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Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms)
Updated: 10/24/2015
FHCE GRADUATE PROGRAMS POLICIES AND PROCEDURES

FHCE Policies and Procedures
This handbook provides information about the procedures and policies of the Department of Financial Planning, Housing and Consumer Economics. Additional policies and procedures of the University of Georgia Graduate School provide important information that should be used in conjunction with the policies and procedures in the Department of Financial Planning, Housing and Consumer Economics. Graduate School policies and procedures are available in the Graduate Bulletin.

Students and faculty members need to refer to the policies and procedures of the department and Graduate School when questions arise. It is the student’s responsibility to be knowledgeable of, and follow, all Department and Graduate School policies. If the policies and procedures are unclear, please consult with the Department’s Graduate Coordinator or Graduate Coordinator Assistant.

The Role of the Graduate Coordinator
The Graduate Coordinator has overall responsibility for the Department’s graduate programs. The Graduate Coordinator is recommended by the Department Head and appointed by the Graduate School Dean. Questions or concerns about the overall program should be directed to the Graduate Coordinator or the Graduate Coordinator Assistant.

Graduate Continuous Enrollment Policy
The Graduate School requires all students pursuing graduate degrees at the University of Georgia to maintain continuous enrollment from matriculation until all degree requirements are completed. For more detailed information, please visit the Graduate School’s enrollment policy website.

Time Limit
All requirements for the M.S. and M.S.-NT degrees must be completed in six years. All requirements for the Ph.D. degree, except the dissertation and final oral examination, must be completed within a period of six years. A Ph.D. candidate who fails to complete all degree requirements within five years after passing the comprehensive examination is required to take the comprehensive examinations again and be admitted to candidacy a second time.

Appeals Procedure
A student who is dismissed from a graduate program may appeal the decision within 30 days to the FHCE Graduate Policy and Admissions Committee. Following an appeals meeting, the Committee has two weeks to notify the student in writing of its decision. The student has 30 days to appeal to the College of Family and Consumer Sciences Appeals Committee if the FHCE Graduate Policy Committee denies the appeal. If the College of Family and Consumer Sciences Appeals Committee denies the appeal, the student has 30 days to appeal to the Graduate School.
Degree Progression Evaluation
Each year, students must schedule a meeting with their Advisory Committees to discuss degree progression. Students complete Section A of the Degree Progression Evaluation form; the Advisory Committee completes and signs Section B. The form is submitted to the Graduate Coordinator.

Admission to Ph.D. Program without Master’s Degree
For applicants seeking admission to the Ph.D. program without first completing a master’s degree, the Graduate Admissions Committee seeks applicants with the following criteria:

- 1200 combined quantitative and verbal GRE score (or equivalent if using new GRE or GMAT);
- 3.5 undergraduate grade point average;
- Evidence of the ability to contribute to the completion of a research paper (such as a published scholarly journal article, Honor’s thesis, CURO paper, etc.);
- Outstanding letters of recommendation.

The Department may also require an interview with candidates that meet most of the above criteria for consideration for acceptance as a straight-to-Ph.D. candidate.

Advisory Committees
Graduate students should become acquainted with the faculty and their areas of expertise. Faculty members are willing to discuss research interests and pursue possible research topics with students. Those discussions form the basis for the student's selection of a major professor and Advisory Committee. Members of the faculty who agree to serve on an Advisory Committee indicate their agreement by signing the Advisory Committee Form. Students should select a three-person (minimum) Advisory Committee by the following deadlines:

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<th>Degree Type</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>M.S. Students</td>
<td>End of first semester</td>
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<tr>
<td>M.S. Non-Thesis Students</td>
<td>End of first semester</td>
</tr>
<tr>
<td>Ph.D. Students</td>
<td>End of second semester</td>
</tr>
</tbody>
</table>

Selection of a Major Professor
Faculty on the FHCE Graduate Policy and Admissions Committee serve as temporary advisors until students have identified a major professor:

<table>
<thead>
<tr>
<th>Name</th>
<th>Research Area</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Diann Moorman</td>
<td>Consumer Economics</td>
<td><a href="mailto:dmoorman@uga.edu">dmoorman@uga.edu</a></td>
</tr>
<tr>
<td>Dr. Lance Palmer</td>
<td>Financial Planning</td>
<td><a href="mailto:lpalmer@uga.edu">lpalmer@uga.edu</a></td>
</tr>
<tr>
<td>Dr. Kim Skobba</td>
<td>Housing</td>
<td><a href="mailto:kskobba@uga.edu">kskobba@uga.edu</a></td>
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</table>

A major professor is the student’s mentor throughout graduate study. For M.S. (thesis) and Ph.D. students, the major professor advises and approves the research topic as well as completion of the thesis/dissertation proposal and final document. For M.S. Non-Thesis students, the major professor advises and approves the practicum and portfolio (financial planning) or applied internship project (consumer economics). The student also consults with the major professor and the Advisory Committee about all aspects of the student’s graduate program. Students should select a major professor based on research interests, areas of expertise, schedules, personalities, and working styles. Faculty service as
Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms

Updated: 10/24/2015

Did you know?
All graduate students are required to submit a form called “Program of Study” (POS); Ph.D. students submit two: Preliminary Program of Study and Final Doctoral Program of Study.

Selection and Function of Advisory Committees
Students select an Advisory Committee based on compatibility of research interests, schedules, personalities, and working styles. The major professor and at least one other member must be FHCE faculty with Graduate Faculty status. Additional members must be a Graduate Faculty member, but not necessarily FHCE faculty members. When appropriate, additional voting members may be appointed to the committee. See the Graduate School’s policies concerning Advisory Committee composition for details. The Graduate School’s policies concerning advisory committees are in the Graduate Bulletin.

Once Advisory Committee members are identified the student types the Advisory Committee form. The student secures the committee members’ signatures (at a committee meeting or in individual appointments) then submits the form to the Graduate Coordinator. If changes in the Advisory Committee members are required, the student must prepare and submit a new Advisory Committee form. The major professor will inform the faculty members who are dropped from the committee (if applicable). If a change in major professor is requested the student should work with the Graduate Coordinator to initiate the change.

Program of Study (POS)
The Program of Study (POS) form lists the courses students plan to take and when. Students should consult with their major professor and Advisory Committee members to plan the POS. All students must complete, obtain signatures, and submit to the Graduate School either the Program of Study for Master of Science Candidates for M.S. students or the Final Doctoral Program of Study for Ph.D. students. In addition, Ph.D. students first must complete the department’s Preliminary Program of Study for Ph.D. Students in FHCE (PPOS) form and submit it to the department’s Graduate Coordinator.

Minor changes in the POS may be approved by the major professor after consulting with committee members; major changes require a meeting of the committee. Students may take courses not listed on
the POS. However, if plans change and a course listed on the POS is **not** taken, the student must prepare a *Recommended Change in Program of Study form*, secure the signatures of the major professor and department’s Graduate Coordinator, and submit the form to the Graduate School to make the change. Note this is a **different** form than the one used to create the Program of Study. A graduation requirement is that a student must have taken **every** course listed on the POS.

Effective Fall 2008 students must receive a B- or higher for a course to count towards a FHCE graduate student’s program of study. The student may retake a FHCE graduate course one time. If the student earns a grade lower than a B- when retaking a FHCE graduate course, that course cannot be used in the student’s program of study. If the course is required, the student may be counseled out of the program.

**M.S. Transfer Credit**

If graduate credit earned at an accredited institution constitutes a logical part of the student’s program, transfer of credit may be allowed when recommended by the student’s major professor and graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed six semester hours and must fall within the time limit of the degree. See the [Graduate Bulletin](http://www.fcs.uga.edu/fhce/graduate-forms).

**Ph.D. Transfer Credit**

No courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer. A maximum of nine hours of credit earned after admission to UGA may be transferred pursuant to guidelines outlined in the [Graduate Bulletin](http://www.fcs.uga.edu/fhce/graduate-forms).

**Split-Level Courses**

A student who has undergraduate credit for the 4000- or 5000-level section of a split-level course cannot receive graduate credit for the course even if the student completes the graduate-level syllabus.

**M.S. Degree Programs**

The M.S. degree requires at least 36 semester hours of coursework and two semesters of residency. Specific requirements for the M.S. programs with and without a thesis are listed below.

**M.S. Thesis Degree Program**

The M.S. program offers flexibility in selecting coursework to meet a variety of career goals in consumer economics, family financial planning, or housing. Students must complete 18 hours of core coursework, 9 hours in their chosen area of concentration, 6 hours in allied department(s) as determined in consultation with the Advisory Committee and a master’s thesis. Specific requirements include:

- **Core Required Courses (18 credits):** STAT 6210, 6220, FHCE 7020, 7025, 8000, 8050, and 8100 or 8150
- **Concentration (9 credits):** within the area of concentration as approved by Advisory Committee
- **Supporting Area (6 credits):** from allied department(s) as approved by Advisory Committee
- **Thesis (minimum 3 credits):** FHCE 7300

**Requirements worksheet:** [http://www.fcs.uga.edu/docs/FHCE_MSNT_Requirements.pdf](http://www.fcs.uga.edu/docs/FHCE_MSNT_Requirements.pdf)
M.S. Non-Thesis Degree Program (Financial Planning Concentration)
The M.S. Non-Thesis program in financial planning offers extensive coursework to meet students’ career goals in an applied financial planning setting. Students complete 6 hours of core coursework, 24 hours in their area of concentration (at least 12 credit hours from FHCE courses), and 6 hours of electives. Specific requirements include:

- **Core Required Courses (6 credits):** FHCE 8000, and 8100 or 8150
- **Concentration (24 credits):** FHCE 6200, 6205, 6210, 6220, 6230, 6250, 7200, 7250
- **Financial Planning Elective Courses (6 credits):** As approved by Advisory Committee

Requirements worksheet: [http://www.fcs.uga.edu/docs/FHCE_MSNT_Requirements.pdf](http://www.fcs.uga.edu/docs/FHCE_MSNT_Requirements.pdf)

M.S. Non-Thesis Degree Program (Consumer Economics Concentration)
The M.S. Non-Thesis program in applied consumer analytics offers extensive coursework to meet students’ career goals in applied consumer analytics settings. Students complete 16 hours of core coursework, 15 hours in their area of concentration, and a 3 credit hour applied consumer analytics internship. Specific requirements include:

- **Core Required Courses (16 credits):** FHCE 7020; 8000; 8050; 8100 or 8150; STAT 6210, 6220
- **Concentration (15 credits):** FHCE or allied courses in consumer economics/applied analytics
- **Applied Consumer Analytics Internship (3 credits):** FHCE 7950 or 7960

Requirements worksheet: [http://www.fcs.uga.edu/docs/FHCE_MSNT_CE_Requirements.pdf](http://www.fcs.uga.edu/docs/FHCE_MSNT_CE_Requirements.pdf)

**Doctoral Degree Program**
The Ph.D. program provides students with a comprehensive research-based education in consumer economics, financial planning, or housing, complemented with allied coursework in applied economics, research methods and statistics. Concentration areas include consumer economics, financial planning, and/or housing.

The Ph.D. degree requires at least 60 semester hours of coursework and 30 consecutive semester hours of residency. Courses taken in the M.S. program may be used to satisfy Program of Study requirements; courses used to satisfy the requirements of one degree cannot be used to satisfy the requirements of another ([Graduate Bulletin](http://www.fcs.uga.edu/docs/FHCE_PhD_Requirements.pdf)). Alternative courses are subject to Advisory Committee approval.

- **Core Required Courses (18 credits):** FHCE 7020; 7025; 8000; 8050; and two of three theory course options 8100, 8150, or another as approved by the student’s Advisory Committee
- **Concentration Required Course (3 credits):** FHCE 8200 (financial planning); AAEC 6580 (consumer economics); TBD (housing)
- **Statistics (9-12 credits):** excluding STAT 6210 and 6220 (The graduate level statistics elective courses may be in STAT or allied departments, subject to Advisory Committee approval, and may include one qualitative methods course)
- **Concentration (18-21 credits):** as approved by Advisory Committee
- **Supporting Area (9-12 credits):** as approved by Advisory Committee
- **Dissertation (minimum 3 credits):** FHCE 9300

Requirements worksheet: [http://www.fcs.uga.edu/docs/FHCE_PhD_Requirements.pdf](http://www.fcs.uga.edu/docs/FHCE_PhD_Requirements.pdf)
In addition to coursework, FHCE Ph.D. students are expected to have appropriate experience in research, teaching and service. Students will prepare for their Advisory Committee a summary of experiences in research, teaching and service and a brief proposal of their learning goals in each of these areas. The student’s Advisory Committee will determine if prior teaching and service experiences fulfill the expectations and approve any additional experiences the student needs.

The University requires students who have no prior college-level teaching experience to enroll in GRSC 7770 before they are given responsibility for a course. International students who were required to submit TOEFL scores must adhere to the university’s English competency requirements, outlined at http://www.ctl.uga.edu/pages/ta-policy

When Ph.D. students desire to teach a course they must make that request in writing to the department head by January of the preceding academic year (approximately 18 months). This early notification is necessary in order to deal with budget requests and teaching assignments. The student's Advisory Committee will determine if prior teaching experience fulfills the teaching and service expectations.

The coursework, teaching and service experience the Advisory Committee approves are listed on the department’s Preliminary Program of Study for FHCE Students form. The student prepares the form and secures the Advisory Committee’s signatures (at a committee meeting or in individual appointments). The form must be submitted to the Graduate Coordinator. The student also prepares the Final Doctoral Program of Study form and secures the committee’s signatures (at a committee meeting or in individual appointments) as well as the Graduate Coordinator’s signature. The form must be submitted to the Graduate School before scheduling the Written Comprehensive Exam.

**Written and Oral Exams**
All students must take an exam that covers their program of study. Doctoral students take both written and oral comprehensive exams. Exams are administered by students’ Advisory Committees.

**M.S. and M.S. Non-Thesis Final Exams**
M.S. students are required by the Graduate School to pass a final exam over their Program of Study (POS) and thesis or portfolio. The part of the exam dealing with the program of study may be written or oral; the part concerned with the thesis or portfolio must be an oral exam. The Advisory Committee administers the final examination. All members of the Advisory Committee must be present for the entire oral examination. Students should discuss the final exam with their major professor, who should consult with the Advisory Committee as to format and timing of the exam.

**Ph.D. Written Comprehensive Exam**
The exams provide an opportunity for students to integrate and apply knowledge gained in their core and concentration coursework. The exams also enable faculty to assess the student’s ability to integrate and apply knowledge in order to ensure that a student is qualified for admission to candidacy. The Ph.D.
written comprehensive exam covers core coursework and concentration area(s). The topics are as follows: Day One covers the two core theory courses (FHCE 8100, 8150, or another theory course as approved by the student’s Advisory Committee); Day Two covers the student’s concentration area(s); and Day Three covers research methods and statistics. Within each area students are required to apply and integrate knowledge as it relates to public policy and statistical/research methodology. The order of the days may be changed with committee approval. The student must pass the written exam before taking the oral exam. Both written and oral comprehensive exams must be passed before admission to candidacy.

Scheduling the Written Comprehensive Examination

The written exam should be taken within three years of beginning coursework and/or before the completion of 54 semester hours of graduate credit in the doctoral program. Before scheduling the exam, students must complete the core and required concentration courses. Ph.D. students work with their major professor and Advisory Committee to determine the best time to complete the comprehensive exam. The major professor notifies the Ph.D. Reading Committee of the upcoming written comprehensive exam schedule. Students must complete the Notification of Intent to Take the Ph.D. Written Comprehensive Exam form, secure the major professor’s signature, and submit the form to the Graduate Coordinator a semester before they plan to take the exam. Once the student submits the form, the Graduate Coordinator will give the student written comprehensive exam questions used in the last five years. The student must contact the University Testing Services Center to make arrangements to take the exam (at the student’s expense). Students have five hours each of the three days. The entire exam must be completed within three weeks. The student’s major professor works with the Advisory Committee, the Reading Committee, and, in some cases, professors who taught courses in the student’s Program of Study to write the exam questions.

Evaluating the Written Exam

Two groups read each student’s written exams: the student’s Advisory Committee; and the department’s Reading Committee, which consists of four FHCE faculty who are members of the Graduate Faculty. It is the major professor’s responsibility to distribute the written exam to all evaluating committee members. The major professor must set a time limit for having the exams read; generally it is four to six weeks but that is up to the discretion of the major professor. The Reading Committee’s evaluations are provided to the student’s Advisory Committee. At least two out of three (or a similar ratio if there are more than three Advisory Committee members) Advisory Committee members must vote ‘pass’ for the student to pass the pass/fail each day of the exam. A determination that the student passed the written comprehensive exam must be made no less than two weeks before the oral exam. The Advisory Committee informs the Graduate Coordinator via the Departmental Ph.D. Written Comprehensive Exam Form.

If any area or areas of the written comprehensive exam are deemed unsatisfactory (fail), the student’s Advisory Committee may require remedial work. Remedial work must be specified on the FHCE Departmental Ph.D. Written Comprehensive Exam Form. After completing the prescribed remedial work, the student’s Advisory Committee may schedule one written re-examination over one or more areas. The student may be required to retake the entire written examination. If the student does not receive two out of three (or similar ratio if more than three committee members) passing votes the second time, the student is dismissed from the program.
The major professor must provide an electronic copy of the questions on the student’s written exam to the Graduate Coordinator. The questions will be shared with students taking exams in the future. The major professor also provides a copy of all comprehensive exam feedback from the Advisory Committee and Graduate Reading Committee to the Graduate Coordinator.

The major professor will return a student’s written responses to his/her written comprehensive exam prior to the oral comprehensive exam. Students will not be provided advisory or reading committee feedback on the written comprehensive exam prior to the oral examination.

**The Oral Comprehensive Exam**

No sooner than two weeks after passing the written exam, the student may schedule the oral comprehensive exam. The student must notify via email the Graduate Coordinator Assistant no less than two weeks before the oral exam; the Graduate School requires a two-week notice; all oral exams are open to the university community. The major professor or student notifies the department of the date, time, and location of the oral exam schedule. The student’s Advisory Committee administers the exam; all members of the Advisory Committee must be present at the oral exam. A final Program of Study must be on file at the Graduate School prior to scheduling the oral comprehensive exam.

The oral exam may cover all areas on the written exam or only selected areas. Two out of three (or a similar ratio if there are more than three Advisory Committee members) of the student’s Advisory Committee members must vote pass for the student to pass. If the student passes, the student must submit the Graduate School’s Application for the Admission to Candidacy form (signed by the major professor and Graduate Coordinator) to the Graduate School along with the Graduate School’s Comprehensive Exam Form. The FHCE Departmental Ph.D. Oral Comprehensive Exam Form is signed by the Advisory Committee and submitted to the Graduate Coordinator.

If the student’s performance on the oral comprehensive exam is unsatisfactory, the Advisory Committee may require remedial work. Remedial work must be specified on the FHCE Departmental Ph.D. Oral Comprehensive Exam Form. After the student completes the prescribed remedial work, the student’s Advisory Committee may schedule one oral re-examination. The oral exam must be announced a second time to the Graduate School. Students must notify the Graduate Coordinator Assistant via email at least two weeks prior to the oral exam retake. If the student does not receive two out of three (or similar ratio if more than three Advisory Committee members) passing votes the second time, the student is dismissed from the program.

**Admission to Candidacy**

Master’s students are not admitted to candidacy; doctoral students, however, are. The Admission to Candidacy form is a certification by the doctoral student’s major department that the student has demonstrated the ability to do acceptable graduate work in the field of study. Students must pass both the written and oral comprehensive exams before being admitted to candidacy.

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms)

Updated: 10/24/2015
Theses and Dissertations
Master’s students (except those in a non-thesis program) and doctoral students are required to write a thesis or dissertation, respectively. The first step is to develop a proposal or prospectus.

The Proposal/Prospectus
The proposal is often composed of the first three chapters of the thesis or dissertation. If the student is writing a manuscript style dissertation (in which Chapters 3, 4, and 5 are articles), discuss the format of the proposal with the major professor. Once work begins on the research proposal the major professor will provide guidance and critical assessment, but the student is ultimately responsible for the proposal’s development. Students who plan to use data involving human subjects must complete the required Human Subjects training and receive approval to complete research involving human subjects from the UGA Institutional Review Board.

The proposal is refined through numerous drafts, which is a new but essential experience for many students. The goal is to produce a proposal that will receive the Advisory Committee’s approval and that will guide the entirety of the research. Graduate students work with their major professor and Advisory Committee to plan a realistic time schedule for the completion of their research. Please note that committee service is voluntary and faculty members are not obligated to spend evenings, weekends, or summers reading students’ theses and dissertations.

The format of theses and dissertations is formal and carefully prescribed. Be sure to follow the Graduate School format guidelines precisely (in the Graduate School Style Manual). On other matters of style consult the current APA Publication Manual. Check the Graduate School deadlines for electronically submitting a thesis or dissertation for format check in the semester of graduation; content changes can still be made to the thesis or dissertation after the format check.

Advisory Committee Action on Proposal
After the major professor determines that the proposal has been refined sufficiently, the student is responsible for scheduling the proposal meeting with the Advisory Committee. Please note that the decision to schedule the proposal meeting rests with the advisor, and that the student must already have passed the written and oral exams and be admitted to candidacy before a dissertation proposal meeting may be held. The Advisory Committee must be given adequate time to review the proposal—a minimum of two weeks for M.S. proposals and three weeks for Ph.D. proposals. The student should discuss the format of the meeting with the major professor. Generally, students give a summary of the proposal and provide an outline of the next research steps. Committee members will then ask questions, discuss concerns, and suggest revisions. Editorial changes in the proposal that reflect suggestions or requirements from the Advisory Committee are the student’s responsibility. The student should prepare the departmental form, FHCE Advisory Committee Action on Student’s Thesis Proposal or FHCE Advisory Committee Action on Dissertation Proposal, and bring it to the meeting. If the committee approves the proposal, the student secures the committee members’ signatures then submits the form to the Graduate Coordinator.
Students have two opportunities to gain approval for their thesis or dissertation proposal. If the Advisory Committee does not approve the proposal the first time, the student has the opportunity to revise and present a subsequent proposal. If the second proposal is not approved—regardless of composition of advisory committee members—the student may be counseled out of the program.

**Important Policy:**

For Ph.D. students, the Graduate Coordinator Assistant must be notified at least two weeks prior to the oral defense.

*Did you know?*

Students must provide a bound copy of their thesis or dissertation to the department.

The Oral Defense

When the major professor agrees that the full thesis or dissertation is ready for Advisory Committee evaluation, the student distributes copies to the Advisory Committee. The student also prepares the Approval Form for Master’s Thesis, Defense and Final Exam or the Approval Form for Doctoral Dissertation and Final Oral Examination and secures the major professor’s signature on Part I. Each of these forms includes multiple sections that require signatures; it is the student’s responsibility to retain the form until all three parts of the form are completed. A student may defend a thesis or doctoral dissertation when the major professor and one (or similar ratio if there are more than three Advisory Committee members) other Advisory Committee member agree that the thesis or dissertation is ready for defense and are willing to sign Part II of the form. The Advisory Committee must have a minimum of two weeks to read a thesis and a minimum of three weeks to read a dissertation.

The student is responsible for scheduling the defense and reserving the room. The major professor notifies the department of the scheduled defense. In addition, doctoral students must notify the Graduate Coordinator Assistant via email at least two weeks prior to the defense so that the Graduate School can be notified within the required timeframe. The University of Georgia requires that all defenses are open to the entire university community.

The oral defense must be scheduled at least three weeks prior to the Graduate School’s final date for receipt of the corrected thesis or dissertation. All students must enroll for a minimum of three credit hours in the semester in which the degree requirements are completed.

Students should discuss the format of the meeting with the major professor. Generally, students give a summary of the research and major findings. The audience will then ask questions, discuss concerns, and suggest revisions. Parts II and III of the Approval Form are completed at the final defense.

During the final defense, committee members will almost certainly recommend changes. If these are minor, they are usually made under the advisor’s supervision. Should major changes be necessary, it is likely that the Advisory Committee will read the thesis or dissertation again. It is not the Advisory Committee’s responsibility to edit the thesis or dissertation, nor is it the committee’s responsibility to ensure that it meets the Graduate School’s formatting.
requirements. Students should work directly with the Graduate School in that regard. Students may obtain professional editing services if they feel they have a weakness in this area.

Students submit their thesis or dissertation electronically. Some students elect not to have their thesis or dissertation released to the Internet since some journals consider this as being previously published.

**Thesis/Dissertation Seminars**
All graduate students are encouraged to present a seminar based on their thesis or dissertation. Ideally, this seminar takes place in the early stages of development so feedback from peers and faculty can be incorporated into the thesis or dissertation.
Overview of Steps for Thesis or Dissertation Oral Defense

Major professor determines the thesis or dissertation is ready for advisory committee

Major professor signs Part I of Approval Form for Master’s Thesis, Defense and Final Exam or Approval Form for Doctoral Dissertation and Final Oral Examination

Student distributes copies of the thesis or dissertation to the advisory committee.

M.S. Advisory Committees have at least two weeks to review the thesis. Ph.D. Advisory Committees have at least three weeks to review the dissertation.

Major professor and one committee member (or similar ratio if more than three members) agree thesis or dissertation may be defended.

Student schedules the oral defense and final examination; major professor informs department.

Must be scheduled at least three weeks before the Graduate School’s final date for receipt of the corrected copy of thesis/dissertation.

Oral defense. Advisory committee signs Parts II and III of approval form at oral defense. Must receive two out of three (or similar ratio) passing votes.

Major professor must notify Graduate Coordinator Assistant of dissertation defense and final examination schedule at least two weeks prior to defense.

Student completes thesis or dissertation edits; major professor signs Part IV of approval form.

Thesis or dissertation is submitted for first format check to Graduate School.

Student submits final thesis or dissertation to Graduate School.

Approval form signed by Graduate Coordinator, student submits form to Graduate School.

Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms
Updated: 10/24/2015
M.S. Non-Thesis Practicum and Portfolio, Financial Planning Concentration

All students enrolled in the Financial Planning non-thesis program are required to complete and defend a portfolio. When students complete a practicum, this experience becomes part of their portfolio.

**Practicum**

Each student will engage in a practicum. Prior to registration, students write a brief description of their proposed practicum and the tangible outcomes or products that can be evaluated. When the major professor agrees that the practicum proposal is ready for Advisory Committee evaluation, the student will distribute the practicum proposal to the Advisory Committee. The student will schedule a meeting of the Advisory Committee where the practicum/internship plan will then be presented to the Advisory Committee; approval of this plan is indicated by the FHCE Approval of Practicum Proposal Form. Once the practicum proposal is approved, the student may register for FHCE 7910 for 3 credit hours.

**Portfolio**

During the practicum the student is required to keep a learning log of their practicum experiences and a portfolio of practicum related financial planning work. Upon completion of the practicum, the major professor will evaluate the student’s portfolio. A signed letter of evaluation from the student’s direct practicum supervisor is also required.

**Guidelines for Portfolio**

The following outlines the expectations and requirements for a student’s portfolio:

1. **JOURNAL QUALITY MANUSCRIPT:** A written manuscript is required, which (a) targets professional readers, (b) reports applied research or synthesis of research, and (c) is presented to the Advisory Committee.

   **Required Documentation:**
   - Copy of manuscript in appropriate format for submission to a professional or academic journal

2. **COMPLETION OF 150 HOUR PRACTICUM:** The work performed in the practicum must be supervised by a financial planning professional and pertain to some aspect of comprehensive financial planning. Students must propose their practicum to their committee and receive approval from their committee before beginning the practicum. The 150 hours should not include clerical services; rather, involvement must include pre-professional activities. An exception will be granted for substantial compliance work.

   **Required Documentation:**
   - Proposal letter to committee identifying firm, position, work to be done, and target audience
   - Signed FHCE Approval of Practicum Proposal Form
   - A letter from direct supervisor with evaluation

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Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms)

Updated: 10/24/2015
3. **COMPREHENSIVE FINANCIAL PLAN**: A written comprehensive financial plan addressing all appropriate areas of financial planning and presented to the client (when applicable) and Advisory Committee.

**Required Documentation:**
- Copy of the plan
- Copy of presentation
- A letter from committee with evaluation of the written plan

4. **TEACHING and/or OUTREACH**: For teaching and/or outreach accomplishments, **two** of the following are required:

   A. Two guest lectures in undergraduate or graduate level courses.

   **Required Documentation:**
   - Copy of lecture notes
   - A letter from faculty instructor with evaluation

   B. Facilitating a financial education outreach program.

   **Required Documentation:**
   - Identify program/organizations for which presentations were made
   - Include list of all related presentations/interventions
   - A letter of evaluation from program sponsor or supervisor

   C. Involvement in the production of a significant document for outreach purposes or an outreach publication.

   **Required Documentation:**
   - Citation and copy of publication
   - A letter from project sponsor with evaluation

5. **PROFESSIONAL LEADERSHIP and/or CITIZENSHIP**: For professional citizenship and/or leadership both (A) and (B) are required:

   A. Maintain membership in a professional society beginning the first year in the program.

   **Required Documentation:**
   - Receipts for membership fee or copy of membership card

   B. Participation in leadership and/or professional activities: At least one of the following is required (other activities may be included if approved by the student’s Advisory Committee):

   i. Membership on professional or service organization boards, including an officer on the UGA chapter of FPA or FPA Georgia
   ii. Volunteer work at state, multistate, or national financial planning conferences
iii. Appointment or election for committee involvement in state, multistate, or national financial planning related organizations

iv. Significant involvement in the Graduate Student Organization

Required Documentation:
- Official documentation for all activities listed

6. OTHER PROFESSIONAL AND ACADEMIC ACCOMPLISHMENTS. Although not a part of the required standards, it is recommended that information about professional activity be included. These may include honors, awards, certificates, evaluations, or other documents denoting the student’s excellence and success.

The Portfolio Presentation
When the major professor agrees that the portfolio is ready for Advisory Committee evaluation, the student distributes the portfolio to the Advisory Committee. Advisory Committee members will have two weeks to review the portfolio. The portfolio may be presented to the Advisory Committee when the major professor and one (or similar ratio) Advisory Committee member agree that the portfolio is ready for presentation. The student is responsible for scheduling the portfolio presentation, including reserving the room, then informing the Graduate Coordinator Assistant so the presentation is on the Graduate Calendar. Typically, students will take the final exam over their Program of Study at the time of the portfolio presentation. Students should discuss the final exam with their major professor, who should consult with the Advisory Committee as to format and timing of the exam. Portfolio presentations are open to the entire university community.

The FHCE Portfolio Presentation and Exam Form will be completed at the portfolio presentation. All students must enroll for a minimum of three credit hours the semester in which the degree requirements are completed. The portfolio presentation must be scheduled at least three weeks before the Graduate School’s final date for receipt of the final defense approval forms.

During the portfolio presentation, committee members will almost certainly recommend changes. If these are minor, they are usually made under the advisor's supervision. Should major changes be necessary, it is likely that subsequent reviews will be required by the Advisory Committee. A deadline will be determined for those changes to be made.
Overview of Steps for FP Practicum & Portfolio — M.S. Non-Thesis (FP)16

Major professor agrees that the practicum proposal is ready for Advisory Committee evaluation. Practicum proposal is distributed to Advisory Committee.

Advisory Committee meets and discusses practicum proposal. Upon approval, Advisory Committee signs the FHCE Approval of Practicum Proposal Form.

Student registers for FHCE 7910 and begins practicum.

Student maintains learning log of practicum experiences and a portfolio of practicum-related financial planning work.

Major professor evaluates the student’s completed portfolio.

Major professor agrees portfolio is ready for evaluation by the Advisory Committee.

Student distributes portfolio to Advisory Committee.

Major professor and one (or similar ratio) Advisory Committee member agrees portfolio is ready for presentation to Advisory Committee.

Student schedules the portfolio presentation and final exam, including reserving the room.

Portfolio presentation and Final exam. Advisory Committee signs Parts I and II of the FHCE Departmental M.S. Non-Thesis Portfolio Presentation and Exam Form. Must receive two out of three (or similar ratio) passing votes.

Student completes portfolio edits, major professor signs Part III of approval form.

Approval form signed by Graduate Coordinator, student submits form to Graduate School.

M.S. non-thesis advisory committees have two weeks to review the portfolio.

Must be scheduled at least three weeks before the Graduate School’s final date for receipt of the final defense approval forms.
Timeline for Master of Science (Thesis) Degree

**1st semester**
1. Begin graduate courses
2. Choose major professor and Advisory Committee
3. Meet with Advisory Committee by end of semester (student and major professor coordinate reserving room and notifying Advisory Committee members)

**Form**
- Advisory Committee for Master of Arts and Master of Science Candidates

**2nd semester**
1. Prepare Program of Study (POS)
2. Apply for graduation

**Form**
- Program of Study for Master of Arts and Master of Science Candidates
- Application for Graduation

**3rd semester**
1. Major professor approves thesis proposal
2. Thesis proposal defense (student and major professor coordinate reserving room and notifying Advisory Committee members)
3. Conduct research and write thesis

**Form**
- Advisory Committee Action on Student’s Thesis Proposal*

**4th semester**
1. Submit thesis for first format check
2. Major professor approves thesis
3. Schedule thesis defense (student and major professor coordinate reserving room and notifying Advisory Committee members)
4. Thesis defense and final exam
5. Major professor approves final changes to thesis
6. Graduate Coordinator approves thesis
7. Graduate!

**Form**
- ETD Format Check
- Approval Form for Master’s Thesis and Final Oral Examination Master of Arts and Master of Science Candidates
- Complete Exit Survey

* indicates departmental form. All other forms are Graduate School forms.

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms)
Updated: 10/24/2015
Timeline for Master of Science Non-Thesis (FP) Completion

**1st semester**
1. Begin graduate courses
2. Choose major professor and Advisory Committee
3. Meet with Advisory Committee by end of semester (student and major professor coordinate reserving room and notifying Advisory Committee members)

**Form**
- Advisory Committee for Master of Arts and Master of Science Candidates

**2nd semester**
1. Prepare Program of Study (POS)
2. Major professor approves practicum proposal
3. Schedule defense of practicum proposal (student and major professor coordinate reserving room and notifying Advisory Committee members)
4. Advisory Committee approves practicum proposal

**Form**
- Program of Study for Master of Arts and Master of Science Candidates
- Approval of Practicum Proposal Form*

**3rd semester**
1. Practicum
2. Develop portfolio
3. Apply for graduation

**4th semester**
1. Major professor approves portfolio
2. Schedule portfolio presentation and final exam (student and major professor coordinate reserving room and notifying Advisory Committee members)
3. Portfolio Presentation and Final Exam
4. Major professor approves final changes to portfolio
5. Graduate Coordinator approves portfolio
6. Graduate!

**Form**
- FHCE Departmental M.S. Non-Thesis Portfolio Presentation and Exam Form*
- FHCE Departmental M.S. Non-Thesis Portfolio Presentation and Exam Form*
- Complete Exit Survey

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Updated: 10/24/2015
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Updated: 10/24/2015
Timeline for Doctoral Degree Completion

### Action

<table>
<thead>
<tr>
<th>1st semester</th>
<th>Begin doctoral courses</th>
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| 2nd semester | 1) Choose major professor and Advisory Committee  
|             | 2) Prepare Preliminary Program of Study  
|             | 3) Meet with Advisory Committee by end of semester (student and major professor coordinate reserving room and notifying committee members) |
| 3rd semester | In consultation with major professor, plan timing of written comprehensive exam |
| 4th semester | 1) Finalize Final Program of Study  
|             | 2) Schedule written comprehensive exam |
| 5th semester | 1) Take written comprehensive exam  
|             | 2) If pass, schedule oral exams (student and major professor coordinate reserving room and notifying committee members)  
|             | 3) Take oral exam |

### Form

- Advisory Committee for Doctoral Candidates
- Preliminary Program of Study for PhD. Students in FHCE*
- Final Doctoral Program of Study
- Notification of Intent to Take Ph.D. Written Comprehensive Exam*
- FHCE Departmental Ph.D. Written Comprehensive Exam Form *
- Email date, time, and location of oral exam to FHCE Graduate Coordinator Assistant no less than two weeks before oral exam.
- Report of the Written and Oral Comprehensive Examinations
- FHCE Departmental Ph.D. Oral Comprehensive Exam Form*
- Admission to Candidacy

* indicates Departmental form. All other forms are Graduate School forms.

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Updated: 10/24/2015
Timeline for Doctoral Degree Completion (Continued)

6th semester

1) Major professor approves dissertation proposal
2) Schedule dissertation proposal defense (student and major professor coordinate reserving room and notifying committee members)
3) Apply for graduation online
4) Dissertation proposal defense
5) Begin research for dissertation

7th semester

Conduct research and write dissertation

8th semester

1) Major professor approves dissertation
2) Schedule dissertation oral defense and final exam (student and major professor coordinate reserving room and notifying committee members)
3) Submit information to Graduate School for commencement program
4) Submit dissertation to Graduate School for first format check
5) Dissertation defense and final exam
6) Major professor approves final changes in dissertation
7) Graduate Coordinator approves dissertation
8) Graduate!

* indicates departmental form. All other forms are Graduate School forms.

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms)
Updated: 10/24/2015