

-Revised August, 2022

UNIVERSITY OF GEORGIA

---

Department of Psychology

# Graduate Studies Policy Manual

# Table of Contents

Introduction .....	1
The M.S. ....	1
Master's Advisory Committee .....	1
Master's Program of Study .....	2
Master's Thesis and Final Examination .....	3
The Ph.D. ....	4
Doctoral Advisory Committee .....	4
Doctoral Program of Study .....	5
Comprehensive Exam and Admission to Candidacy .....	5
Doctoral Thesis and Final Examination .....	6
Advisory Committee .....	7
Coursework .....	9
Course Requirements .....	11
Financial Support, Assistantships, and Funding .....	11
Graduate Teaching Assistantship .....	11
Workloads and Course Loads .....	12
Limits on Department Funding .....	12
Assistantships, Scholarships, and Fellowships .....	12
Tuition Waivers .....	13
Administrative Rulings and Dismissals .....	13
Procedures for Appealing .....	13
Dismissal of Graduate Students .....	15

---



## Introduction

This manual serves as a reference for both the Graduate Faculty in the Psychology Department and new graduate students, reflecting both departmental policy and policies administered by the UGA Graduate School. Each doctoral program within the Psychology Department also maintains a policy document applicable to students enrolled in that program – these policies are not included in this manual. Individual programs may add requirements but may not eliminate or otherwise reduce departmental or Graduate School requirements. It is each student's responsibility to meet the requirements specified by the Graduate School, in this departmental policies manual, and in the student's program policy document.

Students are accountable to the Graduate School and departmental policies that are in effect when the student first enrolled in the graduate program. Historically, when changes in Graduate School policy have been adopted and/or when a new policy altered a policy in effect when the student matriculated, the student has been allowed to choose which policy she or he would follow. Such historical precedent may or may not govern future actions regarding changing Graduate School and departmental policies.

## The M.S.

Note: Students who enter the Psychology graduate program with a master's degree from another institution should consult their specific program manual for guidance on requirements and possible exemptions. See Course Requirements for more information on course exemptions.

### **Master's Advisory Committee**

Before the end of the first semester of residence and upon the recommendation of the departmental graduate coordinator, the dean of the Graduate School shall appoint an advisory committee for the student. The master's advisory committee must consist of a minimum of three members. The chair and at least one other member must be members of the graduate faculty of the University of Georgia. The third member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental graduate faculty and the dean of

the Graduate School. The third member can also be a non-UGA faculty member with a terminal degree in his/her field of study. No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority of graduate faculty members must be maintained.

The committee will be recommended to the dean of the Graduate School by the graduate coordinator after consultation with the student and faculty members involved. Students must submit an electronic Master's Advisory Committee form recording the committee composition, for approval by the department's Graduate Coordinator and the Graduate School Dean. Occasionally a student will need to change the advisory committee; a revised advisory committee form should be submitted in that case.

When nominating a non-UGA committee member, the graduate coordinator must submit the nominee's current CV and a letter of appointment to the Graduate School explaining why the services of the non-UGA person are requested. The non-affiliated member must attend meetings (e.g., proposal, defense) associated with the appointment.

### **Master's Program of Study**

Students will develop a Master's Program of Study with guidance from their advisory committees and policies specified in program handbooks. Students will record the Master's Program of Study on an electronic form requiring the approval of committee members, the Graduate Coordinator, and the Graduate School Dean. Graduate School deadlines for submitting this form are early in the semester that a student will complete degree requirements; a student's program, however, may have an earlier submission deadline.

The Graduate School requires a minimum of 30 semester hours, with a maximum of 6 hours of 7000 – master's research – and 3 hours of 7300 – master's thesis – applied toward the 30.

**Note: This amounts to a minimum of 21 hours of classroom course work.**

Some additional requirements and notes:

1. At least 12 of those 21 "classroom" hours (exclusive of 7000 and 7300) must consist of course work open only to graduate students
2. A minimum of 3 hours of 7300 must be listed on the program of study
3. GRSC 7770, required by the department for teaching and research assistants, cannot be counted towards the Graduate School's 30-hour requirement.
4. GRSC 7001, GradFIRST seminar required by the university, should be taken in students' first year of graduate studies. Students can register for a GRSC 7001 class offered in any department (i.e., does not need to be taken in Psychology). Cannot be counted towards the Graduate School's 30-hour requirement.

The Psychology Department requires that no course be included on the Program of Study in which the student has earned a grade lower than a B-. To be eligible for graduation, a student must also maintain a 3.0 (B) average on the graduate transcript and on the graduate program of study.

Changes in the Program of Study must be approved by the Advisory Committee, and certification must be provided to the departmental Graduate Coordinator's office. If the program of study

## UGA GRADUATE STUDIES IN PSYCHOLOGY

changes after the MS form has been approved, students may submit a Recommended Change in Program of Study form to the Graduate School for approval.

**Departmental courses:** The following courses are regularly (i.e., at least once every two years) offered by the department. Each program (Industrial-Organizational, Clinical, and Behavioral and Brain Sciences) will require students to select from these courses (as well as some courses that are specific to individual programs that are not shown on this list) in order to satisfy program course requirements. For students who have taken previous graduate coursework, see p. 10-11 for instructions on petitioning to exempt a Psychology course.

PSYC 6100 – Cognitive Psychology  
PSYC 6130 – Biological Foundations of Behavior  
PSYC 6160 – Sensory Psychology  
PSYC 6180 – History of Psychology  
PSYC 6200 – Advanced Social Psychology  
PSYC 6220 – Developmental Psychology  
PSYC 6240 – Advanced Psychopathology  
PSYC 6250 – Psychometrics  
PSYC 6310 – Introduction to Industrial Psychology  
PSYC 6320 – Introduction to Organizational Psychology  
PSYC 6420 – Advanced Experimental Psychology  
PSYC 6430 – Applied Regression Methods in Psychology  
PSYC 6560 – Clinical Assessment

### **Master's Thesis and Final Examination**

The MS requires a written thesis and oral defense.

Current Graduate School policy is copied below. Individual programs may have additional requirements.

**Thesis:** A candidate must submit a thesis which shows independent judgment in developing a problem from primary sources. The thesis shall be written under the direction of the student's major professor. The thesis must be approved by the major professor, who will distribute copies to the remaining members of the advisory committee and schedule a final examination. The committee members must have three weeks to read and evaluate the completed thesis. Written assent of two of the three committee members will be required before a thesis will be approved as ready for a final defense.

One complete formatted copy of the thesis must be electronically submitted to the Graduate School no later than four weeks prior to graduation for a format check. All requirements for the thesis must be completed no later than two full weeks prior to graduation. Instructions for formatting the thesis may be obtained in the Thesis and Dissertation section of the Graduate School website.

A candidate must register for at least three semester hours of thesis under the course number 7300.

**Final Examination:** The defense of the thesis will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period.

The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. 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. The defense can be held completely remotely if approved by the graduate coordinator and the department head.

The advisory committee must approve the student's thesis and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the thesis must be reported to the Graduate School at least two weeks prior to graduation for the current semester. If a University program would like to deviate from the above policy, the following steps must be taken: (1) request approval from the Graduate School for the revised policy that will be used for program level defenses, (2) documentation in the program's handbook on the revised policy approved by the Graduate School for the program. Such deviations must be applied to all students in the program.

It is neither a Graduate School nor a departmental policy to require a **thesis proposal**; however, some major professors, advisory committees, or programs may elect to do so.

**Time Limits:** Graduate School policy states: All requirements for the degree, except the dissertation and final oral examination, must be completed within **six years** beginning with the first registration for graduate courses on the program of study. A candidate for a doctoral degree who fails to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time. An extension of time may be granted only for conditions beyond the control of the individual. This extension request must be endorse and submitted by the Graduate Coordinator and Department Head.

## **The Ph.D.**

### **Doctoral Advisory Committee**

Before the end of the first year of residence of a prospective candidate for the Doctoral degree, and upon the recommendation of the departmental graduate coordinator, the Dean of the Graduate School shall appoint an advisory committee for the student. Graduate School policy specifies that a student's Doctoral Advisory Committee shall consist of a minimum of three graduate faculty, including the student's major professor who will serve as Chair of the committee. Additional voting members may be appointed to the committee and may include no more than one non-UGA faculty, who must hold the terminal degree in his or her field of study. If there are more than three members, there must be greater than 50% graduate faculty representation. The committee will be recommended to the dean of the Graduate School by the graduate coordinator after consultation with the student and faculty members involved.

If the department elects to allow a committee member from outside of UGA, it will be the student's responsibility to notify the Graduate Coordinator in a timely manner. The Graduate Coordinator will send a letter of appointment and curriculum vitae of that person to the Graduate School. This

communication should accompany the submission of the Advisory Committee form. The letter should indicate how the special expertise of this person will directly pertain to the student's research.

### **Doctoral Program of Study**

The Doctoral Advisory Committee is charged with planning and approving the student's Program of Study. The program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (9300). It should consist of 16 or more hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study. A preliminary program of study, developed by the major professor and the doctoral student and approved by a majority of the advisory committee, will be submitted to the graduate coordinator by the end of the student's first year of residence. A **final** typed program of study will be submitted to the Graduate School **prior to notification of the comprehensive examination**. The final program of study must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirement.

**NOTE:** Courses used on the MS program of study cannot be used to count towards the 30-hour doctoral program of study requirement mentioned above.

The Psychology Department requires that no course be included on the Program of Study in which the student has earned a grade lower than B-.

Any change in the Program of Study must be approved by the Advisory Committee, and certification of this (with signatures of all members of the Advisory Committee) must be provided to the departmental Graduate Coordinator's office.

### **Comprehensive Exam and Admission to Candidacy**

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. The written comprehensive examination, although administered by the advisory committee, must 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. All members of the student's advisory committee must be present simultaneously for the oral examination. The student and committee chair must appear in person for the oral comprehensive examination, but if needed, other committee members can participate via 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 oral comprehensive examination in person, they can designate a substitute chair who is a current member of the committee. Further, the oral comprehensive examination can be held completely remotely if approved by the graduate coordinator and the department head.

The oral comprehensive examination is open to all members of the faculty and shall be announced by the Graduate School. 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. Following each examination, written and oral, each member of the advisory committee will cast a written 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.

Students preparing to sit for the oral comprehensive exam must notify the Graduate Coordinator's office *at least two weeks* in advance of the exam. *An approved doctoral Program of Study must be on file at the Graduate School by the time the exam is announced.*

**Admission to Candidacy:** The student is responsible for initiating an application for admission to candidacy so that it is filed with the dean of the Graduate School at least one full semester before the date of graduation. This application is a certification by the student's major department that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that: a) all prerequisites set as a condition to admission have been satisfactorily completed; b) research skills requirements, if applicable, have been met; c) the final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School; an average of 3.0 (B) has been maintained on all graduate courses taken and on all completed courses on the program of study (no course with a grade below B- may be placed on the final program of study); d) written and oral comprehensive examinations have been passed and reported to the Graduate School; e) the advisory committee, including any necessary changes in the membership, is confirmed and all its members have been notified of their appointment; f) a dissertation prospectus has been approved (if required for candidacy); and g) the residence requirement has been met. After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using University facilities, and/or faculty or staff time. Once a student has been admitted to candidacy, the department has an ethical responsibility to ensure that appropriate faculty mentorship is provided to the candidate for completion of the degree.

### **Doctoral Thesis and Final Examination**

A dissertation prospectus meeting is required with all members of the doctoral advisory committee. The purpose of this meeting is to certify the approval of the proposed dissertation as satisfactory by all committee members. The dissertation prospectus (proposal) may precede or follow the oral comprehensive examination but may not take the place of the oral comprehensive examination. It may also, depending on the student's program, precede or follow the application for admission to candidacy. The oral presentation *shall* be publicized throughout the department, and the meeting will include the members of the student's advisory committee. The committee formally approves the prospectus. The approval form and the written prospectus should be filed with the Graduate Coordinator.

When the major professor is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The major professor will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense. Subsequently, the Graduate School will announce the time and place of the defense of the



dissertation to the University community. The committee members must have three weeks to read and evaluate the completed dissertation. Written assent of the committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. No more than one dissenting vote may be allowed for the approval of the dissertation. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Graduate School.

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire examination period. It is open to all members of the University community. 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, the defense can be held completely remotely if approved by the graduate coordinator and the department head. The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not an appropriate vote for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester. Once the dissertation has been approved by the advisory committee and the final oral examination has been passed, the dissertation must be submitted to the Graduate School for final approval no later than two weeks prior to graduation of the following semester. Dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

## **Advisory Committee Composition**

Of the three-person master's committee, the chair and at least one other member must be appointed members of the regular Graduate Faculty or Provisional Graduate Faculty. If more than three members are appointed to the committee, a majority of regular or provisional members of the Graduate Faculty must be maintained.

For the doctoral committee, the chair and at least two other members must be appointed members of the Graduate Faculty. Provisional members of the Graduate Faculty may serve in the same capacity as regular Graduate Faculty, except as chair of the committee. If more than five members are appointed to the committee, a majority of regular or provisional members of the Graduate Faculty members must be maintained. At least three of the faculty members must hold regular or adjunct appointments in the Psychology Department, and at least three must be graduate faculty. It shall take a vote of at least 75% of the graduate faculty committee to pass a student on any examination conducted by the committee.

A visiting professor or a part-time or temporary faculty member may not serve on an advisory committee unless that person is replacing a professor with sole expertise in a designated area on the student's program of study. The Graduate coordinator must send a letter to the Graduate School explaining the need for this replacement. Replacements for 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 showing the reconstituted committee must be submitted to the

Graduate School. A courtesy letter notifying advisory committee members that they are being replaced is requested.

**Co-Major Professors:** Co-major professors, limited to two, may be appointed to a doctoral committee provided both parties are appointed members of the Graduate Faculty. Both parties must sign all forms requiring the chair's signature.

**Advising Members of Immediate Family:** The nepotism policy defines members of the immediate family as the following: spouse, parents, siblings, children, and in-laws of the same. When a member of the immediate family is involved, a faculty member may not serve as major professor or as a member of any committee which plans a program of study or evaluates the educational progress of the student.

**Non-affiliated Persons:** One person having no official relationship with the University of Georgia may be appointed to serve as a member on the Advisory Committee of a graduate student on 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 CV with the appropriate forms and a letter addressed to the Dean of the Graduate School explaining why the services on the non-affiliated person are requested. A person nominated must have distinguished credentials in the field of study. Such a person serves in addition to the minimum of three eligible faculty members holding University of Georgia adjunct or regular appointments.

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 which originated the appointment. A graduate student may not contribute to the compensation of a non-affiliated committee member.

**Adjunct Faculty:** If a person is approved as an adjunct member of the general faculty with Graduate Faculty status, that faculty member may assume responsibilities normally performed by a regular member of the Graduate Faculty. These responsibilities include direction of a student's dissertation or thesis, service on doctoral and master's level committees, and teaching graduate courses open only to graduate students. An adjunct member of the general faculty who is not a member of the Graduate Faculty may serve on doctoral and master's committees in positions where membership on the Graduate Faculty is not required.

**Retired Faculty:** In the event that faculty retire while still serving as major professor or thesis/dissertation committee member, they are allowed to retain Graduate Program Faculty status while fulfilling these commitments. Re-appointment to Graduate Program Faculty status after retirement would only occur for faculty with pre-existing service as major professor or committee member, but would continue for the full five years of re-appointment. Retired faculty are not permitted to take on the advising of new or incoming graduate students.

## Coursework

**Doctoral Resident Requirement:** At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive graduate course work included on the program of study) must be spent in resident study on this campus.

A break in residence is not incurred if the student elects not to register for summer semester. If the student *does* register for a course on the program of study during the summer, that course may be used towards the residence requirement.

Courses listed under the category of “other Departmental Requirements” do not count as part of the residence requirement. However, they do not constitute a break in residence if they are the only hours taken during a given semester.

A maximum of 3 hours of dissertation (PSYC 9300) may be included toward the required residence. Excessive hours of dissertation credit do not count toward the residence requirement. However, they do not constitute a break in the residence if they are the only hours taken during a given semester.

Doctoral students may not take courses on the program of study designed to meet residence requirements at sites other than the Athens campus.

In extreme circumstances, a leave of absence from residence may be obtained with the permission of the Dean of the Graduate School. This leave should be approved prior to the break in residence.

A student must register for at least ten graduate credit hours following admission to candidacy.

### Course Requirements

**Quantitative Methods Course Requirements:** The Graduate Faculty of the Psychology Department approved a recommendation of the Graduate Studies committee that all doctoral students in Psychology continue to be required to complete at least two quantitative courses with at least a grade of B- in each course.

One course shall be Quantitative Psychology II (PSYC 6420) or approved substitute (usually STAT 6220 or 6320).

The other course, chosen by each student with the approval of his/her advisory committee, shall be either Quantitative Psychology III (PSYC 6430) or another approved course.

With adequate documentation of prior work (syllabus, texts, grade, instructor, institution, and dates), any student may request exemption from any of the quantitative courses, but formal credit will not be granted. (Core Course Exemption Procedures described elsewhere in this manual also apply to the Quantitative Methods courses.) Any questions about the requirements of the courses should be directed to the Chair of the Quantitative Committee.

**Course Exemption Procedures:** *Exempting psychology quantitative methods courses (6420, 6430)*

#### 1. Petition the Quantitative Committee of the Psychology Department

A student may petition for exemption from a quantitative methods course that is taught in the Psychology Department and that is required for either the MS or PhD. To petition, the student notifies the Chair of the Departmental Quantitative Committee and provides materials documenting equivalent training. Such materials may include course syllabi, instructor names, course titles, and University/College name, or other such material, which would allow the Quantitative Committee to determine if prior training has been the equivalent of one or more of the required courses. The Committee may grant an exemption, deny the exemption, or ask that the student take the written examination (see below) prior to making their decision. The Committee sends its decision to the student, the student's Major Professor, the student's Program Chair, and the department's Graduate Coordinator. The decision shall be binding on the Program and the Department. Note: Students taking certain specified courses (e.g., STAT 6220 or 6320 which are the only courses currently specified) are automatically exempted from PSYC 6420 in the Psychology Department. It will be sufficient for the student to send a note concerning the equivalent courses to the department's Graduate Coordinator, who will place this note in the student's file.

## **2. Pass the PSYC 6420 Equivalency Exam**

This exam may be offered by the Psychology Department to its graduate students at a specified day and time a few days prior to the first day of class of Fall Semester. Both incoming "new" graduate students, as well as pre-existing graduate students, may take this exam. Any student planning to take this exam must notify the department's Graduate Coordinator prior to August 1. By August 5, the Graduate Coordinator will provide the Head of the departmental Quantitative Committee a list of which students will be taking the exam. The Head of this committee will schedule the day, time and room for the exam. The students will learn their exam results in time for them to enroll in PSYC 6420 for Fall Semester, in case they do not pass the exam.

**Exempting other Required Courses:** Students with adequate prior education in one or more required courses may elect to try to exempt one or more core courses. Exemption does not mean that the student receives course credit; that is, she or he must still take enough courses to satisfy the Graduate School's hours requirement for the MS. It merely means that the student may choose those hours without the restriction of the course requirement to the extent that he or she has exempted individual required courses.

The procedure by which student attempting to earn the MS in Psychology may request to exempt required master's courses outside of the Quantitative sequence is:

1. Application in writing by the student, approved by her or his Major Professor, to her or his Program Chair, specifying:
  - a) supposed equivalent course or courses taken where and at what level
  - b) grades earned in such course or courses
  - c) content of such courses
  - d) literature used in courses and instructor, if pertinent
  - e) student's plans for study in the area
2. Upon receipt of such information and after deciding that such application is worthy of consideration, the program will follow their specified procedures for determining course equivalence. They will then recommend one of the following:
  - a) unconditional exemption
  - b) exemption provided the student later register for an advanced course in the field
  - c) that the student sit for examination which must be passed with a grade of B or better
  - d) that no exemption be granted.

3. Exemption, if granted, does not mean credit in terms of credit hours. What it means is that an exempted core course counts toward satisfying the core course requirement. The student must still acquire the requisite hours for the MS, but s/he has greater flexibility to choose those hours.

**Course Grades:** The Psychology Department does not allow a grade below a B- to be part of a final Program of Study that is sent to the Graduate School for a MS or PhD degree candidate.

**Incompletes.** If there is a grade of Incomplete (I) on a student's transcript, then that student will not be considered eligible to:

1. Receive Graduate School funds for graduate student travel
2. Receive the Regents' Out-of-State Tuition waiver
3. Register for a course overload

## **Financial Support, Assistantships, and Funding**

### **Graduate Teaching Assistantship**

Faculty members comprising each of the doctoral programs in the Psychology Department will vote on the acceptability of each and all of the program's graduate students who ask to be considered for a teaching assistantship (TA) or for a graduate teaching assistantship (GTA) position, regardless of previous assistantship support. The majority vote for a graduate student must be "acceptable" in order for that student to be placed on the list of those eligible for any teaching assistantship position. The most important consideration will be whether a graduate student is likely to be, or likely to quickly become, an effective TA or GTA for undergraduate students.

Among the reasons a student might **not** be found to be "acceptable" are:

1. The student may not be compliant with UGA TA policy, which requires all TAs to complete the TA Orientation offered by the Center for Teaching and Learning, enroll in and successfully complete GRSC 7770, and for international students from non-English speaking countries, demonstrate English language proficiency. Please refer to the UGA Center for Teaching and Learning's TA Policy for more details on these requirements.
2. The student may be judged by the majority of the program faculty to have inadequate knowledge of the field of psychology at the time she or he is being considered for a teaching assistantship (e.g., the student had a different undergraduate major area)
3. The student may be judged by the majority of the program faculty to be unable to function adequately in a classroom or laboratory instructional situation.

Students who are found "acceptable" may also be rank-ordered by the doctoral program faculty such that rank 1 has the highest priority for being awarded a teaching assistantship and rank *n* (the highest assigned number) has least priority for being awarded a teaching assistantship.

The program may rank-order students considering: 1) time in the program, 2) years of funding received, 3) progress made towards degree, 4) prior teaching performance, and 5) other factors of importance to the graduate faculty.

A student who receives a TA or GTA will be required to take the course GRSC 7770 prior to, or concurrently with, the first semester of his or her assistantship. In the Psychology Department, this course is generally offered during the Fall Semester.

### **Workloads and Course Loads**

**Graduate Assistants:** Assistantship assignments are made jointly by the Graduate Coordinator and Associate Head, in cooperation with Program Chairs and advising faculty. Departmental assistantships are typically teaching assignments to assist with course instruction or serve as an instructor of record. Graduate assistants are also funded through other Departmental assistantships as well as grant-funded research assistantships.

**Course Loads:** A graduate student holding an assistantship that requires from one-third to one-half time service must register for a minimum of 12 graduate credit hours Fall and Spring semesters and a minimum of 9 graduate credit hours during the summer semester.

The maximum course load permitted is 18 hours. Summer semester rules for maximum loads apply. To exceed the maximum course load, a student must obtain written approval from the Major Professor and the dean of the Graduate School. The Department Head or the Graduate Coordinator may sign the overload request in the absence of the student's major professor. Audits will not be counted in the computation of maximum and minimum course load requirements.

### **Limits on Department Funding**

Departmental and Graduate School assistantships are awarded annually on a competitive basis. To encourage timely progress and to make teaching opportunities more available, students ordinarily should not expect to receive a departmental assistantship beyond their tenth academic-year semester (excluding summers). The ten semesters need not be consecutive. The ten-semester total also applies to a combination of departmental and University-wide research assistantships.

**Exceptions:** Exceptions to this policy might occur in order to meet special departmental needs which cannot be met from the current pool of eligible students. This policy does not apply to assistantships that are funded by extra-departmental budgetary sources, such as research grants. The rationale for such exceptions is that such sources may be linked to special needs, and the faculty member most responsible for those funds is best qualified to determine whom they may prefer as a graduate assistant in order to address those needs.

### **Assistantships, Scholarships, and Fellowships**

Each year the Graduate School offers several competitive assistantships and fellowships (i.e., stipend) as well as scholarships in supplemental amounts. The department is responsible for nominating students and preparing application materials together with nominees. Calls for nominations, application procedures, and deadlines are announced through the Psychology graduate student listserv ([psygradstu@listserv.uga.edu](mailto:psygradstu@listserv.uga.edu)).

Incoming students may be considered for **Graduate School or University Research Assistantships and Awards**. These offer varying amounts of financial support, a tuition reduction, and/or a promise of continuation of funding from the department.

Students are also encouraged to apply for externally funded scholarships and fellowships. Information regarding applications and nominations for these awards is regularly shared with graduate students in the department.

## **Tuition Waivers**

Graduate students receiving funding via departmental assistantships, and many research assistantships, are automatically granted tuition waivers. For students using other funding mechanisms, included self-funded, the Graduate School awards a limited number of out-of-state tuition waivers to degree-seeking domestic students who are classified as non-residents for the state of Georgia through the Board of Regents' Research and Comprehensive University tuition waiver program. The Regents' Research Out-Of-State Tuition (ROOST) awards are based on applicants' academic performance and the recommendations from their graduate coordinators. The waiver lasts for one academic year and is renewed each term of that academic year, contingent upon recipients earning at least a 3.00 graduate grade point average based on twelve hours of graduate course work in the fall and spring semesters and nine hours of graduate level coursework during the summer. These awards waive only the non-resident portion of the student's tuition. Students interested in being nominated for this award should contact the graduate coordinator of their major department. Being nominated does not guarantee receipt of a waiver. Students must have a 3.5 GPA to be nominated the following year.

ROOST waivers previously awarded by the Graduate School to international students will now be awarded by the Office of International Education.

Admission to doctoral candidacy permits a student to submit a request for waiver of the out-of-state portion of tuition, regardless of residence.

**Classification of Students for Tuition Services:** Most Psychology doctoral students receive an assistantship which includes a near-total tuition waiver. If a student does not have an assistantship and is required to pay full tuition, the information below may be helpful.

If a person is 18 years of age or older, he or she may register as an in-state student only upon a showing that he or she has been a legal resident of Georgia for a period of at least 12 months immediately preceding the date of registration. Students who believe they are entitled to be classified as a legal resident (but are not currently so classified) may petition for a change in status.

## **Administrative Rulings and Dismissals**

### **Procedures for Appealing**

#### **Grievances of graduate students relating to faculty members or departmental policies:**

Students with grievances should submit a letter to the Department Head (or to the Associate Head or to the Graduate Coordinator, if the student believes the Head is not a "neutral party"). Before preparing a list of possible committee members, the Head (or Associate Head or Graduate Coordinator, as appropriate) will ask the faculty member involved to name and provide justification deemed acceptable by the Department Head, or Associate Head, or Graduate Coordinator, any faculty members who should not be in the eligible pool due to a conflict of interest. A list of four eligible Full Professors will then be randomly chosen from the available Full Professors within the department, who are full members of the Graduate Faculty, and a list of four other faculty members

from the department will be randomly chosen from among the full members of the Graduate Faculty from the other academic ranks. The student will then be allowed to select three names from this list to hear the grievance with the only limitation being that at least one must be a Full Professor. The Chair of this committee will be the most senior of its Full Professors. The decision of the grievance committee shall be transmitted to the Department Head who shall take appropriate action to enforce the decision.

**Petitioning for exemptions from departmental rules:** A student may petition for an exemption from departmental policies governing graduate education if there are special circumstances that apply. The student should explain the special circumstances that would warrant an exception to departmental policies in a letter to the Department Head. Documentation of the circumstances may be appended.

The Department Head will refer the petition to the Petitions Committee consisting of: The Graduate Coordinator, the Associate Head and one member elected from, and by, the Graduate Studies Committee who will serve as Chair. The committee is empowered to act on graduate student petitions and will report all such actions to the Graduate Faculty of the Department. If the committee cannot resolve a question raised in a petition, or if its members so decide, the petition will be presented to the Graduate Faculty at its next regular meeting for resolution.

University of Georgia students have the right to appeal certain academic decisions. The appeals process starts at the unit responsible for the decision (ex. grades will start with the department that offered the course). For most appeals, an unfavorable ruling at one level can be appealed to the successive level. All appeals are heard by the Appeals Committee of the Graduate Council. The appellant must submit a letter of appeal. Appellants are also allowed to submit up to 10 pages of supporting documentation beyond the appeal letter. Appellants do not need to submit any documentation that is already in their file at the Graduate School. Appeal letters, supporting documentation, and questions about the appeals process should be submitted to [gradassociatedean@uga.edu](mailto:gradassociatedean@uga.edu).

The Appeals Committee hears the following appeals from students: admission decision appeals; dismissal appeals; grade appeals; denials of a request for a change in degree objective; denials of extension of time; and appeals regarding the Continuous Enrollment Policy. The committee also hears appeals from faculty regarding appointment, reappointment, removal, or revocation of Graduate Faculty Status.

During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision. Below are the most common types of appeals heard by the Committee.

**Admission Decision Appeals:** Appeals of admissions decisions must first be made to the applicant's intended department. After the department has rendered a decision, the student has 30 days to initiate their appeal at the Graduate School. Decisions made by the Appeals Committee regarding admissions decision are final. There is no higher level the applicant can submit an appeal to.

**Dismissal Decision:** There are two types of dismissal appeals: departmental dismissals and Graduate School dismissals. Students wishing to appeal a departmental dismissal must first appeal to



their department and then their college. After an unfavorable decision at the college level, the student has 30 days to contact the Graduate School to initiate their appeal. Students dismissed by the Graduate School must appeal to the Graduate School first. Dismissal appeals decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee of the University Council.

**Grade Appeals:** Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email [ovpiappeals@uga.edu](mailto:ovpiappeals@uga.edu).

Neither body considers appeals of grades received during a course (e.g. exams) and Program of Study.

### **Dismissal of Graduate Students**

Each department was directed to develop policy addressing Probation and Dismissal of students in that department. The following is the policy of the Department of Psychology. The members of the Graduate Faculty of the Department of Psychology have established the following policies and procedures with respect to student dismissal. Because the departmental Graduate Faculty has delegated many of its functions to the several doctoral programs within the department, these policies and procedures are intended to be general guidelines. Each doctoral program may institute more specific procedures and more stringent policies, provided that they do not conflict with departmental, Graduate School AND University regulations. It is the responsibility of each student to become familiar with the appropriate doctoral program's implementation of these policies and procedures.

**Probation and Dismissal for Unsatisfactory Academic Progress:** Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow policies and procedures adopted by the Psychology Department. A program may dismiss a student for:

- a. Failure to pass comprehensive or other required examinations
- b. Inadequate academic progress
- c. Failure to meet program requirements (academic, professional)
- d. Failure to adhere to the honor code
- e. Title IX/Non-Discrimination and Anti-Harassment violation
- f. Research misconduct
- g. Violation of ethical (professional) standards in program's handbook (or professional society)

Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA. Dismissal by a program may be appealed to the dean of

the Graduate School after all avenues of appeal have been exhausted at the school or college level. This should be completed within 30 calendar days of the decision at the previous level.

If a student is dismissed by a program, they may reapply to the Graduate School for admission to the same graduate program or a different degree-granting unit, unless the dismissal was triggered by:

- a. Failure to adhere to the honor code
- b. Title IX/ Non-Discrimination and Anti-Harassment violation
- c. Research misconduct
- d. Violation of ethical (professional) standards in program's handbook (or professional society)

**Graduate School Dismissal.** Students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School.

**Procedures for Addressing Probation for Unsatisfactory Academic Progress:** Each doctoral program faculty will examine each student's academic progress annually. A regular time of year should be established by each program for this evaluation. For any student whose performance is judged to be less than satisfactory:

1. It will be necessary to place that student on probation for possible dismissal.
2. A written report pertaining to the circumstances of a student's probation must be prepared by the Program Chair on behalf of the Graduate Faculty. This report must be transmitted to the student. A copy should also be sent to the Major Professor and another copy placed in the student's official file in the Graduate Coordinator's office. Letters will be transmitted to the student by the Graduate Coordinator or Program Chair. If the student cannot be contacted within the department, then the Graduate Coordinator will take measures to block further registration by the student until the student meets with the Graduate Coordinator and receives the letter.
3. The report must specify the area(s) of unsatisfactory performance, and it must specify what the student must do to attain a judgment of satisfactory progress. The report must also specify a date or dates by when the prescribed conditions for attaining satisfactory status must be met. When circumstances warrant, the program faculty is empowered to grant extensions to the deadlines. If deadlines are not met and no extensions have been granted,

procedures for dismissing the student from the department will be initiated as soon as possible after the first unmet deadline has occurred. It will be the Program Chair's responsibility to see that written records of all actions at the program level that pertain to a student on probation are transmitted to the Graduate Coordinator who is responsible for maintaining them in the student's file in the Graduate Coordinator's office. It is the responsibility of the program that specified the deficiencies, and the schedule for meeting the prescribed conditions, to monitor the student's progress and to inform the Graduate Coordinator when satisfactory progress has been achieved or whether procedures for dismissal should be initiated.

### **Procedures for Addressing Dismissal for Unsatisfactory Academic Progress:**

1. When a student becomes a candidate for dismissal, the student's doctoral program chair will send a recommendation for dismissal to the Graduate Coordinator. The Graduate Coordinator will notify the student and the Department Head in person of the recommendation. If a student resists the reasonable efforts of the Graduate Coordinator to deliver notification, and if there are no documented and justifiable circumstances to account for a student's failure to appear before the Graduate Coordinator within 30 days of the Graduate Coordinator's last effort to deliver notification (such as absence associated with serious illness or being out of the country), then the Dean of the Graduate School will be notified in writing that the Department of Psychology recommends dismissal of the student. "Reasonable efforts of the Graduate Coordinator to deliver notification" will be defined as the use of as many of the following means as possible to get the student to honor an appointment with the Graduate Coordinator: a letter in the student's departmental mailbox, a certified letter mailed to the student's home address of current record, a telephone message, answering machine or voicemail message, and e-mail. The Graduate Coordinator will act to block further registration by the student if all efforts to contact the student have failed.
2. The student may appeal a dismissal recommendation to the Graduate Coordinator. The student's grounds for appealing the dismissal must be in writing and must be presented either to the Graduate Coordinator or the Department Head (or, in the case of their unavailability, to one of their appointed representatives) within seven calendar days of receiving notice of the dismissal recommendation. The Department Head (or Head's representative if the Head is unavailable) will appoint a committee to hear the case and advise in writing the Graduate Coordinator of its recommendations. To form the committee, the Department Head (or his or her representative) will propose a slate of seven members of the departmental Graduate Faculty; the student and the student's program chair will each strike two names from the slate, leaving a committee of three members.
3. Reasonable means should be used by the committee to evaluate the matter and submit its recommendation within 15 calendar days of the date on which the Graduate Coordinator received the written appeal from the student. The committee may request to review any pertinent materials (e.g., probation letters) with cooperation from the Program Chair and/or Graduate Coordinator. Any of the pertaining deadlines may be extended by the Department Head when circumstances warrant.

4. If the review committee agrees with the recommendation for dismissal, the Department Head, through the Graduate Coordinator, will notify the Dean of the Graduate School as soon as possible. Additional opportunities for appeal exist at the level of the Graduate School and above.
5. If the review committee agrees with the student's appeal, the student's doctoral program must abide by the review committee's decision. The student may return to the program on probation or in good standing, to be determined by the program faculty.

**Dismissal for Ethical and Legal Reasons:** Certain ethical violations are sufficiently serious to warrant immediate dismissal from the Department of Psychology and/or the University of Georgia. Governing dismissal from graduate study in the Psychology Department at the University of Georgia are such applicable formal policies as the most recently published versions of (a) "Ethical Principles of Psychologists and Code of Conduct" by the American Psychological Association, (b) the University Academic Honesty Policy, and (c) grounds for dismissal of tenured faculty when those grounds might also apply to a graduate student, e.g., committing a felony.

**Procedures for Dismissal for Ethical and Legal Reasons:**

1. A faculty member discovering a possible ethical violation should report it to his or her Program Chair.
2. If the Program Chair is convinced that a violation has occurred, she or he will report the alleged violation to the Department Head in writing, and the nature of the alleged violation will be specified clearly and precisely.
3. If the Department Head agrees that a violation has occurred, she or he will notify the student of the alleged violation and will provide the student with the written allegation that was provided by the Program Chair. The Head will appoint an *ad hoc* committee to investigate the allegation. To appoint the committee, the Head will follow the guideline for appointing a committee that was described under Procedure for Dismissal for Unsatisfactory Academic Progress.
4. The committee may interview witnesses, obtain essential documents, recordings, etc., as appropriate and will prepare a written report to the Department Head summarizing the evidence and recommending appropriate action that may include dismissal from the Department. The report will be submitted within fifteen days following instructions to the committee by the Department Head. An extension of the time limit may be granted by the Department Head.
5. A student accused of an alleged violation may retain legal counsel. Such counsel may not participate in the investigating committee's procedures, but may be present as an observer.
6. When a recommendation for dismissal has been made by the committee and endorsed by the Department Head, the latter will notify the Graduate Coordinator in writing. As soon as

reasonably possible, the Graduate Coordinator will notify in writing the student and the Dean of the Graduate School of the action recommended.

7. The student may appeal the dismissal to the Dean of the Graduate School.