a party to the grievance, then the graduate student should report their concern directly to the Director of Graduate Studies, who will then serve as the mediator in Step 2. An Associate Director, either of undergraduate studies or of technology, space, and community will replace any member of the leadership team who may be a party to the grievance.

IV. DEVELOPMENT OPPORTUNITIES FOR STUDENTS

UGA provides many different types of opportunities for students to present their research or to further develop teaching and leadership skills. Our graduate students have taken advantage of these programs in the past:

Graduate School Professional Development - <https://grad.uga.edu/development/professional/>

Graduate School Academic resources - <https://grad.uga.edu/development/academic/>

V. OTHER RESOURCES:

UGA Graduate School Resources for Students

Scholarships and Fellowships

<https://grad.uga.edu/funding/scholarships-fellowships/>

Funding from the Graduate School

<https://grad.uga.edu/funding/funding-from-the-graduate-school/>

LDSOA Art Library:

The UGA Libraries hold extensive physical and digital collections, all of which you have access to as a Graduate Student. As a place to get started, this page lists digital resources for graduate students: <https://libraries.uga.edu/graduates/research>, and this subject guide for art education is basic but includes links to online art education journals that you have access to as a UGA student: <https://guides.libs.uga.edu/arted>

The [Art Library](#) is located on the 2nd floor of the Main Dodd Building if you are local or in town. Art Librarian Lindsey Reynolds is available for virtual research consultations on an as needed basis. She can also facilitate the library's acquisition of books, physical or digital, that will assist your research. You can email her at lwreyn@uga.edu.

UGA Resources for Students

Human Resources – health insurance (<https://hr.uga.edu>)

Bursars Office – student account, payroll, student fees, and tuition (<https://busfin.uga.edu/bursar/>)

Financial Aid Office (<https://osfa.uga.edu>)

Registrar's Office – enrollment and transcripts, ATHENA (<https://reg.uga.edu>)

Counseling Services CAPS (<https://caps.uga.edu>)

Accessibility and Testing– early semester deadline (<https://accessibility.uga.edu>)

Career Center (https://career.uga.edu/graduate_students)

Writing Center (<https://www.english.uga.edu/our-services>)

Office of Global Engagement (<https://globalengagement.uga.edu/immigration/>)

International Student Life (<https://isl.uga.edu/>)

Alumni Office (<https://alumni.uga.edu>)

VI. APPENDICES

Appendix A

Advisory Committee

Graduate students must use the Advisory Committee form to file their Major Professor information with UGA's Graduate School. The MAEd Program Coordinator will serve as the Major Professor to students in the online MAEd program.

https://gradapply.uga.edu/portal/my_progress

Advisory Committee (Major Professor) Form Instructions

1. Log into your Enrolled Student Progress Portal in Slate (https://gradapply.uga.edu/portal/my_progress) and select the AdvCmte tab.
2. Use the **Add Member/Propose Change** link to open the Manage Graduate Advisory Committee form.
3. Under **What change would you like to make?**, select *Add a new member*.
4. Next, select the appropriate **Committee Level**: *Non-Thesis Degree Program*.
5. In the middle section, choose your **Major Professor**.
6. For **Status**, you can leave the default *Active*.
7. For **Voting**, you can leave the default *Yes*.
8. The **From** date is defaulted to the current date. There is no need to enter a **To** date for an active member.
9. Click submit.

Additional instructions can be found here:

https://www.fcs.uga.edu/docs/Advisory_Committee_Instructions.pdf

Appendix B

Online MAEd Advisement Worksheet

Student Name: _____

This fully online program requires the completion of 30 credit hours. There are 10 main courses (3 credits each) in the program, and each course lasts 7 weeks. The week of exams at the end of each semester (after completing the two 7-week courses) makes a total of 15 weeks for the semester. Students take one course at a time through the completion of the program.

| First Fall Semester | | | | | |
|--|----------|---------------------|-------------------------|----------------------------|--------------|
| Courses Required | Hours | Part of Term | Semester and Year Taken | Advisor approval signature | Hours Earned |
| ARED 7400E Introduction to Inquiry in Art Education | 3 | First half of term | | | |
| ARED 7380E Contemporary Art & Pedagogy | 3 | Second half of term | | | |
| First Spring Semester | | | | | |
| Courses Required | Hours | Part of Term | Semester and Year Taken | Advisor approval signature | Hours Earned |
| ARED 7370E Curriculum Theory and Practice in Art Education | 3 | First half of term | | | |
| ARED 7570E Disability and Art Education | 3 | Second half of term | | | |
| Summer Semester | | | | | |
| Courses Required | Hours | Part of Term | Semester and Year Taken | Advisor approval signature | Hours Earned |
| ARED 7310E Critically and Multiculturally Responsive Art Education | 3 | First half of term | | | |
| ARED 7130E* Studio Techniques in Art Education | 3 | Second half of term | | | |

| Second Fall Semester | | | | | |
|--|--------------|---------------------|--------------------------------|-----------------------------------|---------------------|
| Courses Required | Hours | Part of Term | Semester and Year Taken | Advisor approval signature | Hours Earned |
| ARED 7410E Digital Art Education | 3 | First half of term | | | |
| ARED 7230E Topics in Art Education | 3 | Second half of term | | | |
| Second Spring Semester | | | | | |
| Courses Required | Hours | Part of Term | Semester and Year Taken | Advisor approval signature | Hours Earned |
| ARED 7650E Applied Project in Art Education (Part 1) | 3 | First half of term | | | |
| ARED 7650E Applied Project in Art Education (Part 2) | 3 | Second half of term | | | |
| Total Hours Earned (Minimum 30 for completion) = _____ | | | | | |

***Plus Optional Residency**

During the Summer session, you will have the option to attend a one-week studio-focused residency on campus, during which time you will complete no more than 5% of your total credit hours for the program. The summer residency hours will be applied to ARED 7130E, which is a hybrid course and will be completed on-line following your one-week residency. Students who do not attend the one-week residency will still complete ARED 7130E fully online.

The Art Education program at UGA is situated firmly within the Lamar Dodd School of Art (while many art education programs are situated within colleges of education). This gives us a distinct opportunity to offer an optional residential experience that capitalizes on the resources of the School of Art including state-of-the-art facilities and studio faculty participating in the summer residency experience. A short summer residency allows you to complete some of the work associated with the studio course (ARED 7130) and offers you a rich experience while allowing us to develop a personal connection with you. An exciting element to the summer residency is a guest studio instructor—someone with an established record of artistic and/or scholarly research—to facilitate a residency workshop.

Appendix C

Program of Study Instructions

The Program of Study should be completed **prior to the final semester of coursework. Wait to be emailed before completing.**

Instructions:

Log into <https://gradstatus.uga.edu/> and Click on the tab for Forms. Select **Program of Study (G138)**

Fill out the form accordingly:

- Department: Art, School of
- Degree Objective: Non-doctoral Professional
- Major/Degree: Art Education—MAEd
- Type all past, current, and future courses in order by semester (you can go to Athena to check); you can't list any grade lower than a C. All courses must be 6000-level and above.
- Include both the prefix and course numbers (e.g. ARED 7400E, ARED 7380E)
- Leave grades blank for classes in which you are currently enrolled or plan to take in future semesters
- Departmental requirements: leave blank
- GradFirst requirements: leave blank
- Major Professor: Dr. Nara Kim

Proofread for errors and check each bullet point above before submitting your form; otherwise, you may be asked to resubmit your form.

Once your form is submitted, Dr. Kim and the Director of Graduate Studies in the School of Art will receive emails requesting approval. If your program of study is denied, you will need to make necessary changes/edits before resubmitting.

Program of Study (GradStatus) - <https://gradstatus.uga.edu/Forms/G138>

Appendix D

Online MAEd First Year Review

Student: _____

Individual completing the assessment: _____

Semesters included in assessment: _____

Date of assessment: _____

Please assess graduate student's performance in these areas using the following scale:

5= Excellent, 4= Good, 3=Satisfactory, 2=Poor, 1=Unsatisfactory

X= Not applicable, or no grounds on which to judge

OVERALL PERFORMANCE IN COURSES

☐

Meets course and program deadlines.

☐

Is collegial and inclusive in interactions with peers and instructors

☐

Exhibits high level of engagement with course content.

☐

Submits high quality work.

☐

Accepts feedback and willingly acts on suggestions provided.

ADDITIONAL COMMENTS

What are the student's greatest strengths?

What could the student do to improve?

Additional comments or concerns?

Appendix E

MAEd Final Non-Thesis Report

Confirmation that the student has completed the capstone course for the online MAEd degree

Student Name: _____

81#: _____

Decision: pass / fail

Comments:

Major Professor Signature: _____

Date: _____

Director of Graduate Studies

Date Inquiry Project is received