



***Graduate
Policies and
Procedures
Handbook***

2011-2012

**By the Graduate
Admissions and
Policies Committee
Department of Housing
& Consumer
Economics**

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Department of Housing & Consumer Economics

GRADUATE POLICIES AND PROCEDURES HANDBOOK

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HACE GRADUATE PROGRAMS POLICIES AND PROCEDURES

HACE Policies and Procedures

The guidelines that follow are intended to provide students and faculty members with information about the **procedures and policies of the Department of Housing and Consumer Economics**. In addition, students and faculty members should be aware that other publications regarding the 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 Housing and Consumer Economics. The policies and procedures of the Graduate School are available in the Graduate Bulletin, located at <http://www.uga.edu/gradschool/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 departmental and Graduate School policies. If the policies and procedures are unclear, please consult with the Department's Graduate Coordinator or Graduate Coordinator Assistant.

Did you know?

Many forms are required for graduate study. The Graduate Coordinator must sign most forms.

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 website <http://www.uga.edu/gradschool/academics/registration.html>.

Time Limit

The Graduate School sets time limits for degree completion. For policy details, master's students visit http://www.uga.edu/gradschool/academics/masters_req.html#time; Ph.D. students visit http://www.uga.edu/gradschool/academics/PhD_req.html#time.

Appeals Procedure

From the date of dismissal, the student has the right to appeal the decision within 30 days to the HACE Graduate Policy Committee. Following an appeals meeting, the HACE Graduate Policy 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 HACE 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;
- 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.

Helpful Hint:
Become very familiar with Graduate School and Departmental Graduate Policies

Advisory Committees

As early as possible, graduate students should become acquainted with the faculty and their areas of research. All faculty 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. Faculty who agree to serve on the Advisory Committee, indicate their agreement by signing the *Advisory Committee Form*. Students should select a three-person Advisory Committee by the following deadlines:

Degree Type	Deadline
M.S. Students	End of first semester
M.S. Non-Thesis Students	End of first semester
Ph.D. Students	End of second semester

Selection of a Major Professor

Faculty on the HACE Graduate Committee will serve as temporary advisors until students have identified their major professor:

Name	Research Area	Email
Dr. Robb Nielsen	Consumer Economics	rnielsen@uga.edu
Dr. Swarn Chatterjee	Family Financial Planning	swarn@uga.edu
Dr. Andy Carswell	Housing	carswell@fcs.uga.edu

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 proposal and the portfolio. The student also consults with the major professor and the Advisory Committee about scheduling various required aspects of the student's graduate program. Students should select a major professor based on compatibility of research

interests, areas of expertise, schedules, personalities, and working styles. Faculty service as major professor and Advisory Committee member is voluntary and is formalized when the Advisory Committee form is signed and submitted to the Graduate School. Graduate students should meet with their major professor on a regular basis and with their Advisory Committee at least yearly.

Selection and Function of Committees

Students should select an Advisory Committee based on compatibility of research interests, schedules, personalities, and working styles. The Advisory Committee is a resource to the student throughout graduate study.

The major professor and at least one other member must be HACE faculty and a Graduate Faculty member. The third member must be a Graduate Faculty member, but not necessarily a HACE faculty member. When appropriate, additional voting members may be appointed to the committee. See the Graduate School's policies concerning Advisory Committee members for more details. The Graduate School's policies concerning advisory committee members are listed under the respective degree type in the Graduate Bulletin <http://www.uga.edu/gradschool/bulletin/>.

Once the student has identified the Advisory Committee members, the student types the Advisory Committee form, a Graduate School form. The student secures the committee members' signatures (at a committee meeting or in individual appointments), and submits the form to the HACE Graduate Coordinator. Master's students should meet with their Advisory Committee by the end of their first term, and Ph.D. students by the end of their second term.

If changes in the Advisory Committee members are required, the student must prepare and submit to the Graduate Coordinator a new Advisory Committee form. The major professor will inform any faculty member who is dropped from the committee.

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 HACE (PPOS)* form and submit it to the Department's Graduate Coordinator.

Minor changes in the POS may be approved by the major professor after consultation with other 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

Did you know?

All graduate students are required to submit a form called "Program of Study" (POS), and Ph.D. students submit two: *Preliminary Program of Study* and *Final Doctoral Program of Study*.

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 in the POS.

Effective Fall 2008 (not retroactive), in order for a HACE graduate course to count towards a HACE graduate student's program of study, the student must receive a B- or higher grade for the course. The student may choose to retake a HACE graduate course one time. If the student earns a grade lower than a B- when retaking a HACE graduate course, that course cannot be used in the student's program of study. If this is a required course, the student may be counseled out of the program.

Effective for those students admitted 2011 or after, in order for a graduate core course to count towards a HACE graduate student's program of study, the student must receive a B- or higher grade for the core course. The student may choose to retake a graduate core course one time. If the student earns a grade lower than a B- when retaking a graduate core course, that course cannot be used in the student's program of study. If a graduate student does not meet this requirement, the student may be counseled out of the program.

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, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. For detailed information, M.S. students visit

http://www.uga.edu/gradschool/academics/masters_req.html#credit, Ph.D. students visit http://www.uga.edu/gradschool/academics/PhD_req.html#credit.

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 course work and two semesters of residency. Specific requirement for the M.S. program with a thesis and the M.S. Non-Thesis programs are listed below.

M.S. Thesis Degree Program

The M.S. program offers flexibility in selecting course work to meet a variety of career goals in consumer economics, family financial planning, or housing. Students must complete 18 hours of core course work, 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 are listed below:

Core Requirements (18 hours): STAT 6210, 6220, HACE 7020, 7025, 8000, 8050, and 8100 or 8150

Concentration (9 hours): within the area of concentration as approved by Advisory Committee

Supporting Area(6 hours): from allied department(s) as approved by Advisory Committee

Thesis (minimum 3 hours): HACE 7300

Helpful Hint:

There is a website that has every required form:

<http://www.fcs.uga.edu/hace/graduate/forms.html>

A degree requirements worksheet is available at

http://www.fcs.uga.edu/hace/graduate/docs/ms_degree_requirements_f09.pdf.

M.S. Non-Thesis Degree Program

The M.S. Non-Thesis program offers extensive course work to meet students' career goals in family financial planning. Students must complete 6 hours of core course work, 24 hours in their area of concentration (at least 12 credit hours from HACE courses), and 6 hours of electives related to family financial planning. Specific requirements are listed below:

Core Requirements (6 credit hours): HACE 8000, and 8100 or 8150

Concentration (24 credit hours): HACE 6200, 6205, 6210, 6220, 6230, 6250, 7200, 7250

Family Financial Planning Elective Courses (6 credit hours): As approved by Advisory Committee

Students pursuing the non-thesis program are strongly encouraged to enroll in HACE 7020, a one-hour course.

Doctoral Degree Program

The Ph.D. program provides students with the opportunity to pursue scholarly activities by providing a comprehensive understanding with consumer economics, family financial planning, or housing policy, and applied economics, research methods and statistics. Students take core courses in the department and courses in allied departments in statistics and their concentration and supporting area. The area of concentration generally is a program area within HACE (i.e., consumer economics, family financial planning, or housing), but some non-HACE course also may be used to meet this requirement.

The Ph.D. degree requires at least 60 semester hours of course work and 30 consecutive semester hours of residency. Courses taken in the M.S. program may be used to satisfy Program of Study requirements; however, courses used to satisfy the requirements of one degree cannot be used to satisfy the requirements of another degree

<http://www.uga.edu/gradschool/academics/regulations.html#UseCredit>. Alternative courses are subject to the Advisory Committee approval.

Core Requirements (18 hours): HACE 7020, 7025, 8000, 8050, and AAEC 6580. In addition, students choose two of the following core theory courses: HACE 8100, 8150, or another as approved by the student's Advisory Committee

Statistics (9-12 hours): excluding STAT 6210 and 6220 (The graduate level statistics elective courses may be in STAT or allied departments, subject to Advisory Committee approval.)

Concentration (18-21 hours): within the area of concentration as approved by Advisory Committee

Supporting Area: 9 - 12 hours from HACE and/or other allied departments as approved by Advisory Committee

Dissertation (minimum 3 hours): HACE 9300

A degree requirements worksheet is available at

http://fcs.uga.edu/hace/graduate/docs/phd_degree_requirements.pdf.

In addition to course work, HACE 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 requirements 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.isd.uga.edu/teachingassistant/tapolicy>.

When a Ph.D. student wants to meet their teaching requirement through teaching a HACE 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. The student's Advisory Committee will determine if prior teaching experience fulfills the teaching and service requirements.

The course work, teaching and service experience the Advisory Committee approves are listed on the department's *Preliminary Program of Study for HACE 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 the scheduling of the Written Comprehensive Exam.

Written and Oral Exams

All students must take an exam over their program of study. The Graduate School requires all doctoral students to take a written and an oral comprehensive exam, respectively. 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 http://www.uga.edu/gradschool/academics/masters_req.html#final. 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 final examination will be administered by the Advisory Committee. All members of the Advisory Committee must be present for the entire oral examination period. 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 enable faculty to assess the ability of students to integrate and apply knowledge in order to insure that a student is qualified to be admitted to candidacy. The Ph.D. **written** comprehensive exam covers core course work and concentration area(s). The questions are grouped into the following areas: Day One covers the two core theory courses (HACE 8100, 8150, or

Did you know?

Ph.D. students should observe the following sequence:
written comprehensive exam, oral comprehensive exam, dissertation proposal, dissertation defense.

another theory course as approved by the student's Advisory Committee) and AAEC 6580; Day Two covers the student's area of concentration; 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 must be taken within three years of beginning course work and/or before the completion of 54 semester hours of graduate credit in the doctoral program. Before scheduling the exam, students must complete the departmental core courses and be prepared to write in their area of concentration. Ph.D. students work with their major professor and Advisory Committee to determine the best time to write the comprehensive exam. The major professor notifies the Ph.D. Reading Committee of the up-coming written comprehensive exam schedule. Students must complete the department's form *Notification of Intent to Take the Ph.D. Written Comprehensive Exam*, secure the major professor's signature and submit 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) and give the major professor information for the contact person at the Center. Students will be given 15 hours to write the exam – three days, five hours each day. The entire exam must be completed within three weeks. The student's major professor works with the Advisory Committee, the department's 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 HACE 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 should 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 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 communicates its decision to the Graduate Coordinator by completing the *HACE Departmental Ph.D. Written Comprehensive Exam Form*.

If any area or areas of the written comprehensive exam are deemed unsatisfactory, the student's Advisory Committee may require remedial work. Remedial work must be specified on the *HACE 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 will be 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 Assistant. The Graduate Coordinator Assistant will add the questions to those to be shared with students taking exams in the future.

Important Policy:
The Graduate Coordinator Assistant must be emailed at least two weeks prior to the oral comprehensive exam. The Graduate School sends a special form for the oral exam.

The major professor will return a student's written responses to their written comprehensive exam prior to the oral comprehensive exam. Students will not be provided advisory or reading committee feedback on the written comprehensive exam.

The Oral Comprehensive Exam

No sooner than two weeks after satisfactorily 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. The major professor notifies the department of the oral exam schedule. The student's Advisory Committee administers the exam, which is open to the public. All members of the Advisory Committee *must* be present at the

oral 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 *HACE Departmental Ph.D. Oral Comprehensive Exam* form is signed by the Advisory Committee and submitted to the Graduate Coordinator.

Helpful Hint:
Begin exploring a research topic the first semester in graduate school.

If the student's performance on the oral comprehensive is unsatisfactory, the student's Advisory Committee may require remedial work. Remedial work must be specified on the *HACE 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 will be dismissed from the program.

Admission to Candidacy

Master's students are not required to be 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.

Theses and Dissertations

Master's students (except those in the non-thesis program) and doctoral students are required to write a thesis or dissertation, respectively. The first step in completing the thesis or dissertation is to develop a proposal or prospectus. Many students begin writing their proposal in the Research Methods class, which is helpful, but not essential.

The Proposal

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 (<http://www.ovpr.uga.edu/hso/tasks/training>) and receive approval to complete research involving human subjects from the UGA Institutional Review Board.

The proposal will be refined through a number of 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 research process as the study is completed. Graduate students must work with their major professor and Advisory Committee to plan a realistic time schedule for the completion of their research. Faculty members are not obligated to spend their evenings, weekends, or summers reading students' theses and dissertations.

The format of theses and dissertations is quite formal and carefully prescribed. Be sure to follow the Graduate School format guidelines precisely (in the Graduate School Style Manual at http://www.uga.edu/gradschool/forms&publications/theses_and_dissertations.pdf); such rules are absolute. On matters of style, consult the *APA Publication Manual, 6th Edition*. Check the Graduate School deadline for electronically submitting a thesis or dissertation for format check in the semester of graduation; changes can still be made to the thesis or dissertation after the format check.

Advisory Committee Action on Proposal

When the advisor agrees that the proposal has been refined sufficiently, the student will be responsible for scheduling the proposal meeting with the Advisory Committee. Note: the decision to schedule the proposal meeting rests with the advisor. Doctoral students must pass the written and oral exams and be admitted to candidacy before a dissertation proposal meeting may be held. **The Advisory Committee should be given adequate time to review the proposal – a minimum of two weeks for M.S. proposals and a minimum of three weeks for Ph.D. proposals.** The student should discuss the format of the meeting with the major professor. Generally, in the proposal meeting, 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, *HACE Advisory Committee Action on Student's Thesis Proposal* or *HACE 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 and submits the form to the Graduate Coordinator.

Students shall have two opportunities to gain approval for their thesis or dissertation proposal. In the event that the thesis or dissertation committee does not approve the student's 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.

The Oral Defense

When the major professor agrees that the full thesis or dissertation is ready for the Advisory Committee evaluation, the student should distribute copies of the thesis or dissertation to the Advisory Committee. The student also should prepare the *Approval Form for Master's Thesis, Defense and Final Exam* or the *Approval Form for Doctoral Dissertation and Final Oral Examination* and secure 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 approval form. **The Advisory Committee must have adequate time for review – 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 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, in the defense meeting, students give a summary of the research and major findings. Advisory Committee members will then ask questions, discuss concerns, and suggest revisions. Parts II and III of the Approval Form are complete at the time of 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

Did you know?

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

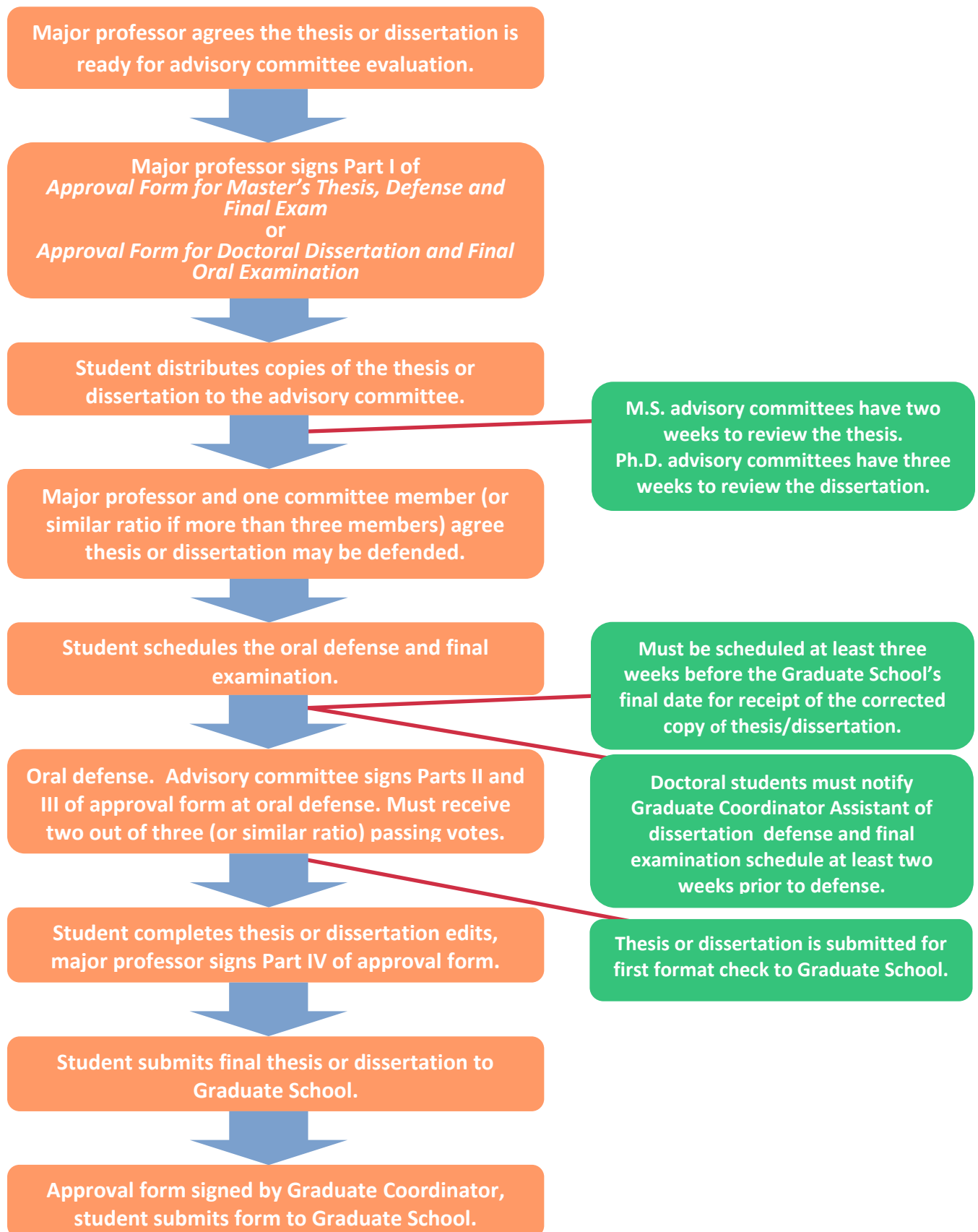
the Graduate School's formatting requirements. Students should work directly with the Graduate School in that regard. Students may find it beneficial to obtain professional editing services if they feel they have a weakness in this area.

Students at the University of Georgia submit their thesis or dissertation electronically. It is recommended that students elect *not* to have their thesis or dissertation released to the Internet since some journals consider documents on the Internet as being previously published.

Thesis/Dissertation Seminars

All graduate students are encouraged to present a seminar based on their thesis or dissertation. Contact Dr. Yoko Mimura to schedule the seminar.

Quick Overview of Steps for Thesis or Dissertation Oral Defense¹²



M.S. Non-Thesis Practicum and Portfolio

All students enrolled in the non-thesis program are required to complete and defend a graduate 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 will 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 will be indicated by the *HACE Approval of Practicum Proposal Form*. Once the practicum proposal is approved, the student may register for HACE 7910 for 3 credit hours.

Portfolio

During the practicum experience, 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 HACE Approval of Practicum Proposal Form
- A letter from direct supervisor with evaluation

Did you know?

Students' portfolios offer employers accurate insight into the M.S. degree experience.

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.

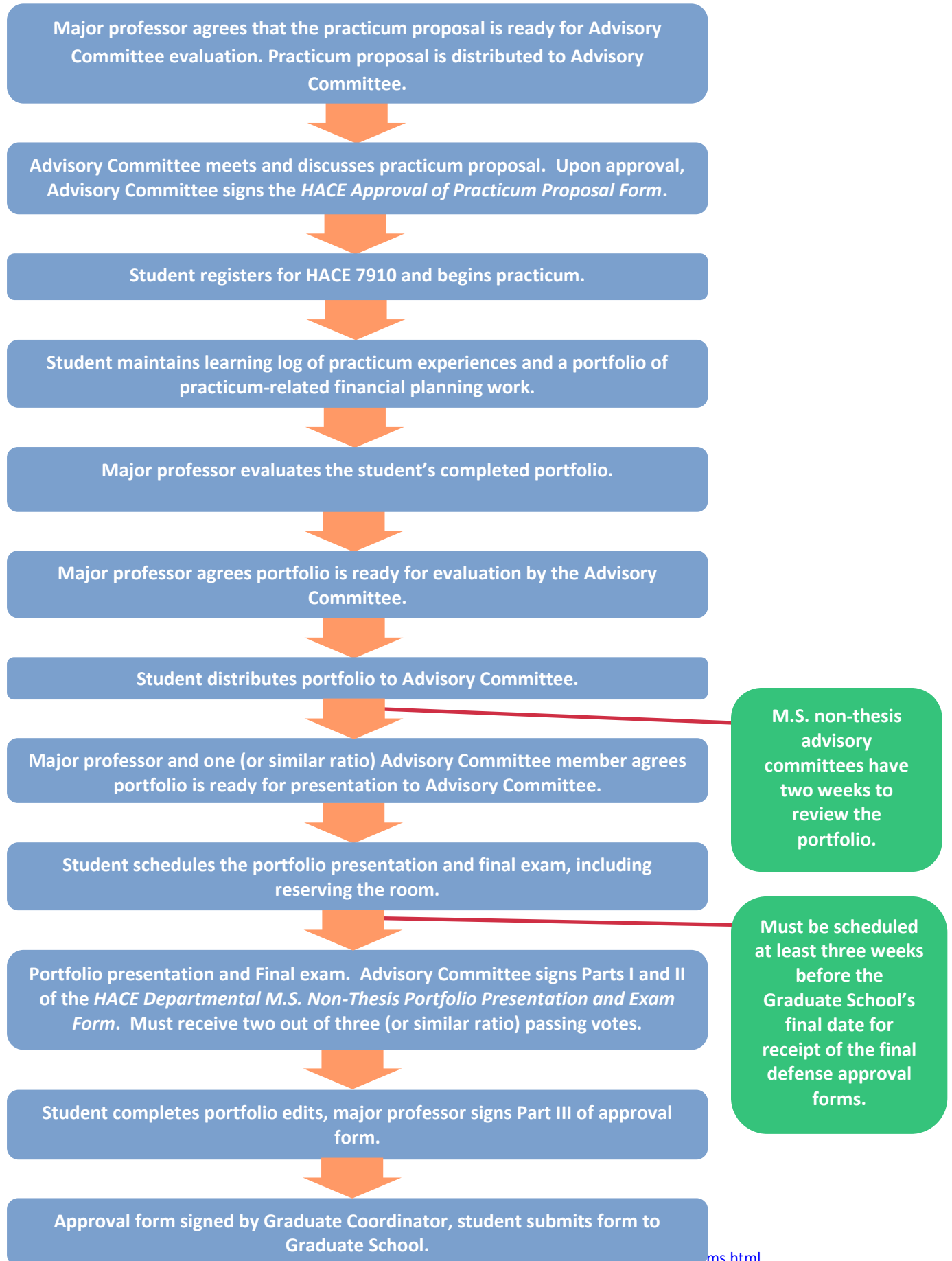
The Portfolio Presentation

When the major professor agrees that the portfolio is ready for Advisory Committee evaluation, the student will distribute 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. 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.

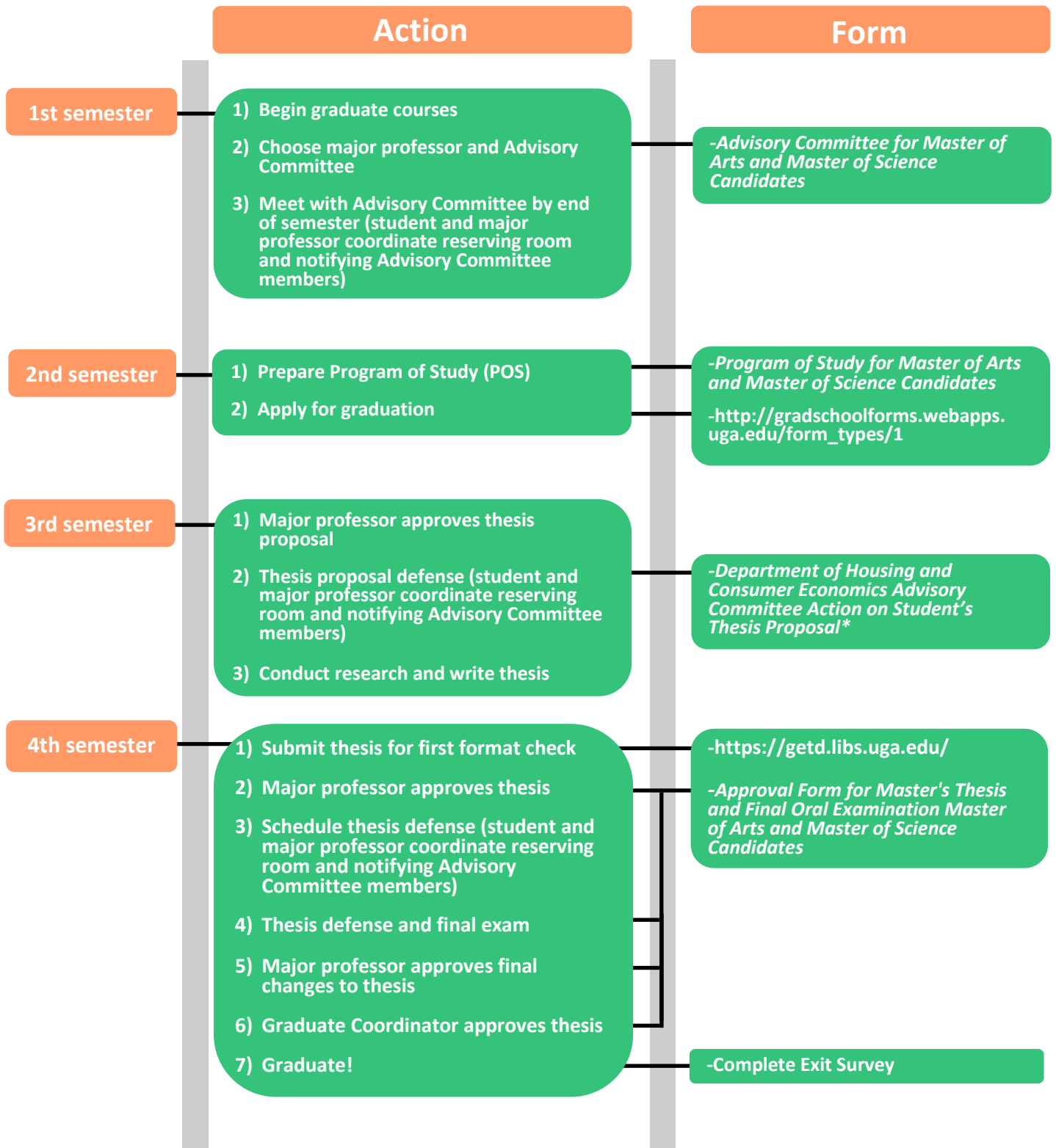
The *HACE Portfolio Presentation and Exam Form* will be completed at the portfolio presentation. All students must enroll for a minimum of three credit hours the semester in which the degree requirements are completed. The portfolio presentation must be scheduled at least three weeks before the Graduate 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.

Quick Overview of Steps for Practicum and Portfolio — M.S. Non-Thesis¹⁶

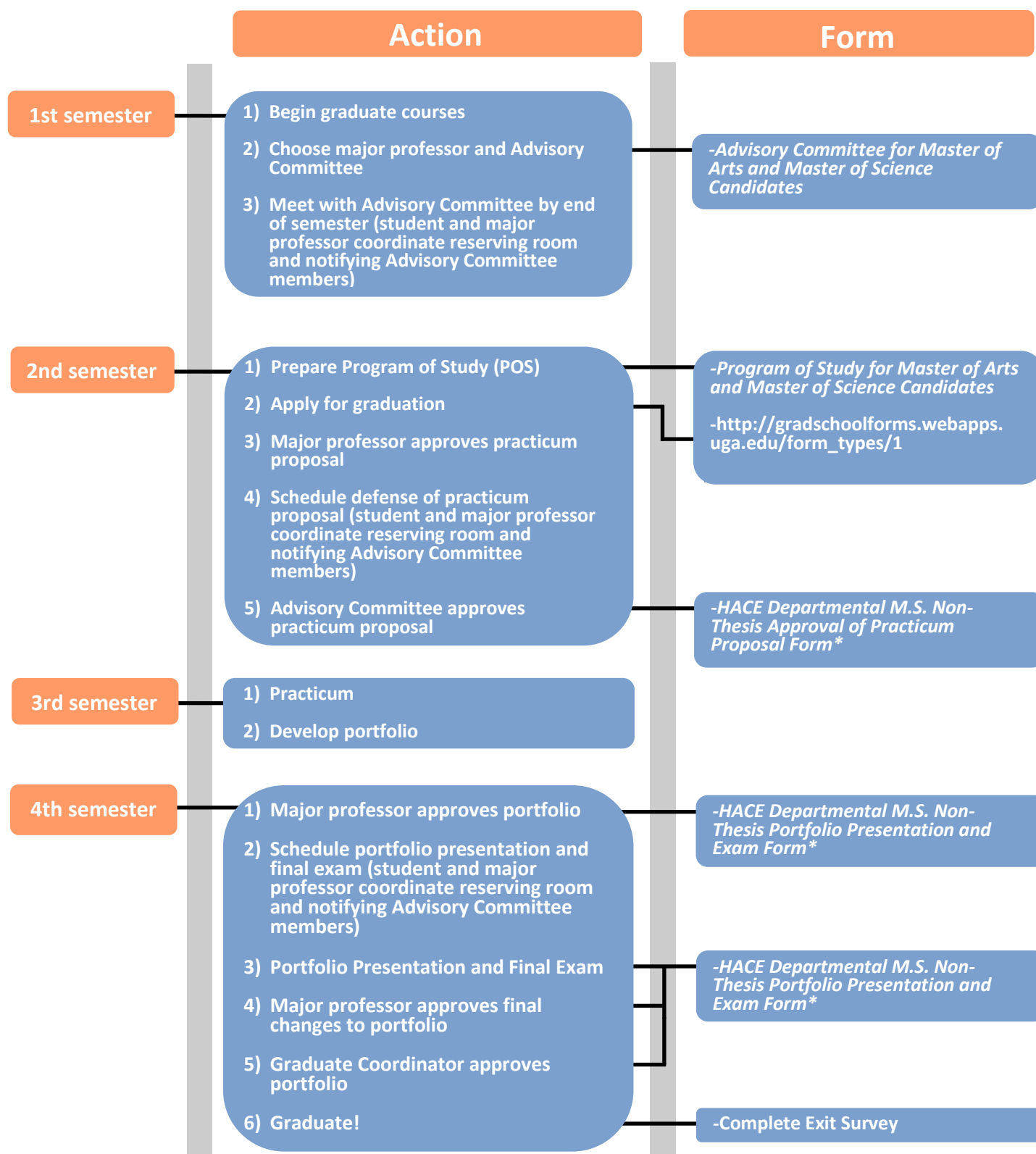


Timeline for Master of Science (Thesis) Degree



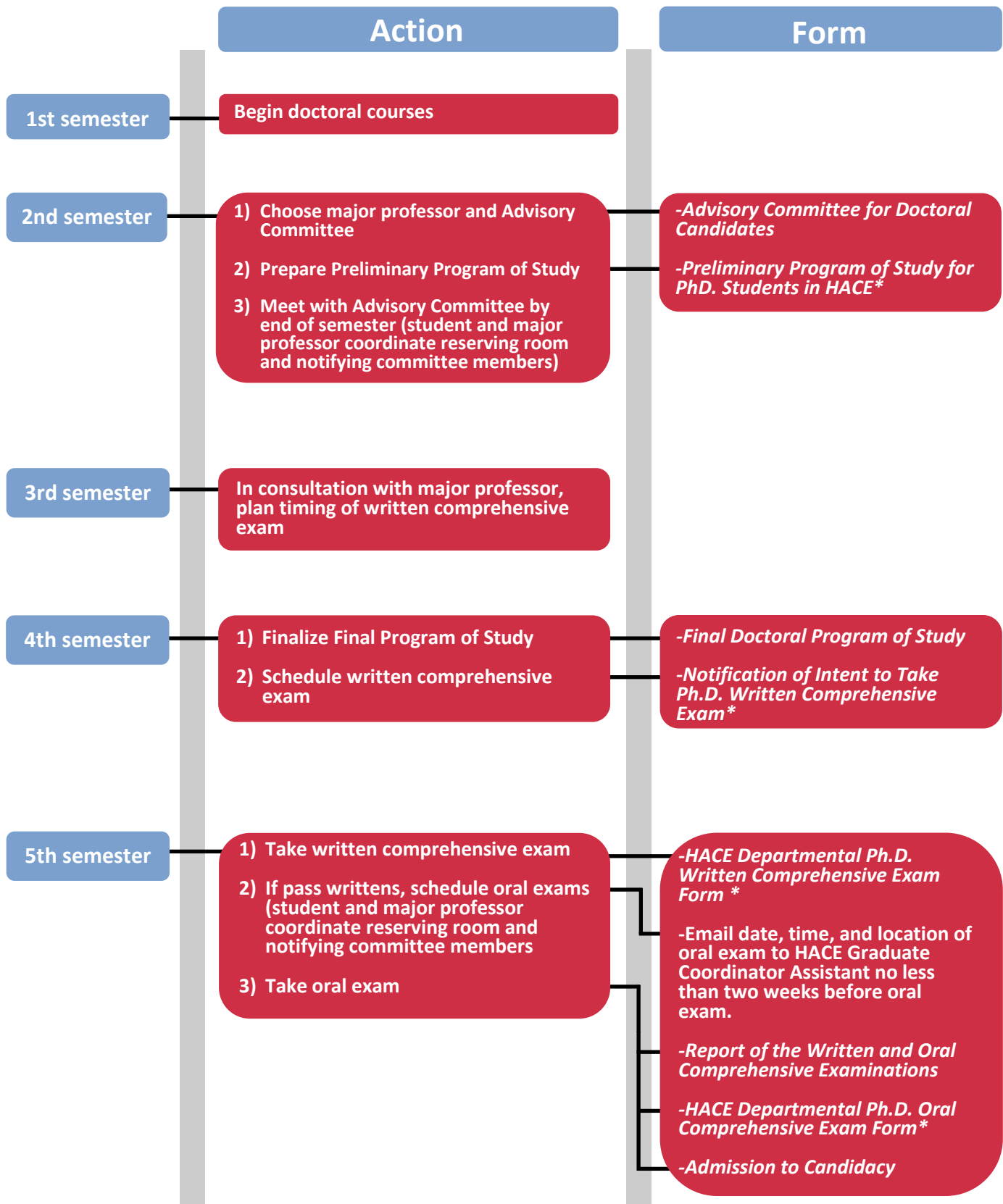
* indicates Departmental form. All other forms are Graduate School forms.

Timeline for Master of Science Non-Thesis Completion



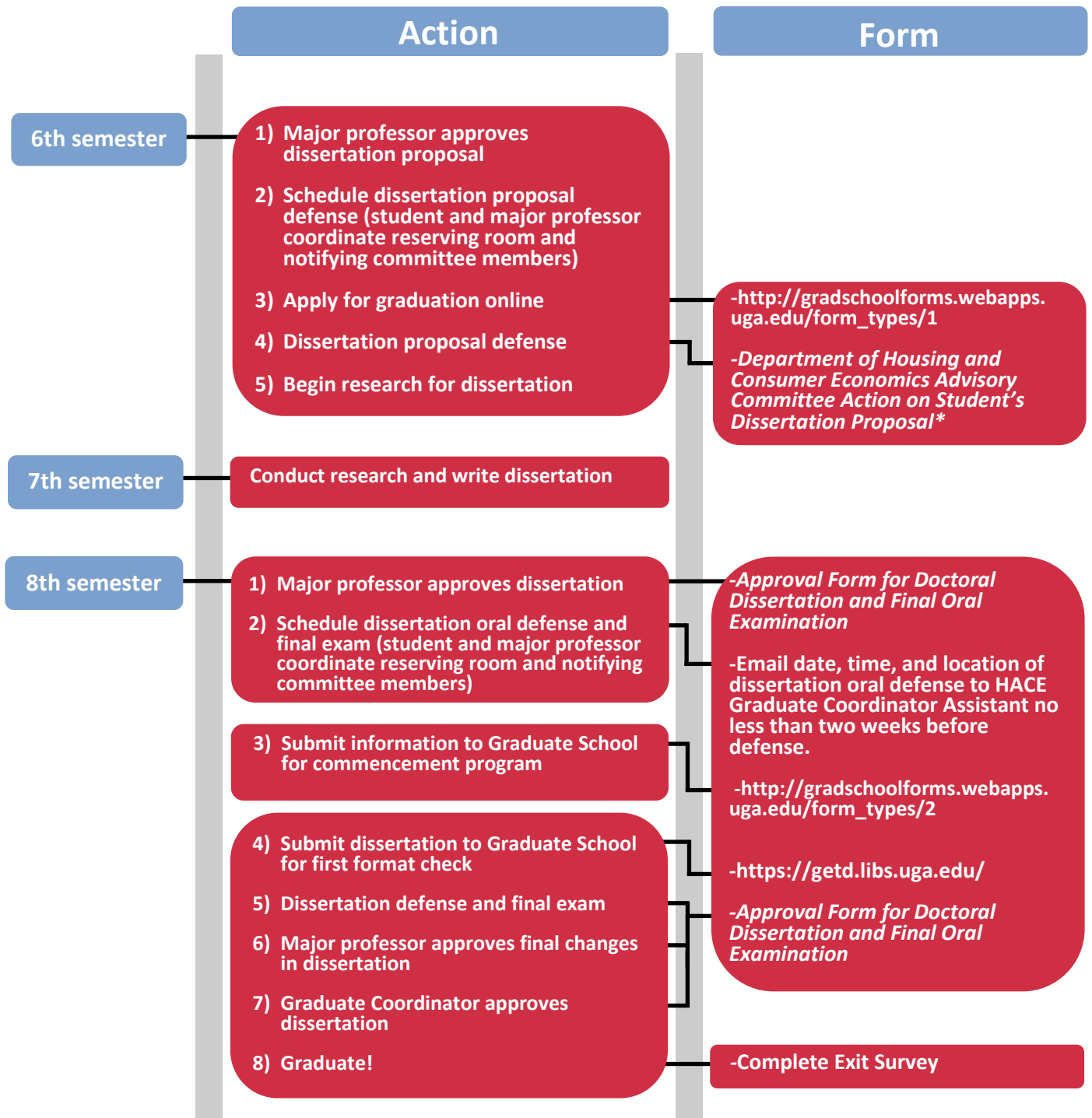
* indicates Departmental form. All other forms are Graduate School forms.

Timeline for Doctoral Degree Completion



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

Timeline for Doctoral Degree Completion (Continued)



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