

Department of Lifelong Education, Administration, and Policy
News and Notes Fall – August 5, 2009

Date: August 5, 2009

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

From: Dr. Kathryn Roulston, Associate Professor and Graduate Coordinator
Department of Lifelong Education, Administration, and Policy

Re: Fall 2009 Deadlines

News Flash!!!!

Beginning this Summer, coursework for directed readings, independent studies, and doctoral and dissertation hours are listed on OASIS by instructor. When registering for these courses (e.g., EDAP 9000, 9300, 9620, EADU 9000, 9300 etc), please be sure to register with the faculty member you are working with. This will ensure you are in the correct section for the semester.

All forms required by the Graduate School are located at:

http://www.uga.edu/gradschool/forms&publications/currentstudent_forms.html

This includes forms needed to apply for graduation, the program of study forms, advisory committee form for doctoral candidates, and so forth.

It is the student's responsibility to obtain the necessary signatures of committee members, and submit forms (e.g., the program of study, advisory committee, admission to candidacy and final defense forms) to their advisor for approval and sign off.

Official correspondence must be submitted to the Graduate Coordinator via the Academic Advisor (Ms. Linh Vandermar, Room 315 River's Crossing). Ms. Vandermar schedules oral comprehensive examinations, and forwards forms to the Graduate School.

Without proper processing of the paperwork, deadlines could be missed with penalty to the student.

To apply for the Interdisciplinary Qualitative Studies Graduate Certificate Program see:

<http://www.coe.uga.edu/leap/qual/certificate/index.html>

To apply for the Emphasis in HROD (for Ph.D. students in Adult Education), see:

http://www.coe.uga.edu/leap/adulted/phd/HROD_emphasis.html

Advising Notes Archives:

Adult Education:

http://www.coe.uga.edu/leap/adulted/advising_announcements/index.html

Educational Administration and Policy:

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

Departmental Homepage:

http://www.coe.uga.edu/leap/students/advising_announcements/index.html

Graduate School Deadlines

Although all Graduate School deadlines are provided in this newsletter, please consult the Graduate School Homepage at <http://www.gradsch.uga.edu/> for information to ensure that all deadlines and procedures are met.

Late filing of forms

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.

The Late Filing Form for Graduation form is found at

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

If you have applied for December 2009 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

Graduate School Deadlines and URLs for Forms

December (FALL SEMESTER) 2009

Note: All theses/dissertations must be submitted electronically

If you plan to graduate during FALL 2009, please adhere to the following deadlines:

August 28, 2009	Final date for graduate students to apply for December 2009 graduation. http://www.gradsch.uga.edu:5080/forms/newgradms.htm
August 28, 2009	Final date for submitting Program of Study forms to the Graduate School for graduation in December 2009 . An Advisory Committee form for Master of Arts, Master of Science, and all doctoral candidates must be on file by this date. 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_prnnonphd.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
October 1, 2009	Final date for submitting applications for Admission to Candidacy to the Graduate School for doctoral candidates who plan to graduate in December 2009 . If you were not admitted to candidacy prior to June 12th, 2009, you must register for 10 hours Fall 2009. http://www.uga.edu/gradschool/forms&publications/body_candphd.pdf
October 12, 2009	Final date for submitting requests for Transfer of Credit, with accompanying transcripts, to the Graduate School for students graduating in December 2009 . http://www.uga.edu/gradschool/forms&publications/body_reqtrfcre.pdf
November 2, 2009	Final date for doctoral students to submit information for the Commencement Program for December 2009 graduation (use the form at http://www.grad.uga.edu) http://www.gradsch.uga.edu:5080/forms/newgraddoc.htm
November 16, 2009	Final date for electronically submitting one complete copy of a thesis or dissertation for a format check for December 2009 graduation. http://www.uga.edu/gradschool/academics/thesis_format_check.html
December 7, 2009	Final date for receipt of the following by the Graduate School: Final Defense Approval Form & ETD Submission Approval Form (all doctoral, MS, MA, MHP, and MLA) and corrected copy of thesis/dissertation for December 2009 graduation . http://www.uga.edu/gradschool/forms&publications/body_appphddis.pdf

December 11, 2009	Final date for completing all requirements for advanced degrees and notifying the Graduate School concerning removal of incompletes, final examinations, etc., for December 2009 graduation. (Note: this does not include grades for courses in which students are currently enrolled)
December 18, 2009	Graduation. Diplomas will be mailed approximately six to eight weeks after graduation. Address changes, if necessary, should be made with the Office of the Registrar to ensure receipt of diploma. http://www.reg.uga.edu/or.nsf/html/address
January 8, 2010	Date the Graduate School will accept theses/dissertations for future graduations.

Fall Semester 2009*

Based on 50 minute classes (MWF), 75 minute classes (TTH), 15 weeks of classes, 75 days of classes

Orientation	Aug. 12	Wednesday
Advisement	Aug. 13	Thursday
Registration	Aug. 14	Friday
Classes Begin	Aug. 17	Monday
Drop for undergraduate level courses (1000 – 5999)	Aug. 17 – Aug. 20	Monday - Thursday
Add for undergraduate level courses (1000 – 5999)	Aug. 17 – Aug. 21	Monday - Friday
Drop for graduate level courses (6000 – 9999)	Aug. 17 – Aug. 24	Monday – Following Monday
Add for graduate level courses (6000 – 9999)	Aug. 17 – Aug. 25	Monday – Following Tuesday
Holiday: Labor Day – No Classes	Sept. 7	Monday
Midterm	Oct. 8	Thursday
Withdrawal Deadline	Oct. 22	Thursday
Fall Break	Oct. 30	Friday
Last Day of Classes Prior to Thanksgiving Break	Nov. 20	Friday
Holidays: Thanksgiving	Nov. 23 – 27	Monday - Friday
Classes Resume	Nov. 30	Monday
Friday Class Schedule In Effect*	Dec. 8	Tuesday
Classes End	Dec. 8	Tuesday
Reading Day	Dec. 9	Wednesday
Final Exams	Dec. 10, 11, 14, 15, 16	Thurs. – Fri., Mon. – Wed.
Commencement	Dec. 18	Friday
Grades Due	Dec. 18, 7 PM	Friday, 7 PM

***Note: For the Fall Semester 2009, the University will operate a Friday class schedule on Tuesday, Dec. 8. 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.**

Scheduling Oral Examinations

*Ph.D. and Ed.D. Students in
Adult Education and Educational Administration and Policy*

Oral examinations

- The Graduate School posts the date and times for all oral examinations at <http://www.uga.edu/gradschool/academics/oralexams2.html>
- An oral exam defense cannot be scheduled until complete forms are on file with the Graduate School. These forms are:
 - *Final Doctoral Program of Study*
 - *The Advisory Committee for Doctoral Candidates*

It is each student's responsibility to:

- Ensure appropriate forms are accurately completed & all signatures of committee members are secured.

Either the major professor or student should submit completed forms to Ms. Linh Vandermar, the Academic Advisor, three weeks prior to the examination. Ms. Vandermar will schedule the examination and submit the forms to the Graduate School.

Forms:

The *Final Doctoral Program of Study*

See

<http://www.uga.edu/gradschool/forms&publications/finalphdprg.pdf>

The *Advisory Committee* form

See

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

NOTE:

- No Defense will be scheduled with the Graduate School UNTIL the forms listed above are accurate and complete.
- In addition, *A Degree Program Specialist Work Order Form* with the date and time of the requested defense must be completed and signed by the major professor and submitted to Ms. Linh Vandermar, Academic Advisor I, in the Department of Lifelong Education, Administration, and Policy. Ms. Vandermar's email address is linh@uga.edu
- The *Degree Program Specialist Work Order Form* can be found in the mailbox area on the 3rd and 4th floors of River's Crossing.