

**Department of Lifelong Education, Administration, and Policy**  
*News and Notes Fall—August 3, 2008 (3)*  
***Registration, 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: August 3, 2008

Re: Fall, 2008 Registration, Graduate School Deadlines, and Program Area Procedures

***Farewell but not Good-bye***

I take this last opportunity to formally assist you with your graduate studies. After eight years in the role of Graduate Coordinator, I will be stepping down to assume work with developing a Research and Development Initiative and to oversee a significant grant here at the University of Georgia within the Department of Lifelong Education, Administration, and Policy. It has been my absolute pleasure to work with the many graduate students in Educational Administration and Policy and Adult Education, and I look forward to seeing you in the future.

Dr. Kathryn Roulston, Associate Professor in the Qualitative Research Program, will be assuming the role of Graduate Coordinator, and she begins her term on August 18, 2008. Please welcome Dr. Roulston as she assumes this role.

***Forms Required by the Graduate School on LEAP Homepages...***

URLs that include links to all forms needed through to completion of the degree can be found on the LEAP, Program in Adult Education, and Program in Educational Administration and Policy homepages. Students are encouraged to become familiar with the various forms required at key times (e.g., applying for graduation, completing the program of study form, completing the advisory committee form for doctoral candidates, etc.) during their graduate studies in LEAP.

To access these forms,

Adult Education students should click on

[http://www.coe.uga.edu/leap/adulted/forms\\_4\\_students.html](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](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/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html) and clicking the URL entitled, *Forms for Students*.

## **The Graduate School Policy on Continuous Enrollment**

In fall 2007, the Continuous Enrollment Policy of the Graduate School began. Essentially, the policy is that degree-seeking graduate students must register for a minimum of three (3) hours for at least two (2) semesters in each academic year (fall, spring, summer). As you plan your studies at the University of Georgia, please become familiar with the policy in the Graduate Bulletin at <http://www.uga.edu/gradschool/academics/registration.html>

### **Fall 2008 Registration**

**Registration for fall 2008 semester continues.** OASIS hours are from 7:00 am to 12:00 midnight, seven days a week. OASIS can be accessed at <https://oasisweb.uga.edu/>

### **Key Dates – Fall Semester 2008\* UGA Calendar**

Please note changes from previous fall semesters: Classes start on Monday; One day for Fall Break; No classes during week of Thanksgiving.

Orientation	Aug. 14	Thursday
Advisement/Registration	Aug. 15	Friday
Classes Begin	Aug. 18	Monday
Drop for undergraduate level courses (1000 – 5999)	Aug. 18 – Aug. 21	Monday - Thursday
Add for undergraduate level courses (1000 - 5999)	Aug. 18 - Aug. 22	Monday - Friday
Drop for graduate level courses (6000 – 9999)	Aug. 18 - Aug. 25	Monday – Following Monday
Add for graduate level courses (6000 – 9999)	Aug. 18 – Aug. 26	Monday – Following Tuesday
Holiday: Labor Day – No Classes	Sept. 1	Monday
Midterm	Oct. 9	Thursday
Withdrawal Deadline	Oct. 23	Thursday

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Fall Break	Oct. 31	Friday
Last Day of Classes Prior to Thanksgiving Break	Nov. 21	Friday
Holidays: Thanksgiving	Nov. 24 - 28	Monday - Friday
Classes Resume	Dec. 1	Monday
Friday Class Schedule In Effect*	Dec. 9	Tuesday
Classes End	Dec. 9	Tuesday
Reading Day	Dec. 10	Wednesday
Final Exams	Dec. 11, 12, 15, 16, 17	Thurs. – Fri., Mon. – Wed.
Commencement	Dec. 19	Friday
Grades Due	Dec. 19, 7 PM	Friday, 7 PM

*\*Note: For the Fall Semester 2008, the University will operate a Friday class schedule on Tuesday, Dec. 9. This is done to equalize the class minutes between MWF and TTH classes and to provide an equal number of class meetings for courses which may meet only once per week.*

### **Graduate School Deadlines and URLs—Fall, 2008**

Although all Graduate School deadlines are provided here, 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.

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

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](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 applied for Fall 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](mailto:gradinfo@uga.edu)

Forms that need to be completed (e.g., Application for Graduation, Programs of Study, etc.) can be accessed by either going to the Graduate School Homepage at <http://www.grad.uga.edu/> or by going to the Lifelong Education, Administration, and Policy homepages.

Adult Education students should click on [http://www.coe.uga.edu/leap/adulted/forms\\_4\\_students.html](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](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/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html) and clicking the URL entitled, *Forms for Students*.

Essentially, students are reminded of critical dates, **August 29, 2008** and **October 1, 2008**. August 29, 2008 is the deadline for Application for Graduation and the deadline for the following forms to be submitted for December, 2008 graduation:

- Master's and Specialist in Education Program of Study Forms for students who plan to graduate on December 19, 2008 must be received by the Graduate School by 5:00 p.m. on August 29, 2008.

**October 1, 2008 is a critical deadline for doctoral students**

- Doctor of Philosophy and Doctor of Education: The Application for Admissions to Candidacy is due on October 1, 2009 for students who wish to enter candidacy and/or for students at the doctoral level eligible to graduate on December 19, 2008.

On the next page, critical deadlines of the Graduate School are provided. 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.

## Graduate School Deadlines \*

Date	Information and URLs for Forms
August 29, 2008	Final date for ALL graduate students to submit an Application for Graduation for December 2008 Graduation. <a href="http://www.gradsch.uga.edu:5080/forms/newgradms.htm">http://www.gradsch.uga.edu:5080/forms/newgradms.htm</a>
August 29, 2008	Final date for submitting Program of Study forms to the Graduate School for graduation in December 2008. See <a href="http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html">http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html</a>
October 1, 2008	Final date for submitting applications for admission to candidacy to the Graduate School for doctoral candidates who plan to graduate on December 19, 2008.  For students who wish for Fall 2008 coursework to count toward “candidacy” hours, students must fulfill ALL requirements for candidacy by October 1, 2008, and all forms must be received by the Graduate School by 5:00 p.m. on October 1, 2008.  If you were not admitted to candidacy prior to October 1 <sup>st</sup> , 2008, and you expect to graduate on December 19, 2009, you must register for 10 hours Fall, 2008.  <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_candphd.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_candphd.pdf</a>
October 14, 2008	Final date for submitting requests for transfer of credit, with accompanying transcripts, to the Graduate School for students graduating in <b>December, 2008</b> . <b>The Request for Transfer Credit Form</b> is found at <a href="http://www.uga.edu/gradschool/forms&amp;publications/body_reqtrfcrc.pdf">http://www.uga.edu/gradschool/forms&amp;publications/body_reqtrfcrc.pdf</a>
November 7, 2008	Final date for doctoral students to submit information for Commencement program for December 2008 graduation. <b>The Commencement Information Form</b> is found at <a href="http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm">http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm</a>
November 17, 2008	Final date for electronically submitting one complete copy of a thesis or dissertation for a <i>format check</i> for December, <b>2008</b> graduation. For <b>Details on Electronic Submission of the Dissertation</b> , see <a href="http://www.uga.edu/gradschool/academics/thesis_format_check.html">http://www.uga.edu/gradschool/academics/thesis_format_check.html</a>

*Fall 2008 Graduate School Deadlines Continues on Next Page*

Date	Information and URLs for Forms
December 8, 2008	Final date for receipt of the following by the Graduate School: Final Defense Approval Form (all doctoral) <b>and a corrected copy of dissertation for December, 2008 graduation.</b>
December 12, 2008	Final date for completing all requirements for advanced degrees and notifying the Graduate School concerning removal of incompletes, final examinations, etc., for <b>December, 2008</b> graduation. (This does not include grades for courses in which students are currently enrolled.)
December 19, 2008	<b>Graduation.</b> 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.
January 9, 2009	Date the Graduate School will accept theses/dissertations for future graduations.

\* Students are encouraged to consult the Graduate School Homepage at <http://www.grad.uga.edu/>

## Completing Graduate School Forms

**Application for Graduation:** Please ensure that you apply for graduation by the deadline specified by the Graduate School (Fall 2008 = August 29, 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 (Fall 2008 = August 29, 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. 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](http://www.uga.edu/gradschool/forms&publications/late_grad.pdf)

The following information will assist you with learning how to proceed with the Program of Study in the Program in Adult Education and in 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 (Ph.D. & Ed.D.)**

### *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](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](mailto:amyhill@uga.edu)

The Degree Program Specialist Work Orders can be found in the mailbox area on the 3<sup>rd</sup> and 4<sup>th</sup> floors of River's Crossing. This form is also available electronically for faculty at the Information for Faculty space at <http://www.coe.uga.edu/leap/>

## **Procedures Related to the Program of Study for Educational Administration and Policy Students (Ph.D.)**

### *Program of Study for Ph.D. Students in Educational Administration and Policy*

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 Educational Administration and Policy Homepage at [http://www.coe.uga.edu/leap/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html)

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 Educational Administration and Policy Homepage at [http://www.coe.uga.edu/leap/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html)

Or, see the Graduate School URL, [http://www.uga.edu/gradschool/forms&publications/body\\_advcomphd.pdf](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](mailto:amyhill@uga.edu)

The Degree Program Specialist Work Orders can be found in the mailbox area on the 3<sup>rd</sup> and 4<sup>th</sup> floors of River's Crossing. This form is also available electronically for faculty at the Information for Faculty space at <http://www.coe.uga.edu/leap/>

### **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](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](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](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.

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 scheduling 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.*

## **Scheduling Oral Examinations Program in Adult Education Procedures**

### **Scheduling Oral Examinations for M.Ed. Students in Adult Education**

The one-hour oral examination for M.Ed. students is scheduled by the advisor in conjunction with the student.

### **Scheduling the Defense of the Comprehensive Examination for Ed.D. and Ph.D. Students**

will occur only after a minimum of two weeks after the Written Comprehensive Examination has been completed and distributed to the committee members. In addition, the Advisory Committee Form and the Program of Study must be filed a minimum of two weeks prior to the scheduled oral defense of the Comprehensive Examination. See Forms at <http://www.coe.uga.edu/leap/adulted/index.html>

### **Scheduling the Prospectus Defense for Ph.D. and Ed.D. Students in Adult Education**

The oral defense of the Prospectus (Chapters 1-3 of the Dissertation) is scheduled in consultation with the major professor and can only be held after the document is

approved by the major professor. The committee is given a minimum of two weeks to read the document before the scheduled oral defense.

**Entering Candidacy:** For doctoral students who wish to enter candidacy for Fall 2008, there is a critical deadline to meet—October 1, 2008. The doctoral student who wishes to enter candidacy during Fall, 2008 needs to work very closely with the major professor.

For students who wish for Fall 2008 coursework to count toward “candidacy” hours, students must fulfill ALL requirements for candidacy by October 1, 2008, and all forms must be received by the Graduate School by 5:00 p.m. on October 1, 2008.

### **Ed.D. Students**

After a successful oral defense of the written prospectus, an Ed.D. student has fulfilled all of the requirements for candidacy. The major professor forwards the Admission to Candidacy form to the Degree Program Specialist who will ensure the paperwork is received by the Graduate School.

### **Ph.D. Students**

Admission to candidacy for Ph.D. Students requires an oral defense of the prospectus and completion of the Ph.D. article requirement. In order to complete the Ph.D. article requirement, the student must establish an article review committee and submit the completed article to the major professor. The article requirement can be completed before or after the prospectus process. After the oral defense of the prospectus and upon completion of the Ph.D. article requirement, the major professor forwards the Admission to Candidacy form to the Degree Program Specialist who will ensure the paperwork is received by the Graduate School.

*Under no circumstances are students or faculty 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 (e.g., missing a critically important deadline).*

## **Scheduling Oral Examinations Program in Educational Administration and Policy Procedures**

**Master Degree and Specialist in Education Degree-**seeking students need to schedule the oral examination at the approximate mid-point of the semester. Students need to consult with their assigned advisor to schedule the oral examination. Students should consult the Departmental Homepage for the procedures related to the portfolio.

If you applied for Spring Semester graduation and find you will not be able to meet one of the deadlines, you must notify the Graduate School prior to the deadline, or your file may be placed on *inactive status*. Write the Graduate School or email: [gradinfo@uga.edu](mailto:gradinfo@uga.edu)

**Scheduling the Defense of the Comprehensive Examination for Ph.D. Students** will occur only after a minimum of two weeks after the Written Comprehensive Examination has been completed and distributed to the committee members. In addition, the Advisory Committee Form and the Program of Study must be filed a minimum of two weeks prior to the scheduled oral defense of the Comprehensive Examination. See Forms at [http://www.coe.uga.edu/leap/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html)

**Scheduling the Prospectus Defense for Ph.D. Students in Educational Administration and Policy**

The oral defense of the Prospectus is scheduled in consultation with the major professor and can only be held after the document is approved by the major professor. The committee is given a minimum of two weeks to read the document before the scheduled oral defense.

**Entering Candidacy:** For doctoral students who wish to enter candidacy for Fall 2008, there is a critical deadline to meet—October 1, 2008. The doctoral student who wishes to enter candidacy during Fall, 2008 needs to work very closely with the major professor.

For students who wish for Fall 2008 coursework to count toward “candidacy” hours, students must fulfill ALL requirements for candidacy by October 1, 2008, and all forms must be received by the Graduate School by 5:00 p.m. on October 1, 2008.

After the oral defense of the prospectus, the major professor forwards the Admission to Candidacy form to the Degree Program Specialist who will ensure the paperwork is received by the Graduate School.

*Under no circumstances are students or faculty 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 (e.g., missing a critically important deadline).*