

Department of Lifelong Education, Administration, and Policy
News and Notes Spring—January 10, 2008 (2)
Graduate School Deadlines and Program Area Procedures

To: Students in the Adult Education Program Area and the Educational Administration and Policy Program Area

From: Dr. Sally J. Zepeda, Graduate Coordinator: Department of Lifelong Education, Administration, and Policy

Date: January 10, 2008

Re: Spring, 2008 Graduate School Deadlines and Program Area Procedures

Graduate School Deadlines and URLs—Spring, 2008

Please consult the Graduate School Homepage at <http://www.gradsch.uga.edu/> for information to ensure that all deadlines and procedures are met. The Graduate School holds firm on all deadlines related to applying for graduation, submitting the official Program of Study, and submitting the dissertation for initial and final format checks.

There is a Late Filing for Graduation Fee. The Late Filing Form is found at http://www.uga.edu/gradschool/forms&publications/late_grad.pdf

All graduate students must be enrolled in a minimum of three semester hours of credit—this also applies for students who are completing their program of studies.

If you have applied for Spring 2008 Semester graduation and find you will not be able to meet one of these deadlines, you must notify the Graduate School prior to the deadline, or your file may be placed on *inactive status*. Write the Graduate School, 320 E. Clayton Street, Suite 400, Athens, GA. 30602-4401 or e-mail: gradinfo@uga.edu

The URLs provided in the cells can be “clicked” to go directly to the forms. If clicking on the URL does not work, select the URL, copy to the browser, and paste. All Graduate School Forms can be accessed from the LEAP, Adult Education, and the Educational Administration, and Policy homepages.

Essentially, students are reminded of a critical date, **January 18, 2008**. January 18, 2008 is the deadline for Application for Graduation and the deadline for the following forms to be submitted for May 2008 graduation candidates:

- Master's and Specialist in Education Program of Study Forms for students who plan to graduate on May 10, 2008 must be received by the Graduate School by 5:00 p.m. on January 18, 2008.

- Doctor of Philosophy and Doctor of Education Application for Admissions for students who wish to enter candidacy and/or for students wishing to graduate on May 10, 2008

Graduate School Deadlines

Date	Information and URLs for Forms
January 18, 2008	Final date for submitting applications for admission to candidacy to the Graduate School for doctoral candidates who plan to graduate in May 2008. If you were not admitted to candidacy prior to October 2nd, 2007, you must register for 10 hours Spring 2008. http://www.uga.edu/gradschool/forms&publications/body_candphd.pdf
January 18, 2008	Final date for submitting Program of Study forms to the Graduate School for graduation in May 2008 . Masters Degree Students and Specialist in Education Degree Students complete the Program of Study for Non-Doctoral Professional Degrees found at http://www.uga.edu/gradschool/forms&publications/body_prgnonphd.pdf Doctor of Philosophy (Ph.D.) Students submit the Final Doctoral Program of Study Form found at http://www.uga.edu/gradschool/forms&publications/finalphdprg.pdf
January 18, 2008	Final date for graduate students to apply for May 2008 graduation. http://www.gradsch.uga.edu:5080/forms/newgradms.htm
March 4, 2008	Final date for submitting requests for transfer of credit, with accompanying transcripts, to the Graduate School for students graduating in May 2008 . The Request for Transfer Credit Form is found at http://www.uga.edu/gradschool/forms&publications/body_reqtrfcrc.pdf
March 7, 2008	Final date for doctoral students to submit information for Commencement program for May 2008 graduation. The Commencement Information Form is found at http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm

Spring 2008 Graduate School Deadlines Continues on Next Page

Date	Information and URLs for Forms
April 7, 2008	Final date for electronically submitting one complete copy of a thesis or dissertation for a format check for May, 2008 graduation. For Details on Electronic Submission of the Dissertation , see http://www.uga.edu/gradschool/academics/thesis_format_check.html
April 28, 2008	Final date for receipt of the following by the Graduate School: Final Defense Approval Form (all doctoral) and a corrected copy of thesis/dissertation for May 2008 graduation.
May 2, 2008	Final date for completing all requirements for advanced degrees and notifying the Graduate School concerning removal of incompletes, final examinations, etc., for May 2008 graduation. (This does not include grades for courses in which students are currently enrolled.)
May 10, 2008	Graduation. Diplomas will be mailed approximately 10 to 12 weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar to ensure receipt of diplomas.
May 19, 2008	Date the Graduate School will accept theses/dissertations for future graduations.

Completing Graduate School Forms

Application for Graduation: Please ensure that you apply for graduation by the deadline specified by the Graduate School (Spring 2008 = January 18, 2008 by 5:00 p.m.)

Program of Study: It is the responsibility of the student to complete the Program of Study and to submit it to the advisor, graduate coordinator, etc. for signature and processing. We are asking students to submit this form to their advisor in advance (**1 week**) of this deadline established by the Graduate School to ensure that we have time to process the paperwork so that the paperwork can reach the Graduate School by the specified deadline (Spring 2008 = January 18, 2008 by 5:00 p.m.).

Please note that the Graduate School holds firm on the deadlines for applying for graduation and for filing the Program of Study. As a department, we will more than likely ***not*** support a student who misses these critically important deadlines.

The following information will assist you with learning how to proceed with the Program of Study across the Program in Adult Education and the Program in Educational

Administration and Policy. Please read the following information very carefully. If you have questions, please consult your advisor, major professor, or the Graduate Coordinator.

Procedures Related to the Program of Study for Adult Education Students

Program of Study for Ph.D. and Ed.D. Students in Adult Education

The Graduate School must have two weeks of notification for the oral exam so scheduling becomes very important. However, a comprehensive oral exam defense cannot be scheduled until forms are complete, and the forms are on file with the Graduate School.

It is the responsibility of the student to work with the major professor to ensure the forms are completed and all signatures of committee members are secured. Moreover, after these forms are completed, they must be presented to the Graduate Coordinator for processing. It is the ultimate responsibility of the student to ensure that paperwork is ready, complete, accurate, and that the proper signatures are obtained. Students are asked to submit these forms to their major professor a minimum of one week prior to the deadlines established by the Graduate School to ensure that there is time to process the paperwork and that the paperwork can reach the Graduate School by the specified deadline.

The Program of Study for Doctor of Philosophy Students (Ph.D.) is found on the Adult Education Homepage at <http://www.coe.uga.edu/leap/adulted/index.html> Go to the section entitled, The Program and click on the URL entitled, *Forms for Students*.

Or, see the Graduate School URL,
<http://www.uga.edu/gradschool/forms&publications/finalphdprg.pdf>

The Advisory Committee for Doctoral Candidates must also be completed with all signatures.

The Advisory Committee form is found on the Adult Education Homepage at <http://www.coe.uga.edu/leap/adulted/index.html> Go to the section entitled, The Program and click on the URL entitled, *Forms for Students*.

Or, see the Graduate School URL,
http://www.uga.edu/gradschool/forms&publications/body_advcomphd.pdf

Both of these forms must be on file with the Graduate School prior to scheduling the comprehensive oral exam, and the Graduate School requires a MINIMUM of two weeks notification prior to holding the comprehensive orals.

NOTE: No Program of Study Form or Advisory Committee Form, or Defense will be scheduled with the Graduate School UNTIL the forms are completed and submitted with the date and time requested on the Degree Program Specialist Form. The Degree Program Specialist Form must be completed, reviewed, signed by your major professor, and then submitted to Ms. Amy Hill, Academic Advisor I, in the Department of Lifelong Education, Administration, and Policy. Ms. Hill's email address is amyhill@uga.edu

The Degree Program Specialist Work Orders can be found in the mailbox area on the 3rd and 4th floors of River's Crossing.

The Program of Study for Master's Degree and Specialist in Education Students in both Adult Education and Educational Administration and Policy

For Master's Degree and Specialist in Education Degree students, complete the Program of Study for Non-Doctoral Professional Degree Form:

Adult Education students should click on

http://www.coe.uga.edu/leap/adulted/forms_4_students.html

Educational Administration and Policy students should click on

http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html

These same forms can be found on the LEAP Homepage at

<http://www.coe.uga.edu/leap/students/index.html> and clicking the URL entitled, *Forms for Students*.

Or, go to the Graduate School URL,

http://www.uga.edu/gradschool/forms&publications/body_prgnonphd.pdf

For Students in the Program in Educational Administration and Policy

Students seeking the Master's Degree or the Specialist in Education Degree in the Program in Educational Administration and Policy are asked to make an appointment with their advisor. Students are to complete the Program of Study, present the Program of Study for signature to the advisor, and to review the processes and procedures of the oral exam and portfolio during this meeting. Your assigned advisor will review how the oral exam will be scheduled.

The Program of Study Form may be found at

<http://www.coe.uga.edu/leap/adminpolicy/about/index.html>

by clicking on the URL, *Forms for Students*.

Once the advisor approves the Program of Study and ensures that it is correctly completed, the Program of Study will be given to the Degree Program Specialist for further processing (e.g., approval of the Graduate Coordinator). Students are asked to ensure that we have their correct mailing address and email address. The oral exam will

be scheduled at the approximate mid-point of the semester with a committee of three faculty members in the Program in Educational Administration and Policy. The student and the assigned advisor are responsible for arranging for the scheduling of the oral exam.

For M.Ed. Students in the Program in Adult Education

Master's Degree Students are required to submit their Program of Study to their advisor for signature. Scheduling a date and time for the oral exam is the student's responsibility. Once the date is determined, the student and advisor will assure that the information is communicated to the Degree Program Specialist.

The Program of Study Form may be found at <http://www.coe.uga.edu/leap/adulted/index.html> by clicking on the URL, *Forms for Students*.

The required portfolio and copy of the applied project to be discussed during the oral exam should also be distributed a minimum of two weeks prior to the scheduled exam date. Distribution is a student responsibility.

Under no circumstances are students to deliver official correspondence (e.g., Program of Study, Degree Change Objectives, Advisory Committee Forms, etc.) directly to the Graduate School. Such information must be routed through the Graduate Coordinators Office. Without proper processing of the paperwork, deadlines could be missed with penalty to the student.