

Date: August 20, 2007

To: Students in Adult Education and Educational Administration and Policy Program Areas

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

Re: Graduate School Deadlines

In a series of earlier e-mails, the deadlines of the Graduate School were shared as well as the URLs on the Adult Education and the Educational Administration and Policy Homepages that lead to the forms needed to apply for graduation, complete a program of study, etc.

**Friday, August 31, 2007** is the deadline for

- Applying for the December 2007 Graduation for all degrees.
- Completing the Program of Study for Master and Specialist in Education students who wish to graduate in December, 2007.
- Submitting the Final Doctoral Program of Study

**Monday, October 1, 2007** is the final date for submitting applications for admission candidacy to the Graduate School for doctoral candidates who plan to graduate in **December 2007**. If you were not admitted to candidacy prior to June 15th, 2007, you must register for 10 hours Fall 2007

**Notes:**

1. The Application for Graduation (all degrees) must be submitted electronically at <http://www.gradsch.uga.edu:5080/forms/newgradms.htm> If you submitted the form for a previous semester, please check your graduation date in OASIS and do not re-submit this form unless your graduation date is incorrect.
2. All forms that must be submitted to the Graduate School (except the electronic Application for Graduation) must be signed by your advisor and/or major professor and then signed by the Graduate Coordinator. Some forms need the signature of committee members. Your major professor will be able to give you guidance on this.
3. Students are NOT under any circumstance to submit any forms directly to the Graduate School (except the electronic Application for Graduation). All forms will be processed through the Graduate Coordinator's Office.

4. For Ph.D. and Ed.D. students, Advisory Committee Forms are due August 31. Advisory committee and program of study forms must be on file prior to preliminary comp exams for doctoral candidates who plan to graduate on December 15, 2007. Advisory committee and program of study forms must be on file with the Graduate School prior to admission to candidacy.
5. Applications for admission to candidacy for DOCTORAL students who plan to graduate in December are due on October 1. You must be registered for 10 hours for fall semester if you are admitted to candidacy this semester and plan to graduate this semester.
6. December graduation is on Saturday, December 15, 2007, at 2:30 p.m. in Stegeman Coliseum. Check the Graduate School web site after October 15 for more specific information as to assembly times and locations:  
<http://www.uga.edu/gradschool/academics/graduation.html>
7. Please contact [gradinfo@uga.edu](mailto:gradinfo@uga.edu) if you wish to change your graduation date to a future semester.

### **Graduate School Forms**

Although the forms required by the Graduate School can be found on the Graduate School Homepage, all forms required by the Graduate School can be found on the Homepages in the Department Of Lifelong Education, Administration, and Policy.

Adult Education Students can find these forms at  
[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 can find these forms at  
[http://www.coe.uga.edu/leap/adminpolicy/forms\\_4\\_students.html](http://www.coe.uga.edu/leap/adminpolicy/forms_4_students.html)

These forms are also available at the Departmental Homepage at  
<http://www.coe.uga.edu/leap/students/index.html>

### **Past Advising Notes**

Past Advising Notes can be found on our homepages as well.

Adult Education students can find these advising notes by going to  
<http://www.coe.uga.edu/leap/students/index.html> and going to the URL (in red) entitled, Advising Announcements.

Educational Administration and Policy students can find these advising notes by going to  
<http://www.coe.uga.edu/leap/adminpolicy/about/index.html> and going to the URL (in red) entitled, Advising Announcements.

Students can also find these advising notes on the Departmental Homepage by going to <http://www.coe.uga.edu/leap/> and in the left side, green bar area, clicking on the URL entitled, Information for Students.