

Terry College of Business

Ph.D. Student Handbook

Academic Year 2024-2025



Terry College of Business
UNIVERSITY OF GEORGIA

I. INTRODUCTION

Academic Unit Overview/Organization

- **Unit goals/mission**

PhD programs at the Terry College of Business provide students with a rigorous education in research and with the skills necessary to become successful instructors. Terry offers eight different areas of study in its PhD Programs, covering virtually every aspect of business research and education. Seven of these eight areas of study are encompassed by the PhD in Business Administration: Accounting, Finance, Management, Management Information Systems, Marketing, Real Estate, and Risk Management and Insurance. The eighth program of study, the PhD in Economics, is also housed in Terry. Most of our graduates aim for tenure-track faculty positions at research-oriented universities, with some also pursuing research-oriented jobs in private industry, consulting, and government. We also offer a non-thesis MA in Business Administration for students who have completed their coursework but who leave the program prior to meeting the requirements for a PhD.

The learning goals for students completing a PhD program within the Terry College address proficiency within three general areas: Research, Teaching, and Placement. For each learning goal the Terry College has established specific learning objectives that are outlined below. The College and its departments conduct an annual review of student performance on each learning goal with respect to defined conditions for success.

Assessment measures for each goal were established by Terry College and adopted May 1, 2010. Additionally, conditions for success for each measure were adopted by the College on January 28, 2011.

All Terry PhD students are assessed using a common set of goals and measures, and data are reported and reviewed for each area of study as well as for the PhD program as a whole. Departmental faculty are expected to address deficiencies within a given program, while the Graduate Programs Committee addresses deficiencies observed in the aggregated data.

You will find a rich and diverse set of educational opportunities within each of these programs. As you will see from reading more about our programs, we have talented faculty who have proved successful in mentoring the next generation of faculty across the globe.

- **Listing of faculty and staff including contact information and links to faculty research info:**

Accounting: <https://www.terry.uga.edu/directory/unit/accounting>

Economics: <https://www.terry.uga.edu/directory/unit/economics>

Finance: <https://www.terry.uga.edu/directory/unit/finance>

Management: <https://www.terry.uga.edu/directory/?group=management&type=faculty>

Marketing: <https://www.terry.uga.edu/directory/unit/marketing>

MIS: <https://www.terry.uga.edu/directory/unit/management-information-systems>

Real Estate: <https://www.terry.uga.edu/directory/unit/real-estate>

Risk Mgt. & Insurance: <https://www.terry.uga.edu/directory/unit/risk-management-and-insurance>

- **How each unit fits into College/School structure**

The mission of the University of Georgia's Terry College of Business is the pursuit and

dissemination of knowledge to educate and inspire future leaders and promote the effective and ethical practice of business. We are committed to providing innovative and market-leading programs that prepare our graduates to be leaders in their organizations and communities. In doing so, we contribute to the intellectual and economic development of our state, nation, and world. As the business school at the nation's first state-chartered university, the Terry College of Business pursues its mission in three central areas: teaching, research, and service.

Ph.D. students interested in teaching and research further this mission by developing competencies necessary to the development of higher education and advancement of society.

Program Description/Overview

- **Importance of program to unit and university mission**

The Terry College Ph.D. Program contributes to the College's and University's mission in the following ways:

In teaching, our goal is to provide students with an education and opportunity set that is unmatched. To that end, we aim to provide an academically driven environment where students engage in challenging coursework and learning opportunities that lead to outstanding placement upon graduation and long-term career success. We also provide opportunities for life-long learning, enabling our current students and alumni to become leaders in their organizations and the global business environment. Specifically, we are committed to identifying and implementing new opportunities for our students that reflect our focus on leadership, entrepreneurship, innovation, sustainability, and international outreach.

In research, our goal is to promote a culture of excellence and impact in scholarship as national and international thought leaders. We look to generate creative insights into the nature of business and to develop innovative solutions for spurring economic growth and increasing firms' efficiency and profitability. To that end, we aim to provide faculty with a supportive research environment that allows them to engage in high impact, interdisciplinary work. Specifically, we are committed to provide competitive research funding for highly productive research faculty, grow an external grants research culture, enhance the exposure of Terry research across academic and business communities, and foster PhD placements at major public and private research institutions.

In service, our goal is to strengthen partnerships and advance the economic vibrancy of communities across Georgia and around the world. Specifically, we aim to engage our students in service learning, expand their global opportunities, grow new and innovative businesses, and increase executive education. In all of these efforts, the Terry College of Business strives to demonstrate consistently high standards of excellence, be a conscientious steward of resources, and provide an environment for our students, faculty, and staff that enables them to reach their highest potential.

- **Program goals/expected learning/career outcomes for Ph.D. students:**

- Accounting: <https://www.terry.uga.edu/phd/accounting/>
- Economics: <https://www.terry.uga.edu/phd/economics/>
- Finance: <https://www.terry.uga.edu/phd/finance/>
- Management: <https://www.terry.uga.edu/phd/management/>
- Marketing: <https://www.terry.uga.edu/phd/marketing/>
- Management Information Systems: <https://www.terry.uga.edu/phd/management-information-systems/>

- Real Estate: <https://www.terry.uga.edu/phd/real-estate/>
- Risk Mgt. & Insurance: <https://www.terry.uga.edu/phd/risk-management-and-insurance/>

- **Program Administration:**

Mike Pfarrer – Associate Dean for Research and Executive Programs

<https://www.terry.uga.edu/directory/people/mike-pfarrer>

Donna Sisk – Graduate Degree Professional – Dean’s Office – PhD Admissions

<https://www.terry.uga.edu/directory/unit/phd-program->

- **Ph.D. Coordinators:**

Frank Heflin (Accounting): <https://www.terry.uga.edu/directory/frank-l-heflin/>

Meghan Skira (Economics): <https://www.terry.uga.edu/directory/meghan-skira/>

Greg Eaton (Finance): <https://www.terry.uga.edu/directory/gregory-eaton/>

Jessica Rodell (Management): <https://www.terry.uga.edu/directory/jessica-beth-rodell/>

Anindita Chakravarty (Marketing): <https://www.terry.uga.edu/directory/anindita-chakravarty/>

Elena Karahanna (MIS): <https://www.terry.uga.edu/directory/elena-karahanna/>

Jim Conklin (Real Estate): <https://www.terry.uga.edu/directory/james-jim-conklin/>

David Eckles (Risk Mgt. & Insurance): <https://www.terry.uga.edu/directory/david-eckles/>

Global expectations of all students

- **Professional standards of behavior**

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 environment.

- **Adherence to university policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence:**

Academic Honesty: <https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/>

Equal Opportunity Office: https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/

Workplace Violence: <https://safeandsecure.uga.edu/workplace-violence/#prohibited-conduct/>

Code of Conduct: <https://studentaffairs.uga.edu/policies-and-code-of-conduct/>

- **Accreditation/certification standards**

The Terry College of Business and Tull School of Accounting are accredited by [AACSB International](https://www.aacsb.edu/). Terry holds the distinction of being continuously accredited since 1926. The highest standard of achievement for business schools, less than 5% of the world’s 13,000 programs have earned AACSB accreditation.

- **Academic standards**

In general, students must maintain a 3.0 in all required coursework and attend courses, research seminars, job talks, and other department events.

- Learning Goal #1: Research:
 - Completion of two classes in research methods or statistics with grades of B

- or better by the end of Year 2.
 - Service of two semesters primarily assigned as a research assistant by the end of Year 2.
 - Passage of written comprehensive exams by the end of Year 3.
 - Completion of a working paper, convention paper, or article by the end of Year 3.
- Learning Goal #2: Teaching
 - Attendance at TA Orientation by the end of Year 1.
 - Completion of GRSC 7001 by end of Year 1
 - Completion of GRSC 7770 by the end of Year 2.
 - Microteaching observation in GRSC 7770
 - Service as a teaching assistant by the end of Year 3.
 - Service as an Instructor of record by the end of Year 4.
 - TOEFL iBT score of 26 or above by the end of Year 2 or see Admission Requirements below.
- Learning Goal #3: Placement
 - Attendance at a regional/national meeting by the end of Year 3.
 - Placement with peer/aspirant institutions (R1, R2 in the US) or elite industry/organizations upon graduation.
- **Students' rights and responsibilities:**

<https://conduct.uga.edu/rights-and-responsibilities/>

Admissions Requirements

- **Graduate School application/minimums:**

<https://grad.uga.edu/admissions/>

Additional academic/entrance exam score requirements above Graduate School minimums:

<https://www.terry.uga.edu/phd/admissions>

*A score of 26 or above is required on the TOEFL or equivalent before a PhD student can teach. If a student was admitted with a TOEFL or equivalent speaking score below 26, please consult the following link to ensure the student is in good standing prior to being instructor of record:

<https://www.ctl.uga.edu/resources/documents/guide-to-demonstrating-english-language-proficiency-july-2023.pdf>

Supplemental materials: Statement of Purpose & Letters of Recommendation:

<https://grad.uga.edu/admissions/requirements/summary-of-materials/>

- Professional experience/creative works:
A resume/cv should be uploaded with your application.
- Special deadlines/interviews:
Departments will begin reviewing applications on January 4. Applications will be accepted for review until enrollment to your specific doctoral program is complete.

II. ACADEMIC / CURRICULAR REQUIREMENTS

Specific Program Degree Requirements

- For each degree level:
 - Prerequisite coursework: (please check with your department Ph.D. coordinator)
 - Accounting: <https://www.terry.uga.edu/phd/accounting/>
 - Economics: <https://www.terry.uga.edu/economics/degrees/phd>
 - Finance: <https://www.terry.uga.edu/phd/finance/>
 - Management: <https://www.terry.uga.edu/phd/management/>
 - Management Information Systems: <https://www.terry.uga.edu/phd/management-information-systems/>
 - Marketing: <https://www.terry.uga.edu/phd/marketing/>
 - Real Estate: <https://www.terry.uga.edu/phd/real-estate/>
 - Risk Management & Insurance: <https://www.terry.uga.edu/phd/risk-management-and-insurance/>
 - Required coursework/credit hours: (please check with your department Ph.D. coordinator)
 - Required examinations:
 - TOEFL or IELTS:
 - <https://grad.uga.edu/admissions/requirements/international-applications/english-language-proficiency-requirement/>
 - GMAT OR GRE: <https://www.terry.uga.edu/phd/admissions>

Enrollment Requirements and Time Limits: <https://grad.uga.edu/graduate-bulletin/enrollment-policy/>

- **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.

- **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.

All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

- **Residence Credit Requirement**

The residency requirement for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate coursework that is included on the approved program of study

- **Transfer Students**

If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed nine (9) semester hours and must fall within the time limit of the degree. No grade below B may be transferred. The courses to be transferred may not have been used to fulfill the requirements of a degree program at another institution. Transfer credit may not be used to satisfy the residency requirement. If the residency requirement has not been satisfied and the transfer course is taken during the Fall or Spring semester, a "break" in residency will occur unless the student is also registered at UGA. Transferred courses may not be included in the 16 hours of 8000- and 9000- level credit on the program of study. Transfer grades are not used in calculating cumulative averages. All requests for transfer credit, with accompanying official transcripts, must be in the Graduate School at least 30 days prior to the time the student plans to graduate. Courses taken prior to the student's admission to their degree program at The University of Georgia are eligible for transfer.

<https://grad.uga.edu/admissions/requirements/acceptance-of-credit-by-transfer/>

- **Leave of Absence**

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, childcare, 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 does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

- **Time Limits**

Doctoral students must complete all requirements for the doctoral degree and the degree must be awarded 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 2024, the eight-year time limit expires in summer semester of 2032. 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. Individual colleges/schools or academic programs may have more restrictive requirements than the above stated Graduate School policy. 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 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.

- **Extension of Time**

Doctoral students in good academic standing who experience extenuating circumstances that

prevent them from completing their degrees within the requisite 8 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, graduate coordinator, 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 Graduate Coordinator and department head/chair (or Dean/Dean's delegate in instances where the School/College does not have departments) 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 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.

- **Exceptions**

This policy does not apply to students who are enrolled in dual-degree or joint-degree programs that have different time-to-degree requirements (e.g., DVM/PhD). Such students must follow the policies of their respective programs.

Selection of Major Professor/Thesis/Dissertation Advisor (For Each Degree Level)

- Unit policy on who can serve as major professor/thesis/dissertation advisor (please check with your department Ph.D. Coordinator)
- Unit philosophy on student-mentor relationship (please check with your department Ph.D. Coordinator)
- Student responsibility for identifying a mentor

It is important that new students become acquainted with the faculty, particularly in their area of interest, as soon as possible. During the first semester graduate students should meet with faculty members beyond those they have for courses.

It is the student's responsibility to identify a graduate faculty member willing to serve as their major professor in a suitable time period, typically by the end of their first year or after comprehensive exams have been completed. Please check with your Ph.D. coordinator for department expectations. Students who do not have a major professor may be dismissed from the program. No faculty member is required to serve as the major professor for any student.

In the event that a faculty member leaves the institution, they may serve as an advisor for up to one year following their departure. A faculty member who leaves UGA may apply for adjunct status through the Office of Faculty Affairs. If a former Graduate Program Faculty member is approved as an adjunct member of the general faculty, they may retain Graduate Program Faculty status.

Please note that Graduate Program Faculty status is not automatic and is not directly linked to an adjunct appointment; program faculty must have separate votes on appointment as adjunct and as Graduate Program Faculty. Once Graduate Program Faculty status is approved, the faculty member may assume responsibilities normally performed by a regular Graduate Program Faculty member. These responsibilities include direction of a student's dissertation or thesis, service on doctoral or master's level committees, and teaching graduate level courses. An adjunct member of the general faculty who is not a member of the Graduate Program Faculty may serve on doctoral or master's committees in positions where membership on the Graduate Program Faculty is not required.

If a student and advisor can no longer work together, the student should work with the Ph.D. coordinator and/or Department Head to find a new advisor.

Selection of Advisory Committee

- Role/responsibilities of the 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 framing and approving programs of study, advising students on required research skills, directing and approving the comprehensive examinations, guiding the design of thesis/dissertation research projects, reading and approving the final thesis/dissertation document and approving the final oral examination (defense).

- Number, composition, role, timeline

The doctoral committee must consist of a minimum of three members of the Graduate Program Faculty, including the student's major professor, who will serve as the chair of the committee. Additional voting members, with proper rank, may be appointed to the committee, including no more than one non-UGA faculty, who must hold the terminal degree in his/her field of study. If there are more than three members, more than 50% must be members of the Graduate Program Faculty.

- Is there a requirement/recommendation for an outside member (not affiliated with your unit)?

Non-Affiliated Persons on Advisory Committees. In addition to the regular committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee of a graduate student after nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume/CV with an Advisory Committee form and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A nominee must have a terminal degree in their field and distinguished academic credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment. Compensation, if required, must be provided by the department that requested the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

- Link to grad school requirements and forms:
<https://grad.uga.edu/current-students/forms/>

- Process for changes to committee

The graduate coordinator must send a letter to the Graduate School explaining the need for this replacement. Replacements for original members of the advisory committee must be approved by the dean of the Graduate School prior to their service in any capacity. A revised advisory committee form for showing the reconstituted committee must be submitted to the Graduate School via GradStatus.

- Submission of forms to Graduate Coordinator (and then to Graduate School)

Final Program of Study Approval

For the Doctor of Philosophy degree an approved program of study must carry a minimum of 30 hours of graduate course work, three hours of which must be dissertation writing (9300).

Ph.D. students should check with their Ph.D. coordinators and advisor about how to manage the following:

- Expected timeline
- Meet with committee to design preliminary program of study
- How are required course substitutions handled?
- Committee signatures on final program of study
- Submission of forms to Graduate Coordinator (and then to Graduate School) by required deadline

Comprehensive Examinations (Qualifying exams, Preliminary exams)

- Expected Timeline

A student must pass formal, comprehensive written and oral examinations before being admitted to candidacy for the degree. These examinations are administered by the student's advisory committee.

- Process: Please check with your department Ph.D. Coordinator
- Student Responsibilities
- Components/format/rules of the written exams

The written comprehensive examination, although administered by the advisory committee, may be prepared and graded according to the procedures and policies in effect in the student's department. The oral comprehensive examination will be an inclusive examination within the student's field of study. An examination of the student's dissertation prospectus (proposal) may precede or follow the oral comprehensive examination but may not take the place of the oral comprehensive examination. All members of the student's advisory committee must be present simultaneously for the oral examination and prospectus (proposal) presentation.

- Components/format/rules of the oral exams

The oral comprehensive examination is technically open to all members of the faculty and shall be

announced by the Graduate School. Attendance by other students is a program-level decision. Additional guidelines for oral comprehensive examinations may be provided by the department's Ph.D. coordinator.

- **Scheduling/Announcement of Oral exams**

The graduate coordinator must notify the Graduate School of the time and place of the examination at least two weeks before the date of the examination. The student and committee chair must appear in person for both components of 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. Under extenuating circumstances with approval by the department head and graduate coordinator, a defense can be held completely remotely.

Following each examination, written and oral, each member of the advisory committee will cast an electronic vote of pass or fail on the examination. 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 results of both examinations will be reported to the Graduate School within two weeks following the oral examination.

- Composition of examining committee (Please check with your department Ph.D. coordinator)
- Retake policy/procedures/deadlines (Please consult with your department Ph.D. coordinator)
- Advisement of students who fail exams and exhaust retake opportunities: Please check with your department Ph.D. coordinator. A terminal master's degree may be an option:
- Submission of signed forms to Graduate Coordinator (and then to Graduate School) - <https://grad.uga.edu/current-students/forms/>
- The Terry College offers a non-thesis MA in Business Administration for students who have completed their coursework but who leave the program prior to meeting the requirements for a PhD.

Doctoral Students: Candidacy

- Under ordinary circumstances, admission to candidacy for a doctoral student is requested immediately after successful completion of the comprehensive oral examination. The following is a complete list of requirements for admission to candidacy:
 - All prerequisites set as a condition of admission have been satisfactorily completed.
 - Research skills requirements, if applicable, have been met.
 - The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School.
 - A GPA average of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the program of study (no course with a grade below C may be included on the final program of study).
 - Written and oral comprehensive examinations have been passed and reported to the Graduate School.
 - The advisory committee, including any necessary changes in the membership, is confirmed and all members have been notified of their appointment.

- A dissertation prospectus has been approved (if required by the department).
- The residence requirement has been met.
- Expected Timeline

The dissertation must be completed within five years following the admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires 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.

- Publications or other products

The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. The thesis is a requirement for most master's degrees and represents a more modest contribution to knowledge than does a dissertation.

The dissertation or thesis must demonstrate unity and purpose. All parts of the dissertation or thesis must contribute to the stated objectives of the research. The methods used in the research must be described adequately to permit an independent investigator to replicate the work.

All theses and dissertations must be submitted in electronic Adobe Acrobat (.pdf) format. The dissertation or thesis format should conform to the instructions contained in a style manual or scholarly journal approved by the department and the Graduate School.

The Graduate School guide for preparing the dissertation or thesis should be followed to ensure that standards of uniformity and consistency are maintained. If a student receives assistance to format the document, the student has a responsibility to see that this individual read and follows the guide that is available on the Graduate School website. Any questions concerning formatting or difficulties with electronic submission should be directed to Enrolled Student Services (etdhelp@uga.edu).

- Submission of signed forms to Graduate Coordinator (and then to Graduate School) by required deadline

Dissertation Submission and Final Oral Examination

- What is the unit's preferred or required format?
<https://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/>
- Timeline for submission to dissertation committee (please check with your Ph.D. Coordinator)
- Include link to Graduate School site for format check/deadlines
<https://grad.uga.edu/current-students/forms/>

Graduation

- Application for graduation submitted by deadline; late filing application fee
- No summer commencement ceremony so plan accordingly if desire to walk and be hooded.
- 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.

III. INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

Compliance training if applicable:

- SecureUGA
https://eits.uga.edu/network_and_phones/wireless/paws_secure/
- Teaching Assistant Orientation and completion of GRSC 7001 and GRSC 7770
- Institutional Review Board (IRB; human subjects)
<https://www.fda.gov/about-fda/center-drug-evaluation-and-research-cder/institutional-review-boards-irbs-and-protection-human-subjects-clinical-trials>
- Responsible Conduct of Research (RCR)
<https://research.uga.edu/integrity-support/>

IV. EXPECTATIONS FOR SUCCESSFUL ACADEMIC/RESEARCH PROGRESS

Please check with your department Ph.D. Coordinator

- Acceptable academic standing for your program: (e.g., no grades below B, no grades of I in core coursework).
- Making satisfactory progress: (e.g., completing coursework and passing comprehensive exams within a certain time frame; submission of manuscript, grant application or creative work for peer review; presentations at conferences, etc.)

Annual review process of students (advisor; committee)

- Each department, in coordination with the Associate Dean's office, will provide annual evaluations of their students. Evaluations must be completed by early fall following the completed academic year. Each department completes a uniform data form and may also have specific evaluation requirements.
- Report should detail findings/deficiencies, expectations for remediation/next steps and potential outcomes if expectations are not met (e.g. dismissal from program).
- Report should include any appeal process

Grade Appeals

- Please see: <https://grad.uga.edu/about/administration/graduate-council/graduate-council-committees/>

Dismissal

- 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, failure of comprehensive exams, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur.

The student's cumulative graduate course average falls below 3.0 for three consecutive terms. As outlined in the Graduate Coordinator's Handbook, "Students with a cumulative graduate course average below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. If a student's graduate course average is below 3.0 for two consecutive

terms, the student will be placed on academic probation by the Graduate School. The student must maintain a 3.0 graduate course average each semester while on probation. Probation status ends when the student's cumulative graduate course average reaches at least 3.0. If the semester graduate course average drops below 3.0 while on probation, the student will be dismissed from the Graduate School.

The student is found guilty of academic dishonesty or other misconduct by the Office of Judicial Programs. As outlined in the Graduate Coordinator's Handbook, "Hearings on alleged violations of university conduct regulations fall within the jurisdiction of the Office of Judicial Programs (<http://www.uga.edu/judicialprograms/>). Violations of conduct regulations include, but are not limited to, academic dishonesty, falsification of university records, unauthorized entry into or use of university facilities, and theft. When instances of alleged misconduct arise, the faculty or staff member involved should report the incident to his/her department head. The head of the department and the faculty or staff member should write to the Office of Judicial Programs of the alleged misconduct. The Office of Judicial Programs, following its own procedures, will hold hearings to determine guilt or innocence and will send written notification to the department, the faculty member, and the Graduate School of the decision in the case.

- Dismissal by Graduate School (include link to Graduate School policy):
<https://grad.uga.edu/current-students/registration-academic-policies-faq/>
- Department Appeal Process: Please check with the department Ph.D. coordinator

To begin an appeal, a student must send a letter or e-mail to the department head in the relevant academic unit clearly setting forth the basis for the appeal. The student must supply all supporting information possessed, including names and dates, documents, and any other information supporting the appeal. Once the department head has the student's appeal and supporting documents, he/she will ask the relevant faculty member(s) to provide a written response to the appeal. The department head will then appoint a three-person departmental faculty committee (Department Committee) to review the appeal and supporting documents, as well as the faculty member responses. For master's and PhD appeals, this committee must be composed of Graduate Faculty.

The Department Committee will provide a recommendation in writing to the department head, who then will respond to the student in writing (letter or e-mail) with his/her decision on the appeal (uphold or deny). At this time, the department head will also provide the relevant Associate Dean with a copy of his/her written decision letter and a copy of the department committee letter, including the names of the Department Committee members. For undergraduate appeals, the relevant Associate Dean is the Associate Dean for Undergraduate Programs. For master's and PhD appeals, the relevant Associate Dean is the Associate Dean for Research and Graduate Programs.

If the student disagrees with the department head's decision, the next step is to file an appeal at the College level with the relevant Associate Dean within 30 calendar days of the date of the department head's decision letter. To begin the College level appeal, a student must send a letter or e-mail to the relevant Associate Dean which clearly sets forth the basis of the appeal, including a written response directly addressing the Departmental decision, all supporting information, and documents.

Once the Associate Dean receives the student's appeal and supporting documents, he/she will ask the department head to provide the faculty member's written response to the College level appeal. The Associate Dean will also appoint a College Committee composed of three faculty members from other departments to review the appeal. For master's and PhD appeals, this committee must be composed of Graduate Faculty. The College Committee will review the student's appeal and

supporting documents, as well as the faculty member's response and department head decision. The committee will offer the student and faculty member the opportunity to appear before the committee, in person and separately, if they so desire.

The College Committee will provide a recommendation to the relevant Associate Dean, who then will respond to the student in writing (letter or e-mail) within 14 calendar days of the date of the recommendation stating the decision on the appeal. In cases in which the student is appealing a grade in the home department of the relevant Associate Dean (or, in the case of appeals from ILSRE, the Associate Dean's discipline within the department), another Associate Dean will handle the appeal.

If the student is dissatisfied with the Associate Dean's decision, the next step is to appeal to the University pursuant to University guidelines and procedures. In general, graduate students appeal to the Graduate School and undergraduate students appeal to the University's Educational Affairs Committee

Grievance Process

- Unit's process, including a timeline for resolving conflicts and handling student grievances against major professor, advisory committee or assistantship supervisor or please contact your department Ph.D. Coordinator

V. FUNDING AND DEVELOPMENT OPPORTUNITIES FOR STUDENTS

Assistantships

- Types of assistantships available (RA, TA, GA)

<https://grad.uga.edu/funding/assistantships-students/>

Units of the university may employ graduate assistants in four classifications. The type(s) of graduate assistant(s) to be employed depends on the needs of the academic units, the availability of funds, and the qualifications of the students involved. The four classifications may be described as follows:

Graduate teaching assistants (GTAs) are students enrolled in the Graduate School who are assigned instructional responsibility for a course or lab section. Graduate laboratory assistants (GLAs) are students enrolled in the Graduate School who are assigned teaching responsibilities for a laboratory section that is part of a regularly scheduled course. GTAs/GLAs must meet all criteria set forth in the TA Policy prior to assuming instructional responsibilities. GTAs/GLAs may have autonomy for teaching and assigning grades as per UGA policy on Instructors of Record, BOR policy, and SACSCOC criteria for teaching faculty. Contact the Office of Faculty Affairs with questions about Instructor of Record requirements for GTAs and GLAs. Prior to assuming responsibility for a course, GTAs and GLAs are required to work under the supervision of experienced faculty members as a means of developing teaching skills in the academic discipline.

Graduate research assistants (GRAs) are students enrolled in the Graduate School who are assigned to assist one or more faculty members with research projects. In most instances, GRAs are assigned duties such as literature review searches and laboratory experiments under close supervision of faculty members.

The term graduate assistant (GA) encompasses all other graduate students receiving assistantship

stipends not covered by the three previously mentioned categories. Duties assigned to GAs may include gathering, organizing, and analyzing data, and assisting academic faculty. Whenever possible, the duties assigned to GAs should be relevant to the graduate program and the professional goals of the student.

- Award criteria/priority

To be eligible for an assistantship, students must have been admitted to the Graduate School and be pursuing a graduate degree. Non-degree-seeking students do not qualify for assistantship funding support or an assistantship tuition waiver.

GTAs, GLAs, and GRAs must have substantial academic work in the field in which they receive their appointment. They should have achieved a strong academic record and must be enrolled as full-time students in their degree program. Additionally, GTAs must meet minimum English language requirements, as outlined in guidance from UGA's Center for Teaching and Learning.

- Roles and Responsibilities

All departments must conform to the UGA TA Policy. These guidelines provide that all *new* graduate teaching assistants must attend a university-wide workshop held for graduate teaching assistants prior to the beginning of fall semester classes. Graduate students who have no prior successful teaching experience at the college level must enroll in GRSC 7001 and GRSC 7770 before or concurrent with being assigned teaching responsibilities.

- Enrollment requirement

All graduate students must be registered for classes prior to the first day of classes for each semester. Failure to do so may result in the loss of the assistantship. In some instances, appointments may be made for one semester only. To be eligible for reappointment, graduate assistants (GTA, GLA, GRA and GA) must maintain a 3.0 average on all graduate course work and must have received acceptable performance evaluations from their immediate supervisor.

- Expectations for acceptable performance; Evaluation process

The performance of all GAs in each academic unit must be evaluated annually following written policies and procedures adopted by the unit. Evaluation is to be made by the immediate supervisor(s) of the GA and monitored by the head of the academic unit. Evaluation results must be reported in writing to GAs, and the report should identify strengths and weaknesses of their performance.

Ongoing informal evaluations should occur in addition to the annual evaluation. If these informal evaluations identify a weakness, the GA should be advised in writing of the weakness and a notation of the evaluation should be entered in their personnel records. A plan of improvement should be devised by the GA and his/her immediate supervisor(s). If the performance of a GA fails to improve in accordance with the plan, further action should be taken. In situations where continuance of the assistantship would be detrimental to the effective operation of the academic unit, termination of the assistantship should be considered with the assistance of UGA Human Resources Department. When an assistantship is terminated, the student must be advised in writing of the termination and of the appeal procedures. Appeals of terminations, unless they include charges of NDAH or title IX violations, will be heard through the channels established for academic

decisions. The appeals must be in writing and must specify the grounds on which they are based.

- Renewal policy (e.g. academic standing, job performance, professionalism): Please check with your department Ph.D. Coordinator
- Termination (reasons that may lead to loss of assistantship, including lack of professionalism)

Graduate Assistants receiving a tuition waiver are expected to work for the entire semester and maintain full-time registration (12 graduate credit hours). Failure to work for the period of time covered by the program's semester or failure to maintain 12 graduate credit hours will result in the removal of the tuition waiver and reversal of the tuition reduction. Ensuring that the student works the required number of hours associated with their assistantship and maintains full-time enrollment is the shared responsibility of the academic program, the hiring unit, and the student. If a student is unable to complete the time commitment required by their assistantship for a justifiable reason, the graduate coordinator may file a request for exemption with the Graduate School. The Graduate School will conduct audits to ensure that academic programs comply with this policy. Academic programs or units that violate this policy may be required to reimburse tuition waivers. However, if it is determined that the student is responsible for failing to meet the work or enrollment expectation, then the student may be required to pay the tuition. Receipt of a graduate assistantship affects student financial aid eligibility.

Travel Awards

The Graduate School has limited funds to assist graduate students when traveling to present papers at professional conferences. Therefore, travel funds will be used primarily for doctoral students who are at advanced stages in their graduate programs and are presenting results of their dissertation research. All requests for travel assistance (domestic or international) should be submitted to the dean of the Graduate School via GradStatus. The Graduate School awards travel support based on available funding.

International Travel. A student receiving an invitation to present a paper at an international conference may submit a travel request to the Graduate School. The request must be endorsed by the student's major professor/department head and be accompanied by a copy of the invitation to participate in the conference. Each request will be evaluated based on its merit and in accordance with the guidelines for foreign travel support.

Students seeking travel assistance must be registered during the semester in which the request is submitted and in the semester for which the trip is scheduled. Assistance will not be granted if the travel was undertaken prior to receiving written approval from the Graduate School.

Domestic Travel. A student receiving an invitation to present a paper at a professional meeting within the continental United States may submit a travel request to the Graduate School. Each request form must be accompanied by evidence that the student's research has been accepted for presentation and by an abstract of the research to be presented. The following guidelines will be used in considering all such requests:

- First preference will be given to doctoral students or students pursuing the terminal degree in their discipline (MFA or MLA). A request from a master's student will be considered only if the department does not offer a doctoral degree.
- Applicants should be reporting results of their dissertation or thesis research and should be primary author of the publication or presentation.

- The meeting should be of regional or national importance.
- The student must possess a minimum GPA of 3.50 based on at least five semesters of full-time graduate enrollment at UGA.
- The student cannot have any grades of incomplete (I) or unsatisfactory (U).
- Funding will not be provided to students employed as instructors or classified employees.
- The applicant must be in one of the following categories: (a) registered for full-time graduate study during the semester of his/her travel, (b) doctoral students admitted to candidacy (minimum 3 credit hours), or (c) a thesis-writing master's student who has satisfactorily completed all required courses (exclusive of 7000 and 7300). If a student is traveling between semesters, he/she must also be in one of these categories during the semester following travel.
- The student must submit the following: abstract, acceptance, and "Request for Authority to Travel" form from their department. The department will review each student to verify if they meet the criteria, then forward the application to the Graduate School. Please include the name and number of the departmental contact for questions.
- Travel support provided by any other party (department) must be listed on the Travel Authority form submitted to the Graduate School.

All requests should be thoroughly reviewed at the department level before submission to the Graduate School. This review should include an assessment of the quality of the research to be presented, the stature of the organization to which the presentation will be made, and review of the student's academic record to ensure that they meet all of the criteria stated. Each department's request(s) for each semester must be received by the Graduate School's Business Office as a group. Deadlines for applying for travel funding can be found on the Graduate School website.

The amount of the award for an individual will be based on factors such as prevailing costs at the meeting site, cost of travel, whether the meeting is national or regional, and the availability of funds. It is possible that students will be awarded an amount that is less than their request.

- Link to Grad School travel award program: <https://grad.uga.edu/funding/travel-grants/>

VI. OTHER RESOURCES

Appendix 1: PhD data form (please see below)

Discipline-Specific Resources for Students: Please contact your PhD Coordinator

UGA Graduate School Resources for Students

- Student forms: <https://grad.uga.edu/current-students/forms/>
- Scholarships and Fellowships: <https://grad.uga.edu/funding/funding-from-the-graduate-school/>

Professional Development Opportunities (see Graduate School website for details)

- <https://grad.uga.edu/development/professional/>

UGA Resources for Students (more of a general list for all graduate students)

- Graduate Student Organizations: GPSA, GAPS, GRADS
<https://www.terry.uga.edu/current-students/student-orgs>
- Career Services
<https://career.uga.edu/>
- Alumni office
<https://www.terry.uga.edu/alumni>
- Libraries
<https://www.libs.uga.edu/>
- Health Center
<https://healthcenter.uga.edu/>
- CAPS
<https://caps.uga.edu/services/>
- Parking
<https://tps.uga.edu/parking/>
- Registrar
<https://reg.uga.edu/>
- Bursar
<https://busfin.uga.edu/bursar/>
- Where to rent technology
<https://libs.uga.edu/access-services/tech-loans>
- Financial Education / ASPIRE Clinic
<https://www.fcs.uga.edu/aspireclinic>
- Office of Global Engagement
<https://globalengagement.uga.edu/>
- International Student Life
<https://isl.uga.edu/>
- Writing Center
<https://www.english.uga.edu/writing-center>

Graduate Coordinator Resources:

<https://grad.uga.edu/faculty-staff/graduate-coordinators/>

<https://grad.uga.edu/wp-content/uploads/2022/11/2022-Graduate-Coordinators-Handbook.pdf>

***Please complete and return to your Graduate Coordinator for verification and final submission to the Associate Dean for Research and Executive Programs.**

***Please also ensure your website has your photo, vita, and is up to date. For changes, please contact Brian Powers in OMC (brian.powers@uga.edu)**

Name:	810#:
Admitted (year/month e.g., 202208):	

<i>Date (year/month e.g., 202208)</i>		<i>Pass: Y/N</i>
Written comps		
Oral comps		
Proposal defense		
Dissertation defense		
Graduation	<i>Date (year/month e.g., 202208):</i>	
Placement	University:	
		First and Last Names
Advisory Committee (identify chair)		
Dissertation Committee (identify chair)		
Dissertation Title		

<i>Date (year/month e.g., 202208)</i>		Complete by
TA Orientation*		End of Year 1
Complete GRSC 7001*		End of Year 1
Complete GRSC 7770		Prior to serving as IOR

*TA Orientation should ideally be taken as **first-year** students **enter** the program (i.e., August of Year 1)

*GRSC 7001 is mandatory for all **first-year** students beginning in AY2022-2023

Research methods courses (2 courses required by the end of Year 2; List all courses)

Course # & Name	<i>(year/month e.g., 202208)</i>	Grade

Courses Taught as Instructor of Record (Required by end of Year 4; List all courses)
MUST COMPLETE TA Training, GRSC 7001, and GRSC7770 PRIOR TO SERVING AS IOR

Course # & Name	<i>(year/month e.g., 202208)</i>	Observation Date	Teaching Evaluation Data Q3 / Q8
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Service as a Teaching Assistant (Required by end of Year 3; List all courses)

Course # & Name	(year/month e.g., 202208)	Instructor of Record

Service as a Research Assistant or Service on Research Project (2 semesters required by end of Year 2)

(Year/month e.g., 202208)	Faculty member First & Last Name

Published Scholarship (Journals and Conference Proceedings)

(Year/month e.g., 202208)	Title	Co-authors	Outlet	Refereed Y/N

Working Papers/In-Progress Research (WP required by end of Year 3; List all in-progress research)

(Year/month e.g., 202208)	Title	Co-authors	Stage

Conferences Attended (Please list division: Regional, National, International)

(Required by end of Year 3; List all participation)

(Year/month)	Division	Location	Name of Conference	Presented (Y/N)
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<i>e.g., 202208)</i>	R/N/I			

Awards, Honors, Certificates, etc.

<i>(Year/month e.g., 202208)</i>	Description

Service (e.g., journal/conference reviewing, conference roles, academy/society memberships)

<i>(Year/month e.g., 202208)</i>	Description

Verified by: Graduate Coordinator _____ Date _____

NOTE:

This form will be requested at the end of each academic year. We suggest that you save the document and update throughout the year. Thank you.