

Lamar Dodd School of Art
PhD, Art – Art Education Student Handbook
Revised October 2025



Lamar Dodd School of Art
UNIVERSITY OF GEORGIA

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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 MAEd), 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.

Student Conduct:

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., Advisory Committee, Program of Study, Admission to Candidacy, Application for Graduation, Thesis and Dissertation Approval Forms) for meeting academic requirements (i.e. the removal of Incompletes), and for scheduling exams and defenses in time for graduation. Students should consult this resource (first bullet point below) regularly and stay in touch with their Major Professor 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.
- Art Education students will be added to the ARTED-GRADS listserv.
- Each graduate student in the School of Art 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 Lamar Dodd School of Art Graduate Office updated on changes of address, phone number, and email.

Overview: Art Education PhD Program

A Doctor of Philosophy in Art degree with an emphasis in Art Education is the highest degree offered by the area of Art Education. The culmination of the degree is the acceptance of a doctoral dissertation that demonstrates that the student is capable of doing independent and original research that contributes to the body of knowledge in the field. The PhD offers eligibility for an upgraded T-7 Georgia teaching certification for those working in PK-12 schools. This terminal degree also offers eligibility to pursue teaching in higher education.

Candidates for the degree will demonstrate competence in academic writing, research methodologies, and contemporary theories and practices in art education and related disciplines. The specific sequence of courses for each candidate will depend on the student's area of interest and previous coursework.

Progress in the Doctor of Philosophy in Art with a concentration in Art Education is essentially divided into two phases:

1. The first phase includes a minimum of 30 hours of residential (primarily in-person) coursework. Students complete two exams: the Qualifying Examination and the Comprehensive Examination (both written and oral). With the successful completion of these requirements, students are admitted to candidacy. During this phase, students receive guidance from their Temporary Faculty Advisor.
2. In the second phase, students complete their dissertation prospectus and seek approval from their advisory committee. Once the prospectus is approved, they devote themselves to the process of researching, writing, and defending the dissertation. During this phase, students receive guidance from their Major Professor and Advisory Committee

Following admission to candidacy at the end of the first phase, students must enroll for at least two additional semesters and a total minimum of 10 hours of dissertation or other appropriate credit. Dissertation Writing (9300) must be taken for a minimum of 3 credits.

Graduate students should rely on their 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, preparation for examinations, and dissertations. 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.

II. ACADEMIC / CURRICULAR REQUIREMENTS

Admissions

Admission to the program requires experience in art education or a related field. 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://art.uga.edu/apply-graduate/>

Two Options to Pursue the PhD in Art with an emphasis in Art Education

1. Full-time study that is funded by a Graduate Assistantship, which covers all tuition and offers a monthly stipend (August through May). Graduate assistants typically serve as graders or instructors for courses in the School of Art. Students should anticipate a minimum of four years to complete the degree, with assistantship funding available for at least three of those years.
2. Part-time study. With this option, it is possible for students to maintain full-time employment elsewhere and take one or two courses each semester through the completion of the degree. All courses are offered in the evenings or during the summer, with some online options. This option requires students to perform all of their commitments to the PhD on top of their regular work and personal commitments. Students should anticipate a minimum of five years (often more) to complete the degree as a part-time student.

Acceptance of Transfer of Credit

No courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer.

Additional Certificate Options

UGA offers an impressive number of certificate programs that students may pursue. The following certificates may be of particular interest to students and can be pursued in connection with the PhD Degree:

Certificate in Nonprofit Management and Leadership

<https://online.uga.edu/degrees-certificates/graduate-certificate-nonprofit-management-leadership/>

Interdisciplinary Disability Studies Certificate

<https://ssw.uga.edu/degrees-programs/certificates/disability-studies/>

Interdisciplinary Qualitative Studies Certificate

<https://online.uga.edu/degrees-certificates/graduate-certificate-interdisciplinary-qualitative-studies/>

Museum Studies Certificate

<https://history.uga.edu/museum-studies-certificate>

Selection of Major Professor

Temporary Faculty Advisor

A faculty advisor will be assigned to each doctoral student upon matriculation, and this faculty member will serve as the student's initial point of contact. The Faculty Advisor is a temporary position designed to help new students acclimate and make appropriate decisions regarding their program of study. Before completing 24 credit hours, students should meet and discuss their research interests with their advisor in order to guide the selection of a Major Professor and Advisory Committee. Decisions about the Major Professor and Advisory Committee are deferred until the completion of 24-30 credits hours (the fall or spring of the second year for full-time students).

Major Professor

It is very important that new students become acquainted with the faculty, particularly in their area of interest, as soon as possible. Not later than the spring semester of the second year (24-30 credit hours), students will identify and secure a Major Professor.

Students must confirm the willingness of the faculty member to serve as their Major Professor. Students will file their Major Professor information by submitting the Advisory Committee Form in Slate (https://gradapply.uga.edu/portal/my_progress). From this point forward, it is the responsibility of the students to arrange periodic conferences with the Major Professor to report their progress.

With approval from the art education area, students may change their Major Professor, providing they confirm the willingness of the new Major Professor. This change must be recorded using the Advisory Committee Form. Students should also notify the Grad Arts Office to any changes in Major Professor.

Note: The role of Major Professor can be filled by the faculty member who served as the student's Temporary Faculty Advisor in the first year; however, this is not required. To serve as a Major Professor, a faculty member must be a member of the Art Education faculty at UGA as well as a member of the University's Graduate Program Faculty.

Advising

1. The Temporary Faculty Advisor and Major Professor are important sources of curricular guidance. Students must schedule a meeting with their Faculty Advisor/Major Professor during the advising period each semester to ensure that they can register for classes in a timely manner. Students are responsible for initiating these meetings. Ticketed Registration dates are listed online for reference: <https://reg.uga.edu/general-information/calendars/registration-dates/>

2. Following meetings with the Faculty Advisor/Major Professor, students must send their completed course advisory worksheet to the Graduate Program Administrator (gradarts@uga.edu). The Faculty Advisor or Major Professor must also be copied on this email. The Graduate Program Administrator will ensure that students are complying with UGA policies and making adequate progress toward graduation. Students will not be able to register for courses until they have contacted the Graduate Program Administrator, who will lift the "advising hold" from the student's account, thereby making course registration possible.

PhD Advisory Committee

a. Scope

Doctoral students at UGA are required to form an Advisory Committee. The Advisory Committee along with the Major Professor share responsibilities to monitor graduate student progress and guide the student toward timely completion of their degree program. The Advisory Committee is charged with guiding the design of research projects, approving the comprehensive exams, approving the prospectus, reading and approving the dissertation, and approving the final dissertation defense.

IMPORTANT: Please be aware that faculty are not contracted during the summer. With this in mind, plan accordingly to ensure that you have the support you need for academic advising, examinations, or other forms of support during the academic year, which typically runs mid-August to mid-May. Any work you do in the summer months will need to be undertaken independently. This will be especially important for you to keep in mind in the later stages of your degree as you plan a timeline for research and advising, defenses, and, ultimately, graduation.

b. Composition

Students will work in consultation with their Major Professor to select an Advisory Committee. Committees must consist of at least 3 graduate program faculty members, including the Major Professor serving as Chair. One member must be from a related area outside of Art Education.

Additional voting members with proper rank may be appointed to the committee, including no more than one non-UGA faculty member, who must hold the terminal degree in their field.

Persons employed by UGA who hold one of the following ranks may serve on doctoral committees: assistant professor, associate professor, professor, academic professional, senior academic professional, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, and senior research scientist. Persons having the following ranks may not serve on doctoral committees unless they have Graduate Program Faculty status: instructors and lecturers. A visiting professor or part-time or temporary faculty member may not serve on a doctoral advisory committee unless that person is replacing a professor with sole expertise in a designated area on the student's program of study.

c. Appointment

By the completion of 24-30 hours of coursework (the fall or spring of the second year for full time students), students are expected to submit the Graduate School's Advisory Committee form in Slate (https://gradapply.uga.edu/portal/my_progress). This committee must have the approval of the School of Art Director of Graduate Studies and the Dean of the Graduate School. Committees are to be finalized no later than the midpoint of the second year (36-45 credit hours). See **Appendix A: Advisory Committee Form Instructions**.

When nominating a non-UGA committee member, the Director of Graduate Studies must submit the nominee's current CV/resume with the appropriate forms and a letter addressed to the Dean of the Graduate School explaining why the services of the non-UGA committee member are requested. The non-affiliated member must attend meetings associated with the appointment.

d. Changes in Major Professor and Advisory Committee Membership

Changes in Advisory Committee membership, including the Major Professor, may occur during a student's doctoral program for several reasons. Either the student or a faculty member may initiate changes in Advisory Committee membership. Caution and prudence should be used when making Advisory Committee changes, and all changes must be made with the objective of helping the student complete the degree. In order to change a Major Professor, a student must resubmit the Advisory Committee form (https://gradapply.uga.edu/portal/my_progress). A new Advisory Committee form will have to be approved by the Director of Graduate Studies.

In rare circumstance, graduate students who cannot identify a Major Professor or who cannot form a committee shall be placed on a status called "No clear path to degree completion." This status is distinct from "Not in good standing," which refers to academic status. Students will be given one semester after being placed on this status by their unit/program to identify a Major Professor or form a committee. Directors of Graduate Studies should work closely with the student to try to rectify the problem. If the situation is not resolved during this semester, the student can be dismissed from the program.

Programs of Study

a. Preliminary Program of Study

Students, in consultation with their Temporary Faculty Advisor and later Major Professor, should develop a rich and challenging program of study that suits their individual scholarship and research goals. The Department encourages students to take courses across the College and University and to engage in University-wide events and projects that enhance their doctoral student experience and prepare them for future scholarship and practice.

A Preliminary Program of Study, developed by the Major Professor and the doctoral student and approved by a majority of the Advisory Committee, must be submitted to the School of Art Graduate Office by the end of 30 hours of coursework. See **Appendix D: Preliminary Doctoral Program of Study**.

The program of study must consist of 18 or more hours of 8000- and 9000-level courses. Please note that research, dissertation writing, and directed study courses will not count towards the 18-hour requirement. However, they will count towards the minimum of 30 hours of graduate-level course work. 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) average on the graduate transcript and a 3.0 (B) average on the program of study.

b. Final Program of Study

A final typed program of study will be submitted to the Graduate School prior to notification of the comprehensive examination. This program of study must be submitted on the proper form (<https://gradstatus.uga.edu/Forms/G138>) for approval by the Advisory Committee, the Director of Graduate Studies, and the Dean of the Graduate School. The final program of study must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirement. Courses from the master's degree and courses taken at other

universities should be listed in the “Relevant Master's or Other Graduate Degree Courses” section of the program of study form.

The program of study must carry a minimum of 30 hours of course work. Students must take at least three hours of dissertation writing (9300). If Dissertation Writing (9300) has not yet been taken, it must be entered in the program of study for a future semester. 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) average on the graduate transcript and a 3.0(B) average on the program of study. See **Appendix E: Program of Study Instructions**.

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.

Curriculum

A minimum of 30 hours (10 courses) of consecutive coursework included on the program of study must be spent in resident (primarily in-person) study on this campus. These 30 hours do not include dissertation coursework taken after admission to candidacy. However, it is not uncommon for students to take additional courses as needed. See **Appendix B: PhD Advisement Worksheet**.

The entire program of study for a PhD should include 18 hours of 8000-level and 9000-level coursework. Doctoral research (ARED/ARTS 9000), directed study, independent study courses, and dissertation writing (ARED/ARTS 9300) and ARTS 9005 may not be counted in these 18 hours. No more than 12 hours of coursework may be below the 8000 level.

GradFIRST

All first-year graduate students must take GradFIRST (GRSC 7001) in the first year after matriculation. This required one-credit, seminar style class is designed to introduce graduate students to supplement discipline-specific education with more generalized material meant to help incoming students successfully navigate graduate education at UGA. The majority of GradFIRST classes run in the fall semester.

Art Education Coursework

Students are required to take the following four art education courses for a total of 12 credits: **ARED 7370, ARED 8410, ARED 8460, ARED 8990**

Research Requirement

To pursue research effectively a student must develop a facility with certain research skills or tools such as statistics, computer science, or foreign languages. To fulfill the PhD Research Skills requirement, students must take a minimum of 9 credits in the following courses:

QUAL 8400 and QUAL 8410,

Either **QUAL 8420** or **QUAL/LLED 8590**

Elective Coursework

All elective courses should be carefully chosen based on a developing research interest and in consultation with the Major Professor. Although a minimum of 9 credit hours of electives is required, most students end up with more than 9 credits.

See **Appendix C: PhD, Art – Art Education Elective Course Options**

Research and Dissertation Writing

Once the 30 credits of coursework in-residence required for admission to candidacy are complete, students should anticipate registering for doctoral research credits (ARED/ARTS 9000 Doctoral Research and ARED/ARTS 9300 Dissertation Writing as appropriate) through the completion of the PhD.

Coursework for Students on Assistantship

During the fall and spring semesters, 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.

GRSC 7770 – Teaching Pedagogy is a required 3-credit first-year course. It is required for all students on assistantship with instructional duties and satisfies the university's teaching preparation requirement. International students required to demonstrate English language proficiency may need to take LLED 7768 and/or LLED7769 as an approved equivalent.

ARTS 9005 – Doctoral Graduate Student Seminar is to be taken during each semester of funded study. These hours correspond to those spent toward the student's assistantship responsibilities – i.e. grading, teaching, gallery support, etc.

Directed Study Policy

A student who wishes to enroll for a directed study course must obtain permission from faculty who will be directing the study and their advisor. Students seeking directed study within the School of Art will be required to fill out a "Directed Study Proposal Form" (<https://art.uga.edu/graduate-student-forms>). This form identifies the student's research goals, the research questions the student intends to explore, and describes the professor's method for supervising and evaluating research. It is to be signed by the professor of record and submitted to the Graduate Office in the course of advising and registering.

Please note that Directed Study courses will not count towards the minimum of 18 hours of 8000-level and 9000-level coursework required for the program of study.

Auditing a Course

University policy requires permission from the department, in effect, from the course instructor, to audit a course. Students auditing courses in Art Education must have permission from the instructor to register as an audit and should discuss the conditions of the audit with the instructor before classes begin.

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. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation. Know that undergraduate hours do not count toward the 12-hour requirement.

Note: Departmental Graduate Assistants and Teaching Assistants, as well as any graduate student receiving financial assistance from the University, must register for at least 12 hours Fall and Spring Semesters and, if they take courses during the summer, 9 hours during the Summer Semester. Doctoral students must register for 3 credits of ARTS 9005 each semester an assistantship is held. Such students must also make arrangements to pay their fees by the end of Late Registration, before the Drop-Add period.

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.

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met. This policy applies to both full-time and part-time students.

UGA employees pursuing graduate degrees under the Tuition Assistance Program are exempt from this graduate 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.

PhD Residency Requirement

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met. At least two – though often more – consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work included on the program of study) must be spent in resident study on this campus. Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit.

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. See: https://policy.uga.edu/policies/#/programs/BydQdw_u6

Time Limits

a. PhD Time Limit for Students Matriculating Before Fall 2024

Doctoral students must complete all pre-candidacy requirements (i.e. coursework on the program of study) and be admitted to candidacy within a period of six years. 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.

For doctoral students, the time limit to complete the dissertation and qualify for graduation is five years following admission to candidacy. After this time, the student's candidacy will be considered expired, and the student must retake the comprehensive exams and be re-admitted to candidacy to defend the dissertation and qualify for graduation. If a doctoral student's candidacy expires after the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the Dean of the Graduate School.

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 student's Major Professor 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 head must review the Major Professor'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.

b. PhD Time Limit for Students Matriculating Fall 2024 and After

Doctoral students must complete all requirements for the doctoral degree within eight (8) calendar years after initial enrollment/registration in the program.

For example, if the date of first registration for a doctoral student is the fall semester of 2025, the eight-year time limit expires in summer semester of 2033. The student's time-to-degree clock starts with the first course approved for inclusion in their doctoral Program of Study, or the date of matriculation into the program, whichever occurred earlier.

The eight-year time limit does not include approved periods of leave. Additionally, doctoral time to degree is calculated separately for degrees obtained in each academic program. Students who fail to complete their degrees within eight years after initial enrollment will be considered as not making satisfactory progress to degree completion and will be dismissed from the Graduate

School. The Graduate School will notify all doctoral students when they have reached the 7-year mark to warn them about the impending 8-year degree time limit.

Doctoral students in good academic standing who experience extenuating circumstances that prevent them from completing their degrees within the requisite eight years may petition for an extension of the degree time limit to the Vice Provost/Dean of the Graduate School. Such circumstances include military obligations, family and medical challenges, and other life events. A petition for an extension of the degree time limit requires support from the major professor, Associate Director of Graduate Studies, and academic unit head.

The petition for an extension of time must include the specific reasons why the student did not complete the degree in the time allotted and a detailed timeline proposal for the completion of the degree. The student's major professor must review the extension of time request and write a letter to the Vice Provost/Dean of the Graduate School stating approval or disapproval of the petition. The Director of Graduate Studies and department head/chair must review the major professor's recommendation and indicate their concurrence by writing an additional letter. If they do not concur with the recommendation, further justification should be provided in the letter.

The maximum extension of the degree time limit that may be granted is 24 months and the total time to degree shall not exceed ten (10) years.

If a petition for an extension of time is approved by the Vice Provost/Dean of the Graduate School, the student will be notified in writing of the expectations for progress and of the expected timeline for degree completion.

If the petition is denied, the student will be notified in writing that they will be dismissed from the Graduate School. Students dismissed under such circumstances may appeal their dismissal to the Appeals Committee of Graduate Council.

Benchmark Reviews

Phase I: Qualifying Exam | Pre-Comprehensive Exam Meeting | Comprehensive Exam | Admission to Candidacy

a. Qualifying Examination

Students take a qualifying exam to demonstrate their potential for success in continued study and on future exams (comprehensive exams, prospectus, and dissertation). An important goal of doctoral study is preparing students as scholarly writers. A core purpose of the qualifying exam is to work with students to assess their strengths as writers and identify any aspects of scholarly writing that need further support and development.

The qualifying exam is required after a student has completed 15 credit hours in the program. For most students, this exam takes place near the end of their first year in the program and materials are due on May 15 (unless another date is provided by faculty). For the Qualifying Exam, students will submit the following Word documents to their Faculty Advisor for review:

1. Current curriculum vitae
2. One example of an edited and revised academic paper from doctoral coursework
3. A document (approximately five pages; must follow APA style) that introduces intended research, including the following information:
 - i. Description of the research: Explain what you are interested in studying and why.
 - ii. Statement of the problem: What is the nature of the problem you are interested in investigating through research?
 - iii. Potential research questions: Generally, about 1 to 3 focused questions.
 - iv. Significance of the problem: Explain why this study would be significant for the field of art education?
 - v. Brief summary of relevant literature: Include literature relevant to topics and theories important to the research.
 - vi. References: Include a list of at least 10 relevant references using APA formatting.

Once the Faculty Advisor has approved the exam documents, they will share the documents with the other art education faculty. Once the faculty have reviewed the documents, the Faculty Advisor will meet with the student to report the faculty assessment. The assessment will recommend that the student: 1) continue in the program; 2) continue in the program and take additional coursework; or 3) discontinue the program.

b. Pre-Comprehensive Examination Meeting

Prior to beginning the Comprehensive Exam, students will meet with their Major Professor to discuss preparation for a Pre-Comprehensive Exam (Pre-Comps) Meeting with the Advisory Committee. The Pre-Comps meeting gives students an opportunity to describe their research to their committee and receive feedback on drafted exam questions prior to beginning the Comprehensive Exam process. In preparation for the Pre-Comps Meeting, students will compile the following:

1. A 2–3-page document that describes the intended direction for doctoral research. While there is no specific format for this document, two possible forms it may take include a narrative that describes the student’s research interest or an abbreviated version of a research proposal.
2. Three well-developed comprehensive exam questions. Sample comprehensive exam questions will be provided. In general, exam questions align with the following format:
 - 1 question that prompts an investigation of the research topic
 - 1 question that prompts an engagement with the theory that will guide the research
 - 1 question that prompts an exploration of potential methodology for the research
3. 15-20 APA formatted references for each question.
4. A general timeline for: completing the comprehensive exam, submitting the dissertation prospectus, implementing the study (including gathering data), and writing and defending the dissertation.

Once the student and the Major Professor agrees that the questions and references are sufficient, the student will contact Advisory Committee members and use meeting software (e.g. Doodle Poll) to set up a two-hour Pre-Comps Meeting. During the Pre-Comps Meeting, Advisory Committee members will provide feedback that the student will use to finalize the comprehensive exam questions. Once the questions are revised and approved by the Advisory Committee, the student will let the committee know when they will begin writing their Comprehensive Exam.

c. PhD Comprehensive Examination

To be admitted to candidacy for the doctoral degree and begin work on research, students must first pass a Written and Oral Comprehensive Examination. These examinations are administered by the student’s Advisory Committee.

Written Portion of the Comprehensive Examination

Once the Advisory Committee has agreed that the student is ready to proceed with the Comprehensive Examination process and has approved the Comprehensive Exam Questions, the student should identify a start and end date for the 12-week written examination and inform the Advisory Committee.

For the written portion of the Comprehensive Exam, students will write a 20–25-page response to each Comprehensive Exam question following APA style. Students should pay careful attention to the specifics of each question, making sure to answer each question fully. Upon completion, the student will inform the Major Professor and obtain approval to contact the Advisory Committee. The student will contact the Advisory Committee members using scheduling software to set up a two-hour oral examination. Students must take into account that committee members must be given two weeks to review the examination responses prior to the meeting date. All members of the student’s Advisory Committee must be present simultaneously for the oral examination.

The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. 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 Comprehensive Exam Announcement Form (**Appendix F: Comprehensive Exam Announcement Form**), which notifies the Graduate School of the time and place of the oral examination. This form must be turned in to the School of Art Graduate Office. **The Graduate School must be notified at least two weeks in advance of the date of the oral examination.**

A signed final Program of Study form (<https://gradstatus.uga.edu/Forms/G138>) must be submitted by the time oral comprehensive examinations are scheduled (at least two weeks in advance of the oral exam). If a change in the program of study is necessitated (i.e., change in coursework after it has been approved by the Dean), complete the Recommended Change in Program of Study form (https://grad.uga.edu/wp-content/uploads/2022/07/body_recochgprog.pdf) so that these changes can be submitted to the Dean for further approval. This completed form must be emailed to the Graduate School – gradinfo@uga.edu.

Oral Portion of the Comprehensive Examination

On the scheduled oral exam date, the student will meet with their Doctoral Advisory Committee for the oral portion of the Comprehensive Examination. The student will make brief (approximately 5-10 minutes) informal remarks regarding what they have learned through this process, the significance of their graduate studies thus far, and so forth. After providing the introduction, the student will be asked to step out of the room while the committee discusses their approach to the meeting. Once the student is invited to return, each committee member will ask one or more questions regarding the student's written responses. Once the committee has finished asking questions, the student will step out of the room again while the committee deliberates the student's written and oral responses. When the committee is finished deliberating, they will ask the student to return to the room and will share the results of the exam. This is a pass/fail examination for both the written and oral components. To pass each examination, the agreement of the Advisory Committee is achieved with no more than one dissenting vote. An abstention is not an appropriate vote for the comprehensive examination. The oral portion of the examination takes approximately two hours to complete.

The results of both examinations will be reported to the Graduate School within two weeks following the oral examination using the Written and Oral Comprehensive Examination form (G168). This form is initiated by the Graduate School's Enrolled Student Services office after processing the Comprehensive Exam announcement form in GradStatus. On the day of the oral exam, committee members will receive an email prompt to report the exam results via the form.

In the event that the student fails any part of the comprehensive examination, the student will be allowed to retake the failed portion of the examination. A second failure disqualifies the student from candidacy for the Ph.D. concentration.

d. Admission to Candidacy

Students are eligible for admission to candidacy once they have successfully defended both the written and oral portion of their comprehensive exams. The student must complete the Application for Admission to Candidacy for Doctoral Degree Form (<https://gradstatus.uga.edu/Forms/G162>). 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 one full semester before the date of graduation. This application is a certification by the department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that:

- a. all prerequisites set as a condition to admission have been satisfactorily completed;
- b. research skills requirements have been met;
- c. the final program of study has been approved by the Advisory Committee, the Director of Graduate Studies, and the Dean of the Graduate School;
- d. an average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below C may be placed on the final program of study);
- e. written and oral comprehensive examinations have been passed and reported to the Graduate School;
- f. the Advisory Committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment;
- g. and the residence requirement has been met.

After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. A student must register for a minimum of three hours of credit in any semester when using University facilities, and/or faculty or staff time.

Phase II: Dissertation Prospectus | Dissertation Research and Writing | Defense

a. Dissertation Prospectus

Following the successful completion of the Comprehensive Examinations, and in consultation with their major professor, the student will prepare a prospectus proposal that clearly and succinctly articulates the plan for dissertation research. The dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. The conclusions must be logical, the literary form acceptable, and the contribution to knowledge meriting publication. The specific content and format of the dissertation prospectus may vary depending on the research methods employed. The page length of the prospectus will be determined by the Advisory Committee but will typically be no longer than 25 to 30 pages. Regardless of format, the following elements should be included:

1. Theoretical framework
2. Statement of the problem
3. Research questions
4. Significance of the problem
5. A literature review (enough to document the need for the project and to establish a theoretical framework)

6. Thorough discussion of procedures and methods to be employed in the investigation
7. Potential importance, implications, and limitations of the investigation
8. Anticipated timetable for completing the dissertation project
9. References

Students are eligible to enroll in doctoral research hours (ARED 9000) during the semester in which they are preparing the Prospectus, but they should not enroll in dissertation writing hours (ARED 9300) until the Prospectus has been successfully defended and approved by the committee.

Upon completion, the student will inform the Major Professor and obtain approval to contact the Advisory Committee. The student will contact the Advisory Committee members using scheduling software (e.g. Doodle Poll) to set up a two-hour meeting. Students must take into account that committee members must be given two weeks to review the Prospectus prior to the meeting date. All members of the student's Advisory Committee must be present simultaneously for the prospectus (proposal) presentation.

At the beginning of the Prospectus meeting, students will have 5-minutes to share any insights with the committee regarding their work, after which the committee will ask questions and provide feedback. Once all the questions and comments have been explored, the committee will determine whether the Prospectus is approved as is or if it needs significant revisions and should be resubmitted. Approval of the dissertation prospectus signifies that members of the advisory committee believe that it proposes a satisfactory research study. Approval of the prospectus requires the agreement of the Advisory Committee with no more than one dissenting vote as evidenced by their signing an appropriate form, which, together with the approved prospectus, is filed with the Director of Graduate Studies. See **Appendix G: Dissertation Prospectus**.

Once the Prospectus is approved, students may enroll in a combination of research (ARED 9000) and writing (ARED 9300) hours for the remainder of their program. Students should refer to the UGA course Bulletin (<https://bulletin.uga.edu>) to take note of the maximum number of credit hours allowed for each of these courses. If a student is at risk of maxing out the number of credits allowed for either ARED 9000 or ARED 9300, they can consult with their Major Professor about registering for any of the following: ARTS 9000, ARTS 9300, or ARED 9600. Students must be enrolled in at least 3 hours of a 9000-level ARED or ARTS course during the semester in which the dissertation is defended.

b. The Written Dissertation

The Major Professor has the primary responsibility for guiding research, but the student should consult all members of the Advisory Committee to draw upon their expertise in relevant areas. Per the Graduate Bulletin, the dissertation represents originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. It is the responsibility of the Advisory Committee to review and evaluate the dissertation as a representation of a student's individual effort. **As such, the use of generative AI in dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved**

scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the dissertation.

When the Major Professor is satisfied with the quality, depth, scholarship, and organization of the completed dissertation, they will direct the student to schedule a final oral examination (Dissertation Defense). The student will contact the Advisory Committee members using scheduling software (e.g. Doodle Poll) to set up a two-hour meeting. Once the examination is scheduled, the student will email the dissertation to the remaining members of the Advisory Committee no later than three weeks in advance of the defense.

c. Announcement of the Final Oral Examination (Dissertation Defense)

Written assent of the committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. No more than one dissenting vote may be allowed for the approval of the dissertation. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School. The committee members must have three weeks to read and evaluate the completed dissertation.

Portions of the Dissertation Defense are open to the public and therefore the defense must be announced through both the Graduate School and the School of Art. **The Director of Graduate Studies must notify the Graduate School at least two weeks prior to the defense.**

Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community. Notification should occur using the **Dissertation Defense Announcement Form (Appendix H)**

When submitting the **Dissertation Defense Announcement Form**, the student must also submit the **Approval Form for Doctoral Dissertation and Final Exam (G164)**, as this form must be on file for committee members to record the defense results -

<https://gradstatus.uga.edu/Forms/G164>

In addition to the Graduate School announcement, the defense must also be announced to the School of Art community. The student, under the guidance of the Major Professor, should create a simple flyer to announce the defense using provided template (see **Appendix I**)

<https://art.uga.edu/wp-content/uploads/2025/10/Dissertation-defense-announcement-template.pdf>

The flyer should include the following:

- Title of the Dissertation
- One Image
- Your Name, Doctoral Candidate in Art Education
- Names of Committee Members
- Brief Abstract of 150 words or less
- Day, Date, Time
- Location (Classroom and/or teleconference link)

The flyer must be completed by the student and approved by the Major Professor at least two weeks in advance of the defense. The Major Professor will then share the flyer to the School of Art Graduate Office for distribution on the student and faculty listservs.

d. The Final Oral Examination (Dissertation Defense)

Dissertation defenses will primarily occur during the Fall and Spring semesters. Note students must be enrolled in at least 3 hours of a 9000-level ARED or ARTS course during the semester in which the dissertation is defended.

The final oral defense of the dissertation is chaired by the student's Major Professor and attended by all members of the Advisory Committee simultaneously for the entire examination period. The student and Major Professor must appear in person for the defense, but other committee members can participate via teleconference or video conference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. The defense can be held completely remotely if approved by the Director of Graduate Studies and the unit/department head.

The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public portion is open to anyone who wishes to attend and will include a presentation of approximately 20 minutes, with 10 minutes for open discussion. At the close of the open discussion time, the student and any public attendees will be asked to step out of the room while the committee discusses their approach to the rest of the exam. When the committee has completed their discussion, the student will be asked to return, and the private portion of the defense will begin.

At the conclusion of the exam, the Advisory Committee must approve the student's dissertation and oral defense with no more than one dissenting vote and must certify their approval in writing. The student's Major Professor must approve the dissertation for the student to pass. An abstention is not an appropriate vote for the final defense. If there is more than one dissenting vote, the student fails the oral defense but may have one, and only one, more opportunity to successfully defend the dissertation. Upon completion of the oral examination, the committee will formally record the results using the **Approval Form for Doctoral Dissertation and Final Exam (G164)** - <https://gradstatus.uga.edu/Forms/G164> previously submitted by the student in GradStatus. Note: This form is separate from the announcement form. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester.

Once the written 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 no later than two weeks prior to the graduation date of the following semester. Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

e. PhD Submitting the Dissertation

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. 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. A graduate student may not submit a dissertation to the Graduate School for format checking or the Dean's approval between the last day of classes and late registration of the following term.

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 graduate student who misses a graduation deadline by failing to file the application for graduation 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 department's Director of Graduate Studies, and set a new date for graduation.

Prior to graduation, students must have submitted the following forms:

- Application for Graduation - <https://athena.uga.edu/>
- Final Program of Study (G138) - <https://gradstatus.uga.edu/Forms/G138>
- Advisory Committee - https://gradapply.uga.edu/portal/my_progress
- Approval Form for Doctoral Dissertation and Final Oral Examination (G164) - <https://gradstatus.uga.edu/Forms/G164>
- Dissertation Format Check - <https://www.etdadmin.com/uga>
- Final ETD Submission – <https://www.etdadmin.com/uga>
- ETD Submission Approval (G129) - <https://gradstatus.uga.edu/Forms/G129>
- Graduation Ceremony Information (G120) - <https://gradstatus.uga.edu/Forms/G120>

Students must meet all deadlines for graduation requirements as set by the Graduate School: <https://grad.uga.edu/current-students/important-dates-deadlines/>

III. INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Research with Human Participants

As a matter of University policy, all research projects involving human participants must be submitted to the Human Research Protection Program (HRPP) 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. Students in the Art Education PhD program are required to obtain IRB approval for their dissertation research.

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 HRPP Office website (<https://research.uga.edu/hrpp/irb/>) and questions regarding these may be directed to the Human Research Protection Program Office (IRB@uga.edu) at (706)542-4016. The Human Research Protection Program Office is located at 212 Tucker Hall, 310 East Campus Road.

IV. EXPECTATIONS FOR SUCCESSFUL ACADEMIC / RESEARCH 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. 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.

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

Note: A graduate student with an Incomplete on their record is ineligible to be nominated for awards, apply for travel money, or course overloads. Incompletes will not be accepted on the final program of study, and therefore a student with an Incomplete grade cannot take the comprehensive exams or be admitted to candidacy. 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. Instructors have the right to set their own deadlines for completion of Incompletes within the limits imposed by the University.

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 their Major Professor 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 a dissertation or thesis 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
- Failure to complete assistantship responsibilities satisfactorily
- 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 the Lamar Dodd School of Art Graduate Office 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 their Major Professor in writing. The Major Professor will meet in person 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 Major Professor 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 Major Professor 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 an in-person meeting between the parties involved or written suggestions for a resolution sent to both parties by the Major Professor. 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 Major Professor 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.

V. FUNDING AND DEVELOPMENT OPPORTUNITIES FOR STUDENTS

Assistantships

The School of Art is usually able to offer departmental assistantships to full-time students admitted to the doctoral program in Art – Art Education. While departmental assistantships are awarded on a year-to-year basis, students are offered departmental TA funding at the time of admission. Reappointment as a departmental assistant for a consecutive year is dependent on satisfactory academic progress, acceptable performance of assigned duties, and the availability of funding.

Doctoral students are expected to be prepared to teach as instructors of record and full-time students are typically offered Teaching Assistantships. Doctoral students usually receive funding for 3 years.

TA Policy

- All new graduate teaching assistants must attend a university-wide TA Orientation (<https://ctl.uga.edu/events-programs/ta-orientation/>) held for graduate teaching assistants prior to the beginning of fall semester classes.
- Graduate students must enroll in GRSC 7770 or participate in an equivalent departmental training before or concurrent with being assigned teaching responsibilities.
- International graduate students must follow country-specific requirements as determined by the Graduate School (<https://grad.uga.edu/admissions/requirements/international-applications/country-specific-requirements/>) to demonstrate English proficiency. Students may need to complete LLED 7768 and/or LLED 7769 and retest at a higher UGA Placement Level if their TOEFL or IELTS scores at the time of entrance are insufficient as outlined in the TA Policy (<https://policy.uga.edu/policies/#/programs/SJXM8m9I6?bc=true&bcCurrent=UGA%20Graduate%20Teaching%20Assistants%20Policy&bcGroup=Instructor%20of%20Record%20Credentialing&bcItemType=programs>).

In addition to the University and Regent's policies and Center for Teaching and Learning's TA Policy (<https://ctl.uga.edu/partner-initiatives/ta-policy/>), the following general conditions apply:

- Students who wish to interrupt their departmental assistantships may request a leave of absence from the Director of Graduate Studies. All such leave requests must be made in writing, and they must clearly state why the leave is being requested and when the departmental assistantship will be resumed. The Graduate School must approve all leave requests. 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, childcare, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.
- All approved leaves are subject to the funding time frames outlined above. Any leave taken without a formal written request, or in defiance of the denial of such a request, may result in the student forfeiting some or all remaining funding. If a student submits a leave request, has their leave granted, and then has a change of plans, their TA funding for the requested leave period can be restored only at the discretion of the Director of Graduate Studies, subject to departmental needs.

- Departmental assistants must register for at least 12 credit hours per semester but may take up to 18 credit hours per semester. Doctoral students must register for 3 credits of ARTS 9005 each semester an assistantship is held.
- The department strongly discourages other concurrent employment while holding an assistantship. International students may not work off campus without special work authorization. Graduate Assistants may not exceed 20 hours of work/week.

Probationary Policy

All students who serve as graduate teaching assistants will be evaluated by the professor of record every semester. If the professor of record deems the student's performance unsatisfactory, the Director of Graduate Studies will notify the student, who has a right to read the individual evaluation. This notification serves as a first warning. A second unsatisfactory evaluation in a consecutive semester will result in probation. A third warning in a consecutive semester will result in the loss of the teaching assistantship for the following one semester.

Graduate Assistant Eligibility while on Academic Probation

Graduate students who are placed on academic warning may not have their assistantship removed unless it is deemed by the major professor (if applicable), in consultation with the Director of Graduate Studies and unit head, that the activities associated with the assistantship are contributing to the student's impaired academic performance. In this case, an alternative source of funding that will allow the student to focus on academic performance should be considered. If a student is subsequently placed on probation, the decision to change the source of or remove an assistantship shall be determined by the major professor (if applicable) in consultation with the Director of Graduate Studies and unit head.

Travel Awards

Graduate School Conference Travel Grants

Travel Grants are available from the Graduate School to offset the cost of participating in conferences and exhibitions in the continental United States and abroad:

<https://grad.uga.edu/funding/travel-grants/>

Funds are limited, and students should not expect to receive full funding for their travel. The Graduate School supports full-time advanced-level doctoral students (in at least the fifth semester of graduate study at the University). Travel funding is limited to one trip per fiscal year. Each doctoral student will be limited to *two* travel grants per lifetime. Only *one* of the two lifetime grants may be used for international travel.

Students must be able to demonstrate the following **at the time of application**:

- Students must be enrolled in a UGA doctoral or master's program and reporting the results of their dissertation/thesis research as **primary author** of the publication/presentation/poster.
- Doctoral students must have completed **five semesters** of full-time graduate studies at UGA at the time of application. (They may include their semesters as a UGA master's student if they pursued a master's degree leading up to a doctoral degree objective in the same unit/program.)

- Students must be registered for full-time graduate study (see below) during the **semesters of both application and travel**. Students travelling between semesters must be registered during the semester of application and the semester following travel.
- **Full-time enrollment** credit hours required: at least three (3) credit hours during Fall or Spring semester for doctoral students admitted into candidacy. Master's students and doctoral students not admitted to candidacy must have nine (9) credit hours during Fall or Spring semesters.
- Have a **GPA of 3.5** or higher in graduate courses.
- Not have any grades of Incomplete (I) or Unsatisfactory (U) at the time of application.

Professional Development Opportunities

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/>

Willson Center Graduate Research Award

The Willson Center Graduate Research Award provides support toward research related expenses for arts and humanities projects that are essential components of a graduate degree program. Application is open to any humanities and arts graduate student registered for an advanced degree.

See: <https://willson.uga.edu/opportunities/fellowships-grants/willson-grants-awards/>

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/>

Campus and Community Resources

<https://grad.uga.edu/student-success-well-being/campus-well-being-resources/campus-community-resources/>

LDSOA Resources for Students

Art Library:

The Art Library serves the needs of the students, faculty and staff of the Dodd. It provides a unique and extensive collection of art periodicals, the newest art book releases, course reserves, reference material, and a zine collection.

The space includes two computer workstations with the full suite of Adobe software and flatbed and overhead scanners. The Art Library has two study rooms that can be reserved, otherwise they are available on a first come first served basis. It also has a small media collection that includes documentaries and video art.

As a branch of UGA's larger library system, the Art Library receives daily deliveries from other campus libraries. This allows patrons to request and return books from any other library on campus including GIL express and ILL items. As the main resource for research at the Dodd, the Art Library maintains a collection of faculty publications, MFA exhibition catalogs, and Dodd Galleries' publications. <https://art.uga.edu/art-library>

The CAVE:

The Lupin Foundation Technology & Research Kiosk (Checkout for Audio/Visual Equipment - CAVE) is housed in the Lamar Dodd School of Art's Main Art Building in the second-floor atrium. <https://art.uga.edu/about/facilities/the-cave/>

Lecture Series:

In the School of Art, teaching and research are supplemented by a wide range of lectures, workshops and community activities by Dodd faculty and graduate students, as well as several endowed lecture series that bring extraordinary visiting artists and scholars to campus. Open to the public, these lectures are an integral part of the culture in the School of Art and are an essential facet of education in the fields of art, design, art history and art education.

<https://art.uga.edu/lecture-series>

Student Organizations:

The Lamar Dodd School of Art promotes and provides student involvement opportunities in its pursuit to help students successfully transition into the institution, build community, and improve overall student success through curricular and co-curricular experiences.

<https://art.uga.edu/students/student-organizations>

UGA Resources for Students

Tate Student Center – student IDs, passport services, printing services, etc. (<https://tate.uga.edu>)

Ramsey Recreation Center (<https://recsports.uga.edu>)

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

Bursar's 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>)

Student Health Center (<https://healthcenter.uga.edu>)

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

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

Parking Services – permits, bus routes, parking tickets (<https://tps.uga.edu/parking/>)

Campus Police (<https://police.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 Instructions

Advisory Committee

Graduate students must use the Advisory Committee form to file their Major Professor and Advisory Committee information with UGA's Graduate School.

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**: *Doctoral Advisory Committee*
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.

Repeat these steps for each Advisory Committee member.

Additional instructions can be found here:

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

Appendix B: Art Education PhD Advisement Worksheet

Art Education PHD WORKSHEET

Student Name: _____

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 program must include 18 or more hours of 8000- and 9000-level courses, not including research (9000), dissertation writing (9300), and directed study/independent study courses.

Courses Required	Hours	Courses Taken	Term	MP Initials	Hours Earned
University-required GradFIRST Course To be taken within the first year of study	1	GRSC 7001			
Required Art Education Courses (12 hours minimum) ARED 7370; 8410; 8460; 8990	12	-			
		-			
		-			
		-			
Research Requirements (9 hours minimum) QUAL 8400; 8410; QUAL 8420 or QUAL/LLED 8590	9	-			
		-			
		-			
Electives (9 hours minimum) The following are suggested but not required courses ARED 8430; ARED 8440; CHFD 8920; CMLT 6545; EDEC 7010; EDEC 7020; EDEC 8260; EDEC 8400; EFND 7040; EFND 7120; EFND 8010; EPSY 6010; EPSY 7060; EPSY 7110; EPSY 7240; EPSY 8160; EPSY 8220; ERSY 6200; ETAP 7045; ETAP 8300; ETAP 8560; ETAP 8585; ETAP 8595; ETAP 8700; QUAL 7500; JRMCI 8070(MNST); LLED 6310; LLED 7312; LLED 8045; LLED 8200; LLED/QUALL 8590; PSYC 6110; PSYC 6210; SOCI 6270; SOCI 6370; WMST 6060; WMST 6100; WMST 6070; WMST 6170S; WMST 8030; WMST 8100; WMST 8180	9	-			
		-			
		-			
Doctoral Research/Dissertation *Minimum 3 credits of 9300 required ARED 9000 is repeatable up to 24 credits ARED 9300 is repeatable up to 24 credits ARTS 9000 is repeatable up to 45 credits ARTS 9300 is repeatable up to 45 credits	6	-			
		-			
TOTAL MINIMUM HOURS	37				
Qualifying exam					
Approval of Advisory Committee					
Approval of Preliminary Program of Study					
Completion of Research Skills Requirement					
Written and Oral Comprehensive Exams					
Application for Admission to Candidacy					
Dissertation Prospectus Approval					
Final Dissertation to MP for Approval					

Dissertation to Graduate School for Format Check		
Final Dissertation to Committee		

Courses required for assistantship program	Hours	Courses Taken	Term	MP Initials	Hours Earned
PEDAGOGY SEMINAR 3-hour seminar typically taken in the first semester of the first year.	3	GRSC 7770			
Graduate Student Seminar Must be taken at the same time as a semester teaching or grading.	X	ARTS 9005	REQUIRED EACH TERM APPLICABLE		

Major Professor signatures per advising period (fall advising covers spring and summer)

1 st semester		4 th semester	
2 nd semester		5 th semester	
3 rd semester		6 th semester	

Appendix C: PhD, Art – Art Education Elective Course Options

ELECTIVE COURSE OPTIONS

(This list is not exhaustive and is merely a starting point for consideration)

ARED 8430	Topics in Art Education
ARED 8440	Directed Study in Art Education
ARST	Studio course (graduate level)
ARHI	Art History courses (graduate level)
CHFD 8920	Behavior Problems in Children
CMLT 6545	Comparative Postcolonial Studies
EDEC 7010	Trends and Issues in Early Childhood Education
EDEC 7020	Theory and Curriculum in Early Childhood Education
EDEC 8260	Post-structural Theory and Early Childhood Education
EDEC 8400	Feminist Perspectives in Elementary Education
EFND 7040	History of Education in the United States
EFND 7120	Sociological Theories of Education
EFND 8010	Philosophy of Education
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
ETAP 7045	(For Example) Social Constructionism, Feminism, and Critical Race Theory
ETAP 8300	Children's Development of Self: Learning to Become a Competent Member of a Culture
ETAP 8560	New Materialism and New Empiricism in Educational Theory and Practice
ETAP 8585	Foucault and Education
ETAP 8595	Derrida, Deconstruction, and Education
ETAP 8700	Psychoanalysis and Education
JRMC 8070(WMST)	Media Culture and Diversity
LLED 6310	Survey of Children's Literature, Grades P-8
LLED 7312	Poetry, Grades P-8
LLED 8045	Introduction to Youth Participatory Action Research
LLED 8200	Critical Pedagogies
LLED/QUAL 8590	Arts-Based Inquiry in Diverse Learning Communities
PSYC 6210	Individual Differences
QUAL 7500	Action Research
SOCI 6270	Personality and Social Structure
SOCI 6370	Sociology of Race and Ethnicity
WMST 6060	Black Feminism
WMST 6100	Queer Theories
WMST 6070	North American Asian Feminisms
WMST 6170S	Environment, Gender, Race, and Class
WMST 8030	Transnational Gender Studies
WMST 8100	LGBTQ Studies
WMST 8180	Feminist Pedagogy

Appendix D: Preliminary Program of Study

Preliminary Doctoral Program of Study

Preliminary Doctoral Program of Study

The University of Georgia Graduate School
210 S. Jackson 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

Appendix E: Program of Study Instructions

Program of Study Instructions

The Program of Study should be completed prior to the scheduling of the Comprehensive Exams.

Instructions:

Log into GradStatus (<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: Doctoral
- Major/Degree: Art- PhD
- Area of Emphasis: Art Education
- 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. Doctoral students must take at least 18 credits of coursework at the 8000 or 9000-level,
- 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: This is where you should list GRSC 7770, LLED 7768/7769 (if applicable), and ARTS 9005
- GradFirst requirements: List GRSC 7001 and the semester in which it was taken
- Major Professor: enter your Major Professor's name

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, your Major Professor 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 F: Comprehensive Exam Announcement Form

Comprehensive Exam Announcement

<https://gradstatus.uga.edu/Forms/G118>

Student Information

UGA ID:

Name: Last, First Middle:

UGA Email:

Major/Degree:

Exam Details

Date (m/d/yyyy):

Time (h:mm AM/PM):

Building:

Room:

Platform to be used for remote meeting:

URL for remote meeting:

Comments:

Committee Details

Major Professor:

Co-Major Professor:

Committee Members:

Appendix G: Dissertation Prospectus

APPROVAL OF DISSERTATION PROSPECTUS LAMAR DODD SCHOOL OF ART

Date: _____

Degree: _____

Name: _____

Area of Emphasis: _____

81#: _____

Major Professor Signature _____

Advisory Committee Members:

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

Appendix H: Dissertation Defense Announcement Form

Dissertation Defense Announcement Form

<https://gradstatus.uga.edu/Forms/G119>

Student Information

UGA ID:

Name: Last, First Middle:

UGA Email:

Graduation Term:

Major/Degree:

Dissertation Title:

Exam Details

Date (m/d/yyyy):

Time (h:mm AM/PM):

Building:

Room:

Platform to be used for remote meeting:

URL for remote meeting:

Comments:

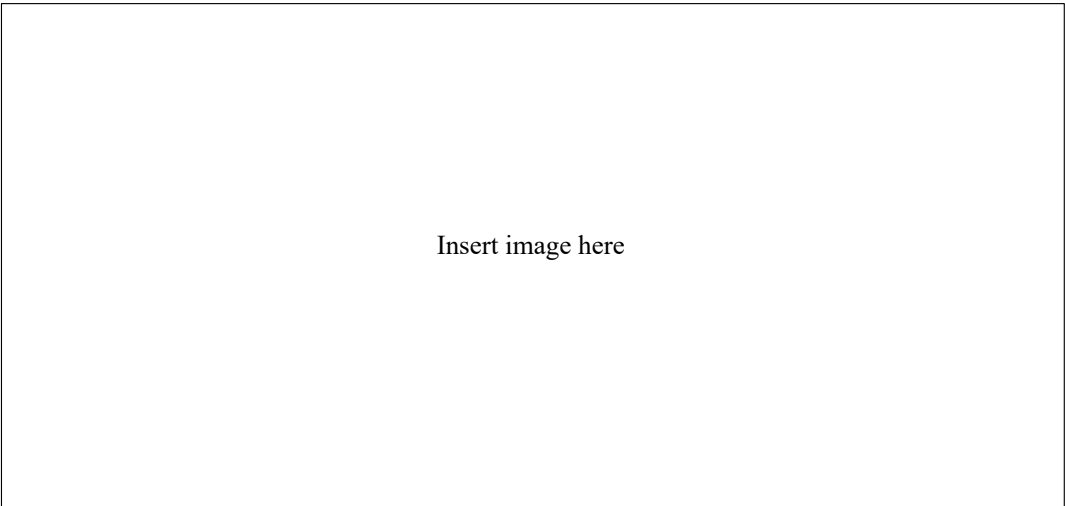
Committee Details

Major Professor:

Co-Major Professor:

Committee Members:

Appendix I: Dissertation Defense Flyer Template



Dissertation Title: Subtitle

JANE B. DOE
Doctoral Candidate in Art Education

Committee Members: list all committee members here

Put brief Abstract here
.....
.....
.....
.....
.....
.....
.....
.....
.....

Please join us for the candidate’s presentation followed
by 10 minutes of open discussion.

Date: (Ex. Saturday, February 5, 2022) | Time: (Ex. 9:00 – 9:30am EST)
Location: list location or zoom link here

