



Fall 2021

Dear Graduate Student:

*Welcome to the Department of Textiles, Merchandising and Interiors. This handbook includes the graduate policies and requirements of our department and the Graduate School of the University of Georgia.*

*This handbook will answer questions about requirements for your degree programs and procedures for selecting a major professor and committee members. It includes examples of forms to submit to the graduate coordinator assistant (Diane) and other procedures to follow as you progress toward your degree. The TMI Graduate Handbook can also be found at <https://www.fcs.uga.edu/tmi/graduate>*

*The graduate faculty of the Department of Textiles, Merchandising and Interiors are dedicated to providing scholarly expertise and professional guidance throughout your graduate experience. Our vision is to have internationally recognized graduate and undergraduate programs in Textiles, Merchandising and Interiors, to provide opportunities for our students' professional and personal development resulting in leaders who enhance the quality of life and contribute significantly to the every-changing body of knowledge in our disciplines. Your acceptance into the graduate program is our confidence in your ability to succeed.*

*We are glad to have you as part of the TMI team. Best of luck in your graduate program endeavors.*



**College of Family and  
Consumer Sciences**  
*Textiles, Merchandising & Interiors*  
**UNIVERSITY OF GEORGIA**

# TABLE OF CONTENTS

Introduction	4
TMI Faculty	5
Student Responsibility	5
Evaluation of Graduate Student Progress	6-7
M.S. Degree Program	8-16
<i>Focus area</i>	8-9
<i>Timeline for completion</i>	9-10
<i>Core requirements</i>	11
<i>Courses to select</i>	12-13
<i>Selection of a major professor</i>	13
<i>Advisory committee</i>	13
<i>Program of study</i>	14
<i>Thesis research proposal</i>	14-15
<i>Thesis</i>	15-16
<i>Final oral examination/defense</i>	16
<i>Changing area of focus</i>	16
Ph.D. in Polymer, Fiber and Textile Sciences	17-24
<i>Core requirements</i>	17-18
<i>Selection of a major professor</i>	19
<i>Ph.D. advisory committee</i>	19-20
<i>Program of study</i>	20
<i>Comprehensive exams</i>	21
<i>Admission to candidacy</i>	22
<i>Dissertation research proposal</i>	22
<i>Dissertation</i>	23
<i>Ph.D. dissertation approval and defense</i>	23-24
<i>CIP codes for international students</i>	24
Ph.D. in International Merchandising	25-38
<i>Teaching certificate</i>	25
<i>Core requirements</i>	26
<i>Specialization</i>	26
<i>Research methodology</i>	27
<i>Supporting area and dissertation research</i>	27
<i>Selection of a major professor</i>	28
<i>Ph.D. advisory committee</i>	28-29
<i>Program of study</i>	29
<i>Comprehensive exams</i>	30-32
<i>Admission to candidacy</i>	32
<i>Dissertation research proposal</i>	32
<i>Dissertation</i>	33-36

<i>Ph.D. dissertation approval and defense</i>	.....	36-37
<i>Ph.D. program timetable</i>	.....	38
<b>Other Information and Policies</b>	.....	39-44
<i>Graduate enrollment policy</i>	.....	39
<i>UGA residence requirement</i>	.....	39
<i>Final registration requirement</i>	.....	39
<i>Application for graduation</i>	.....	40
<i>Graduate ceremonies</i>	.....	40
<i>Graduate assistantships</i>	.....	40-42
<i>Travel funding to professional meetings</i>	.....	42
<i>Departmental policy on the use of supplies</i>	.....	43
<i>Academic grievance and grade appeals</i>	.....	43
<i>Guidelines for authorship and use of data</i>	.....	43-44
<b>Checklist for MS Degree Program</b>	.....	45
<b>Checklist for Ph.D. Degree Program</b>	.....	46

# INTRODUCTION

The objective of the graduate program in the Department of Textiles, Merchandising and Interiors is the education of professionals for industry, government, business, and academia. The TMI department offers graduate study leading to the Master of Science (M.S.) degree in Textiles, Merchandising and Interiors and the Doctor of Philosophy (Ph.D.) degree in Polymer Fiber and Textile Sciences and a Ph.D. Emphasis in International Merchandising.

This handbook outlines the basic requirements for the degrees, presents departmental policies regarding the role of the major professor and the advisory committee, and provides guidelines for timely submission of required documents, completion of requirements, and other information. **It is the student's responsibility to meet the departmental and graduate school requirements outlined in this handbook and the DEADLINES established by the Graduate School of the University of Georgia.**

Both the M.S. and the Ph.D. programs are structured to help students develop research skills. This is achieved through foundation courses in research methods and statistics (or, depending on your focus areas, courses in qualitative methods), individual involvement with faculty in ongoing research, and the completion of an original research project culminating in a M.S. thesis or a Ph.D. dissertation. Specialized courses in the department are designed to provide sound preparation in selected areas of study, and are supplemented with approved supporting course work in related fields outside the department.

While developing research skills is a major component of graduate study, effective communication skills are equally important to your graduate program and career success. TMI students are expected to speak and write English well. Regardless of whether you are from the United States or whether you are an international student, you are encouraged to take advantage of the many available opportunities to improve your communication abilities. These include formal courses in English and speech, writing and speaking assignments in numerous TMI courses, opportunities to give presentations at professional meetings and daily interaction with other students whose native language may be different from your own.

\*All graduate students on assistantship [GTAs + GLAs + GAs and GRAs who are IoR] should meet the GRSC TA policy compliance requirements: 1) complete TA orientation AND 2) take GRSC 7770.

\*\*International students on assistantship should meet the following language proficiency scores in addition to the requirements mentioned above: a recorded score of 26 or higher (TOEFL), 8.0 or higher (IELTS), 135 or higher (Duolingo), or Level 4 (ITA-TEP). Those who do not meet the language proficiency requirements should take LLED 7769 AND have a recorded score of 24 or higher (TOEFL), or 7.5 or higher (IELTS), or ITA-TEP level 3 or higher.

## TMI FACULTY

The TMI department has 14 faculty members, 12 of whom are members of the graduate faculty. In addition, there are four emeritus faculty members. Students must become acquainted with the faculty in their areas of research interest early in the first semester of enrollment. All of the graduate faculty members are interested in discussing their research interest and possible research topics with students. During the first semester in the program, students should meet with faculty members beyond those they have for courses or assistantship assignments to select a major professor and an advisory committee. Information on faculty research/teach area can be found on the Departmental website.

### Graduate Faculty

### Research Area

Dr. Gajanan Bhat, Professor/Department Head	PFTS
Dr. Lilia Gomez-Lanier, Associate Professor	Interior Environments
Dr. Jewon Lyu, Assistant Professor	Merchandising/International Trade in IM
Dr. Laura McAndrews, Assistant Professor	Merchandising/International Trade in IM
Dr. Clair McClure, Lecturer/Undergraduate Coordinator	Merchandising/International Trade in IM
Dr. Katalin Medvedev, Professor	Historical/Cultural Aspects of Dress in IM
Dr. Sergiy Minko, Professor	PFTS
Dr. Vladimir Reukov, Assistant Professor	PFTS
Dr. Kim Rich, Lecturer	Interior Environments
Dr. Yoo-Kyoung Seock, Professor/Graduate Coordinator	Merchandising/International Trade in IM
Dr. Suraj Sharma, Professor	PFTS
Dr. Monica Sklar, Assistant Professor/ Liaison to the Historic Clothing and Textiles Collection	Historical/Cultural Aspects of Dress in IM

***\*Research Area: PFTS - Polymer, Fiber and Textile Sciences; IM - International Merchandising***

## STUDENT'S RESPONSIBILITY

While the major professor and other graduate faculty provide direction, guidance and support to the student, the student is responsible for meeting all deadlines with regard to selection of the major professor, appointment of the advisory committee, submission of the program of study, completion of thesis, and the final oral defense. **It is the responsibility of the student to ensure that all degree requirements have been met.**

### **RESEARCH USING HUMAN SUBJECTS AND IRB APPROVAL**

At the University of Georgia (UGA), all human subject research activities come under the review and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. The human subject policies apply to all UGA affiliated faculty, staff, and students conducting human subjects research on or off-campus (domestic or international sites) as well as visitors conducting research at UGA. More information is available at <https://research.uga.edu/hrpp/irb/>

# EVALUATION OF GRADUATE STUDENT PROGRESS

The Department of Textiles, Merchandising and Interiors encourages students to complete their degree programs in a timely fashion. Our department formally evaluates each graduate student's progress toward obtaining the desired degree twice during the academic year, at the end of each semester, and informs the student in writing of her/his status.

The student's thesis/dissertation advisory committee or program advisor (for the non-thesis program) should discuss each student's progress. Upon discussion among the advisory committee, the student's major professor evaluates her/his progress and report it to the department. If the student does not establish an advisory committee, a major professor or graduate coordinator assess the student's progress and report it to the advisory committee once it is established.

Students will submit a written report one week in advance before the face-to-face meeting with the Major Professor. The Student Activity Report (SAR) will comprise accomplishments (e.g., publications, conference presentations). The graduate student assessment format (see appendix) developed by the department will be used during face-to-face interaction.

Each student is rated as making satisfactory, marginal, or unsatisfactory progress. If marginal or unsatisfactory progress is noted, the student should be advised in writing 1) what they need to do to make satisfactory progress, 2) when each task needs to be accomplished, 3) what faculty member(s) they should contact for more information or support, and 4) what will happen if these tasks are not accomplished (e.g., an unsatisfactory rating for another semester will result in termination from the program, etc.).

If a student receives a marginal or an unsatisfactory or two unsatisfactory ratings in succession (two semesters) or does not receive an evaluation in two consecutive semesters,

1. The student will not be eligible to obtain a graduate assistantship.
2. The student will be given time to improve his or her progress toward satisfactory in the degree program. Failure to make satisfactory progress in the following semester will result in dismissal from the graduate program.

## **A. Satisfactory progress may include the following:**

- a. Submitting all required forms for the degree program in a timely fashion (see the degree progression checklist form)
- b. Establishing a thesis/dissertation advisory committee in a timely fashion
- c. Submitting a thesis/dissertation prospectus in a timely fashion
- d. Sufficient contact with the chair and/or advisory committee members
- e. Prospectus or thesis/dissertation draft is approved in a timely fashion
- f. Sufficient progress toward courses and requirements on Program of Study
- g. Satisfactory performance in research or applied experience, including publications and conference presentations.

**B. Unsatisfactory progress may include the following:**

- a. Grade in a course falling below B-
- b. Failure to submit required forms for the degree program in a timely fashion
- c. Failure to establish a thesis/dissertation advisory committee in a timely fashion
- d. Failure to submit a thesis/dissertation prospectus in a timely fashion
- e. Minimal or no contact with the chair and/or advisory committee members
- f. Failure to submit a Prospectus or thesis/dissertation draft in a timely fashion or Failure of Prospectus or thesis/dissertation draft not approved
- g. Lacking progress toward courses and requirements on Program of Study, including registering for thesis/dissertation hours when little or no work has been done
- h. Poor performance in research or applied experience
- i. Failure of comprehensive exam (for Ph.D. students)
- j. Failure to resolve any problems or fulfill any requirements indicated in a previous marginal or unsatisfactory review
- k. Rated as marginal in the previous review and has not remediated weak areas
- l. Concerns about ethical or professional behavior

**\*Note: No U (Unsatisfactory) grade or grade below a C is acceptable for a course included on a program of study.** To be eligible for graduation, a student must maintain at least a *3.0 average* on all courses on the program of study and on all graduate courses taken. Student may retake a course one time. Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress towards graduation. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantship. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress toward graduation.

# MASTER OF SCIENCE DEGREE PROGRAM

Most students complete their M.S. degree in two years. **M.S. students are required to complete a minimum of 24 semester hours of course work and six semester hours of Master's Thesis** (TMXI 7300). Undergraduate courses do not count in the minimum. Typically, the program plan that is developed by your Major Professor and Advisory Committee will require more than the minimum hours of course work and thesis hours. At least one half of the graduate credit hours (exclusive of thesis) must consist of University of Georgia courses that are open only to graduate students. There are thesis and non-thesis options under the Textiles, Merchandising and Interiors MS program.

Depending on your undergraduate major and previous course work, you may be required to complete undergraduate courses or their equivalents (this may include Chemistry, Textiles, and Textile Testing) while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study. ***The rest of your graduate course work depends on your focus area, thesis research topic, and guidance from your Major Professor and Advisory Committee.*** Graduate courses outside of the department (business, history, consumer economics, chemistry, biochemistry, statistics, sociology, and other areas) are encouraged depending on your focus area and may be required by your Major Professor.

UGA's Master of Science Degree Requirements guided by the Graduate School can be found at: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>

## **FOCUS AREA**

Students in the M.S. program are required to select one of the four areas of focus within the department. The four focus areas and courses within each are as follows:

- Historical & Cultural Aspects of Dress
- Interior Environments
- Merchandising & International Trade
- Polymer, Fiber and Textile Sciences

### **Historical/Cultural Aspects of Dress**

Graduate students develop an understanding of the historical development of the apparel industries and the evolution of apparel style changes over time. Students learn about the preservation of historic clothing through the historic clothing and textiles collection maintain between FACS and the Special Collections Library. An appreciation for the socio-psychological functions of dress and how the history of art and architecture relates to apparel and textile dressing is also explored. Students also have an opportunity to conduct research related to aspects of clothing in popular culture, world dress and textiles, and fashion theory. Students focusing on cultural dress and textiles learn about the construction and expression of cultural identity by analyzing global dress practices and developing awareness of material culture's social and political aspects.

### **Interior Environments**

Students in Interior Environments develop an understanding of developing and maintaining sustainable interior environments. Students learn to apply design theory and housing theory to diverse everyday applications. An appreciation of the practical application of sustainability, housing and interior design research in our everyday lives is also developed. A special emphasis is focused on specialized knowledge and skills to prepare students for leadership roles in developing and maintaining sustainable indoor spaces that will create a positive social, environmental and economic impact.

### **Merchandising and International Trade**

Graduate students in Merchandising/International Trade develop an understanding of the factors affecting the market structures and functioning of the textile, apparel, and related industries and interrelationships among those segments. Students learn to apply economic and business consumers of apparel and textiles, concepts, principles, and methodologies to the analysis of international textiles/apparel production, trade, and retailing within a global economy. An appreciation for various clothing and human behavior issues and associated cultural diversity issues is also developed.

### **Polymer, Fiber and Textile Sciences**

The Polymer, Fiber and Textile Sciences Graduate Program has as its primary goal of educating and training the professionals for careers in industry, government, business or academia. For the M.S. degree, the department offers research opportunities in the following areas: polymers and fibers; testing and analysis; environmental aspects of polymers, fibers and textiles; functional textiles; nanostructured materials and biomaterials. Additionally, students may pursue numerous areas of interdisciplinary research. The department maintains excellent laboratories with state-of-the-art instrumentation for conducting research. Research in polymer, fiber and textile sciences is well supported by the university, federal and private grants, and gifts from industry and state initiatives.

## **TIMELINE FOR COMPLETION**

**IT IS YOUR RESPONSIBILITY TO CHECK THE GRADUATE SCHOOL WEBSITE FOR DEADLINE DATES!** This responsibility does not belong to the Graduate Coordinator, Graduate Program Assistant, your Major Professor or the Department Head. The dates can be found on the graduate school website at: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

**ALL FORMS SHOULD BE SUBMITTED TO MS. LAFARRAH SMITH SO THAT COPIES CAN BE MADE FOR YOUR FOLDER AND THEN SHE WILL SUBMIT TO THE GRADUATE SCHOOL.**

**Departmental Forms:** <https://www.fcs.uga.edu/fhce/graduate-forms>

**Graduate School Forms:** <https://grad.uga.edu/index.php/current-students/forms/>

## MS Program Timetable

<b>First Year</b>	
<b>Major Professor Form (1<sup>st</sup> Semester)</b>	Make appointments with the faculty in your focus areas to discuss their research and your interests. <b>This is a departmental form and should be submitted to LaFarrah.</b>
<b>Formation of Advisory Committee (2<sup>nd</sup> Semester)</b>	Discuss with your major professor to select other Graduate Faculty to serve on your Advisory Committee. The electronic form <b>(G130)</b> can be found at and submitted through UGA GradStatus: <a href="https://gradstatus.uga.edu/">https://gradstatus.uga.edu/</a>
<b>Second Year</b>	
<b>Program of Study Form (3<sup>rd</sup> Semester)</b>	Discuss with your Major Professor and Advisory Committee to complete this form. The electronic form <b>(G138)</b> can be found at and should be submitted through UGA GradStatus: <a href="https://gradstatus.uga.edu/">https://gradstatus.uga.edu/</a>
<b>Thesis Proposal Meeting (3<sup>rd</sup> Semester)</b>	Beginning of the 1 <sup>st</sup> semester of the 2 <sup>nd</sup> year (if not sooner). This is a departmental form and should be submitted to LaFarrah. A copy of this form can be found at <a href="https://www.fcs.uga.edu/docs/Masters_Thesis_Proposal_Form.pdf">https://www.fcs.uga.edu/docs/Masters_Thesis_Proposal_Form.pdf</a>
<b>IRB (Institutional Review Board) approval form for the use of Human Subjects in Research</b>	All human subject research activities come under the review and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. More information is available at <a href="https://research.uga.edu/hrpp/irb/">https://research.uga.edu/hrpp/irb/</a> . <b>**The student can submit an IRB application only after their advisory committee approves the proposed thesis research.</b>
<b>Master's thesis research and writing</b>	Work closely with your major professor in this process. Meet deadlines established.
<b>Apply for graduation (4<sup>th</sup> Semester)</b>	Please notify your final defense meeting date and time to Dr. Yoo-Kyoung Seock, Graduate Coordinator, at <a href="mailto:yseock@uga.edu">yseock@uga.edu</a> . The deadline date is typically the end of the first week of classes of the semester you plan to graduate. Check the graduate school website for the deadline dates.
<b>Approval form for Master's Thesis and Final Oral Examination</b> Submit the electronic form <b>(G140)</b> via GradStatus: <a href="https://gradstatus.uga.edu/">https://gradstatus.uga.edu/</a>	
<b>Electronic Thesis and Dissertation (ETD) Submission Approval Form (G129)</b> Submit the electronic form <b>(G129)</b> via GradStatus: <a href="https://gradstatus.uga.edu/">https://gradstatus.uga.edu/</a>	

## CORE REQUIREMENTS

Regardless of focus area, all students in the M.S. program in Textiles, Merchandising and Interiors are required to complete the following:

STAT 6210 <sup>a</sup>	Statistical Methods I	3 h
STAT 6220 <sup>b, c</sup>	Statistical Methods II	3 h
TXMI 6520 <sup>d</sup>	Apparel and Textile Economics	3 h
TXMI 7000	Master's Research	6 h (PFTS focus only)
TXMI 7300 <sup>e</sup>	Master's Thesis	6 h
TXMI 8050	Research Methods	3 h
TXMI 8900 <sup>f</sup>	Seminar	Every semester

### \*Notes:

- a. STAT 6210 can be replaced with ERSH 6300 Applied Statistical Methods in Education in consultation with the Graduate Coordinator.
- b. STAT 6220 can be replaced with a Qualitative Research course for students in the focus areas of Historical/Cultural Aspects of Dress and Interior Environments. The student's major professor should approve this substitution.
- c. STAT 6220 can be replaced with equivalent Quantitative Research Method courses for students in the focus areas of Merchandising/International Trade. The student's major professor should approve this substitution.
- d. TXMI 6520 (Apparel and Textile Economics) is not required for students who have completed TXMI 4520 or equivalent prior to enrollment in the M.S. program.
- e. TXMI 7300 Master's Thesis can be replaced to project or internship for non-thesis option MS students.
- f. TXMI 8900

*- All TMI graduate students should register for the TXMI 8900 Seminar every non-summer semester in residence until graduation. Regular attendance in seminars throughout the student's residency period is required and shall be monitored by the Graduate Coordinator.*

*- Part-time students who are not on the assistantship are required to register a minimum of 1 credit hour of TXMI 8900 to fulfill the requirement for their degree program. They must contact the instructor for special arrangements to meet the departmental requirements.*

*Under various circumstances (e.g., employment), off-campus students may want to request special arrangements to meet the departmental requirements. If that is the case, they must consult with their major advisor, inform the graduate coordinator, and contact the instructor for special arrangements.*

*- Considering changing circumstances or unexpected events one might have, the graduate committee put no lower or upper limits of credit hours for TXMI 8900.*

**\*\*Depending on your undergraduate major and previous course work, you may be required to complete undergraduate courses (this may include Textiles, and Textile Testing) while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.**

## **COURSES TO SELECT BUT NOT LIMITED TO**

### **Focus Areas: Historical/Cultural Aspects of Dress, Merchandising/International Trade**

TXMI 6120	Product Standards and Quality Analysis
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 6230	Dress, Culture and Society
TXMI 6240	Fashion Promotion and Visual Merchandising
TXMI 6270	History of Costume: Antiquity to Nineteenth Century
TXMI 6290	History of Dress and Fashion: 19 <sup>th</sup> Century to the Present
TXMI 6330	American Historic House Museums
TXMI 6580	History of World Textiles
TXMI 7240	Retailing of Apparel and Textiles
TXMI 6900	Special Topics
TXMI 8240	Advanced Topics in Retailing
TXMI 8260	Advanced Topics in Consumer Behavior
TXMI 8270	Merchandising Theories and Methodologies
TXMI 8280	Museum Issues in Clothing and Textiles
TXMI 8290	Fashion Theory
TXMI 8500	Contemporary Topics in Textiles, Merchandising and Interiors
TXMI 9010	Directed Research

### **Focus Area: Interior Environments**

ENGR 6660	Sustainable Building Design
LAND 6040	Community and Place
LAND 6540	Ideas of Community and Place
LAND 6730	Issues and Practices in Sustainable Design
HACE 6300	Advanced Housing Theory
HACE 6350	Household Technology & Systems
HACE 8100	Theory of Households and Markets I
HIPR 6350	Building Materials and Conservation
TXMI 6240	Fashion Promotion and Visual Merchandising
TXMI 6300**	Sustainable and Universal Design Studio
TXMI 6370**	Contemporary Homes and Furnishings
TXMI 6350	History of Design, Interiors, and Furnishings I
TXMI 6360	Decorative Arts and Antiques
TXMI 6380	Interior Fabrics and Materials: Specifications & Estimations
TXMI 6900	Special Topics
TXMI 7320	Professional Practices in Residential Design
TXMI 7310**	Advanced Residential Design Methods
TXMI 9010	Directed Research

*\*\*Students with a BSFCS in Furnishings and Interiors cannot take these courses at the graduate level, as they will have taken them in their undergraduate program of study.*

### **Focus Area: Polymer, Fiber and Textile Sciences**

TXMI 6150	Nonwovens Science and Technology
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 8000	Biomaterials based on Polymers, Fibers and Textiles
TXMI 8120	Polymer Science
TXMI 8130	Chemical and Instrumental Analysis of Polymers and Fibers
TXMI 8180	Physics of Polymer and Fiber Structures

## **SELECTION OF A MAJOR PROFESSOR**

**In the M.S. program, the major professor serves as an academic advisor, provides direction in planning the student's study program, and guides in planning and carrying out research.** The major professor serves as chair of the student's advisory committee and must be a graduate faculty member. In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. Generally, the selection of a major professor is based on mutual research interest and the willingness of the student and faculty member to work together. The student is instrumental in forming an advisory committee and developing the student's program of study and in the direction of thesis research. The committee consists of the major professor and two additional graduate faculty members. Only graduate faculty members are permitted to serve as committee members. Complete the TMI form printed in the back of this handbook and return it to the Graduate Coordinator Assistant. **For timely completion of the M.S. program, students must select a major professor by the end of their first semester.**

## **THE ADVISORY COMMITTEE**

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members invited to serve on the advisory committee. **The M.S. advisory committee consists of a minimum of three graduate faculty members, including the major professor, who chairs the committee.** The major professor and at least one other member of the advisory committee must be TMI faculty members, who are members of the graduate faculty. Only graduate faculty members are permitted to serve as committee members. Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis. Such members are in addition to the required members.

**For M.S. students, the advisory committee must be appointed before the end of the second semester of enrollment.** Fill out the Advisory Committee for Master of Arts and Master of Science Candidates form **(G130)** on the GradStatus: <https://gradstatus.uga.edu/>

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the program, at both the M.S. and Ph.D. levels. Advisory Committee members may be selected based on their research or teaching expertise. Based on the student's research goals, the committee works with the students to customize a program of study, which meets Department and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals. In addition to planning and approving the program of study, the committee advises the student throughout the thesis research. For M.S. students, the committee reads

and approves the thesis and administers the final defense. **For timely completion of the M.S. degree, students must select a major professor by the end of the first semester of enrollment and an advisory committee by the end of the second semester.**

### **PROGRAM OF STUDY**

For both M.S. and Ph.D. degrees, a program of study for the degree, listing the courses to be taken to satisfy the degree requirements, should be developed by the student, major professor, and advisory committee as soon as possible after the major professor and advisory committee are selected. In consultation with the major professor and advisory committee, a student plans her/his program of study. **The program of study must meet the requirements for the degree as previously specified in this handbook and must be approved by the major professor, advisory committee and graduate coordinator before being submitted to the Graduate School.** *Students are required to complete a minimum of 30 semester hours of graduate credit. This includes a minimum of 24 semester hours of course work and six semester hours of thesis research (TXMI 7300).* Typically, the program plan will require more than the minimum hours of course work and thesis hours. At least one-half of the graduate credit hours (exclusive of thesis, TXMI 7300) must consist of University of Georgia courses that are open only to graduate students. This means that split-level courses (i.e., joint undergraduate/graduate courses, numbers 4000/6000 or 5000/7000 level, in which undergraduate students are enrolled), cannot be counted toward the credit hours that are open only to graduate students. Required undergraduate courses in Textiles, and Textile Testing do not count in the 30 credit hour minimum; these may be listed only under departmental requirements and may not be counted toward degree requirements.

The Program of Study for Master of Arts and Master of Science Candidates form **(G138)** must be approved by the Graduate Dean prior to completing the M.S. degree. See Graduate School Deadlines at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

**\*It is the student's responsibility to make sure that the form is submitted to the Graduate School via GradStatus in time to make the deadline.**

If you make any changes to your Program of Study (i.e., take a course(s) not listed on the Program of Study or not enrolled in a listed course), complete the Recommended Change of Program Study form and submit it via GradStatus. If you have any questions or need help, please feel free to contact Dr. Yoo-Kyoung Seock, Graduate Coordinator, or Ms. LaFarrah Smith, Graduate Coordinator Assistance.

### **THESIS RESEARCH PROPOSAL**

A research proposal for the M.S. thesis must be completed by the student and submitted to the student's major professor and advisory committee. In addition to a written proposal, the proposal should be presented orally at a meeting with the committee. At that time, members of the committee may ask questions and suggest or require changes in the research plan. Consult with your major professor about the preparation of your research proposal.

**The research proposal contains the following:**

1. *Introduction:* A statement of the overall problem and objective or long-term goal of the proposed research.

2. *Literature review*: A survey of the most essential previous work and description of the current research status of this subject.
3. *Rationale*: The justification for conducting this research and the reasons for the proposed approach to the problem.
4. *Methods and Procedures*: A description of the proposed research procedure and methods of analysis.
5. *Timeline*: A tentative schedule for completing the research, preparing the thesis or dissertation, and final oral exam.

Once a student completes his/her research proposal presentation to the Advisory Committee, the student will be asked to leave the room so that the committee can evaluate the research proposal. At that time, the Committee will discuss changes and suggestions for strengthening the research proposal before proceeding with the research. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. **After the proposal has received the advisory committee's approval, it must be approved by the graduate coordinator.** Submit TMI Departmental Form for Approval of Research proposal for Master's Thesis at [http://www.fcs.uga.edu/docs/thesis\\_proposal1.pdf](http://www.fcs.uga.edu/docs/thesis_proposal1.pdf)

## **THESIS**

Students in the M.S. program are required to complete a thesis. **Master's students must register for a minimum of six semester hours of thesis, under the course number TXMI 7300. The maximum number of thesis hours (TXMI 7300) for which students may enroll is 33.**

The thesis is based on the student's original research, which must show independent judgment in developing a problem. The thesis research is conducted under the direction of the major professor and in consultation with the advisory committee, based on a previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all advisory committee members to draw upon their expertise in relevant areas. Publications (published, under review, or ready for submission manuscripts) of Master's research in referred journals before graduation is expected.

The format for the thesis should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the framework for writing the thesis. The Graduate school guidelines are presented in a document entitled *University of Georgia Guidelines for Completion of Thesis and Dissertation*, which is available from the Graduate School through its website:

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

It is recommended that the student provides each member of the advisory committee with a timetable and schedule for completing the thesis early in the planning process. The timetable is updated as needed. When the major professor is satisfied with the completed thesis, he/she will indicate his/her approval and give permission for its distribution to the advisory committee. It may take several drafts/rewrites of the components of a thesis before it is approved by the Major Professor for

submission to the Advisory Committee. **A thesis typically includes the following chapters:** *Introduction, Review of Literature, Methodology, Results, Discussion and Conclusion.*

The student is required to provide a complete draft of the thesis to **each member** of the committee. **For Master's students, delivery must be done two weeks before the anticipated date of the oral defense.**

### **FINAL ORAL EXAMINATION/DEFENSE**

The student gives a brief presentation about the thesis content and findings at the final oral examination. The student's advisory committee members administer the examination, with the major professor as chairman. **The student must submit an Approval Form for Master's Thesis and Final Oral Examination (G140) via gradstatus before the final defense meeting.** Each committee member will indicate their approval of the thesis by signing the electronic approval form **(G140)** via gradstatus. If the committee does not approve the thesis, the major professor will notify the student and the Graduate Coordinator.

Once the final oral examination (defense) has been passed, revisions have been made and the student's major professor approves these revisions, format checks must be done before the deadline. And corrections should be made as needed before submitting the approved thesis electronically by the **DEADLINE. These deadline dates are posted on the Graduate School website; it is the Student's responsibility to be aware of all deadline dates.** One paper copy of the thesis must also be provided to the TMI department, the major professor, and each advisory committee member.

### **CHANGING AREA OF FOCUS**

Graduate students are accepted for the Master of Science degree in Textiles, Merchandising and Interiors based on an evaluation of their statement of purpose, academic credentials, experience and satisfactory GRE/TOEFL scores. Should a student wish to change their focus area later in the degree program, they should generate a new statement of goals and submit it with a letter of request to the department head with a copy to the graduate coordinator. The request and goals statement and the student's original application materials will be reviewed by the graduate faculty with expertise in the area and voted on by the graduate faculty in this area.

# PhD PROGRAM IN POLYMER, FIBER AND TEXTILE SCIENCES

At the University of Georgia, graduate study at the Ph.D. level has been established for the purpose of providing qualified students with the opportunity to pursue research and other scholarly activities beyond the point that is possible in programs for the Master's degree. The University standard is that the Ph.D. degree is granted in recognition of proficiency in research, breadth and soundness of scholarship, and thorough acquaintance with a specific field of knowledge.

The Ph.D. program in Polymer, Fiber and Textile Sciences at The University of Georgia is for individuals who wish to pursue research in the frontier of the discipline. Students initiate and conduct research related to the theory and application of physical, chemical, and environmental principles influencing properties of polymeric and fibrous products. The program includes a minimum of 30 hours of coursework in the major areas, 9-12 hours in a supporting area such as chemistry, biochemistry, physics, engineering, biology, microbiology, or environmental sciences, plus courses in statistics and research methods. The program of study may be individualized to meet the student's goals and is developed jointly by the student, major professor, and advisory committee. A dissertation is an integral component of the program.

## Core Requirements

All graduate students in the Polymer, Fiber and Textile Sciences are required to complete the following CORE REQUIREMENT COURSES:

Course Number	Course Title	Credit Hours
TXMI 8120	Polymer Science	3
TXMI 8180	Physics of Polymer and Fiber Structures	3
TXMI 8130	Chemical and Instrumental Analysis of Polymers and Fibers	3
TXMI 8000	Biomaterials based on Polymers, Fibers and Textiles	3
TXMI 8900 <sup>a</sup>	Graduate Seminar	Every semester
TXMI 9300	Dissertation	6
TXMI 9000 <sup>b</sup>	Doctoral Research	3-9

### **a. TXMI 8900**

*- All TMI graduate students should register for the TXMI 8900 Seminar every non-summer semester in residence until graduation. Regular attendance in seminars throughout the student's residency period is required and shall be monitored by the Graduate Coordinator.*

*- Part-time students who are not on the assistantship are required to register a minimum of 1 credit hour of TXMI 8900 to fulfill the requirement for their degree program. They must contact the instructor for special arrangements to meet the departmental requirements.*

*Under various circumstances (e.g., employment), off-campus students may want to request special arrangements to meet the departmental requirements. If that is the case, they must consult with their major advisor, inform the graduate coordinator, and contact the instructor for special arrangements.*

*- Considering changing circumstances or unexpected events one might have, the graduate committee put no lower or upper limits of credit hours for TXMI 8900.*

**b. At least 25 h for the program (recommended 3-5 for the first two semesters, and 6-9 h for the following semesters)**

**Seminar arrangement:**

- 2-3 external invited speakers
- 2-3 internal (UGA) invited speakers
- students seminars including post docs: 5
- how many seminars students require—2 seminars about research before defense (avoid defense semester): first at the beginning about literature compilation of research and one near end about findings
- In total 11 seminars

**Total core: 51 h**

Supporting courses in chemistry, physics, biological sciences, engineering, mathematics, statistics, or environmental sciences; TXMI 8050 Research Methods. Minimum 6 h at 8000 level

**Total supporting: 9 h minimum.** Also, courses in statistics, namely STAT 6210 or 6220 or STAT 6310 and 6320, or two more advanced statistics course that are approved by the student's committee. The student's committee typically requires that course work extends beyond the stated minimum number of credit hours.

**Total core + supporting: 60 h minimum**

**Prerequisites:** Undergrad course in General Chemistry and Organic Chemistry plus one of the following (Analytical Chemistry, Physical Chemistry or Chemical Thermodynamics).

Depending on your undergraduate major and or Master's degree or previous course work, **you may be required to complete undergraduate course (this may include Chemistry, Textiles, and Textile Testing)** while you are enrolled in the Ph.D. program, and completion of these courses may be required prior to enrollment in graduate courses. Undergraduate credit hours do count toward your graduate degree and are not listed on the program of study.

**A minimum of one-half of the graduate credit hours (exclusive of dissertation) must consist of University of Georgia course that are open only to graduate students.** This means that split-level courses (i.e., joint undergraduate/graduate course, number 4000/6000 or 5000/7000 levels) in which undergraduates are enrolled cannot be counted toward the credit hours open only to graduate students. In agreement with University of Georgia policy, split-level courses are not normally used to provide the core requirements of the graduate program. Split-level course may be used as electives or supporting coursework; with the approval of the student's advisory committee.

Granting of the Ph.D. Degree presupposes a minimum of three full years of study beyond the bachelor's degree. At least two consecutive semesters of full-time enrollment for a minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study at the University of Georgia. Neither undergraduate courses taken to fulfill skills requirements nor courses listed on the program of study as departmental requirements to remove deficiencies at the undergraduate or graduate level are calculated in the 30 consecutive hours of resident credit.

## **SELECTION OF A MAJOR PROFESSOR**

In the Ph.D. program, **the major professor serves as academic advisor to the student**, providing direction in planning the student's program of study and guidance in planning and carrying out research. **The major professor serves as chair of the student's advisory committee**, and must be a member of the graduate faculty.

In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. A list of the graduate faculty is in the appendix of this handbook. Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of dissertation research.

**Ph.D. students must select a major professor and an advisory committee no later than the end of the first year of enrollment.**

After the faculty member agrees to serve as major professor, the student must provide written notification of the selection by submitting the departmental form to the graduate coordinator assistant. You can find the form at [http://www.fcs.uga.edu/docs/majorprofessor\\_phd.pdf](http://www.fcs.uga.edu/docs/majorprofessor_phd.pdf) (\*This is a departmental form for our record in TMI). Failure to select a major professor in a timely manner will certainly delay the student's progress toward the degree, and may result in dismissal from the program. Until the major professor is selected, the graduate coordinator serves as the student's advisor.

## **PHD ADVISORY COMMITTEE**

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the graduate program.

- Individual committee members whose areas of expertise complement the research interest of the student function together to help the student define and clarify a research area.
- Based on the students' research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals.
- In addition to planning and approving the program of study, the committee advises the student throughout the dissertation research.
- In the case of Ph.D. students, the committee is responsible for planning, preparing, and evaluating the comprehensive examination.
- The committee reads and approves the dissertation and administers the final examination.

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The committee appointment is officially made by the Dean of the Graduate School, on the recommendation of the Graduate Coordinator.

For Ph.D. students, the advisory committee must be appointed before the end of the first year of enrollment. The advisory committee for Ph.D. students shall consist of a minimum of four graduate faculty members, including the major professor. Of these at least two must be faculty members from

within the department and at least one must be from an appropriate supporting area of study outside the department.

Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis for the Ph.D. degree. Such members are in addition to the required members.

The student must fill out the Advisory Committee Form **(G130)** on the GradStatus:  
<https://gradstatus.uga.edu/>

## **PROGRAM OF STUDY**

Doctoral students are required to submit two program of study forms: a preliminary program of study form and a final program of study form. **A preliminary program of study form** must be submitted to the graduate coordinator or coordinator assistant (LaFarrah) by the end of the student's first year of residence (the preliminary program of study will not be submitted to the Graduate School). This form can be found at: [https://gradweb01.cc.uga.edu/wp-content/uploads/2017/08/body\\_prephdprg.pdf](https://gradweb01.cc.uga.edu/wp-content/uploads/2017/08/body_prephdprg.pdf)

**A final program of study form (G138)** must be submitted for approval by the Dean of the Graduate School when the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy degree, this program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (TXMI 9300). The form is available under Forms in Grad Status at <https://gradstatus.uga.edu/Forms/G138>

The program of study must meet the requirements for the degree as previously specified under the M.S. degree section of this handbook. Undergraduate courses may be listed only under departmental requirements, and may not be counted toward degree requirements.

The program of study must be approved by the major professor, advisory committee, and graduate coordinator before being submitted to the Dean of the Graduate School. This must be done prior to the student's admission to candidacy.

Any changes made to the Approved Program of Study form must be listed on a **Recommended Change in Program Study form**. This form must be completed, signed and turned into the Graduate Coordinator Assistant before a student can be approved for graduation.

**\*It is the student's responsibility to make sure that the form is submitted to the Graduate School via GradStatus in time to make the deadline.** See Graduate School Deadlines at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

If you make any changes to your Program of Study (i.e., take a course(s) not listed on the Program of Study or not enrolled in a listed course), complete the Recommended Change of Program Study form and submit it via GradStatus. If you have any questions or need help, please feel free to contact Dr. Yoo-Kyoung Seock, Graduate Coordinator, or Ms. LaFarrah Smith, Graduate Coordinator Assistance.

## **COMPREHENSIVE EXAMS**

A comprehensive exam (COMP) is required in the Ph.D. The purpose of a comprehensive examination is to assess the student's competency of the major and minor areas of study.

No later than the third year of enrollment a Ph.D. student will take a comprehensive examination consisting of 3 to 4 exam areas (one written review plus 2-3 research articles for oral presentation) determined by the student's advisory committee.

If the exam is not taken by this time, the student will be dismissed from the program. The student may enroll in no more than six dissertation hours prior to passing the comprehensive exam.

### ***The Written Comprehensive Exam***

The written exam will be a minimum of four days in length. Under the leadership of the major professor, the student's advisory committee will develop the review topic. The review exam will require the student to integrate and synthesize information from different courses and experiences to write a proposal.

### ***The Oral Comprehensive Exam***

The oral exam should be completed within one month of successful completion of the written exam. The major professor will notify the Office Graduate Coordinator Assistant, who will schedule the exam through the Graduate School at least two weeks prior to the exam.

After the student has passed the written exam, the major professor will schedule the oral exam. During the oral exam, the student may be asked to defend or clarify the research questions related to 2-3 research articles. The oral comprehensive exam is open to all faculty members and shall be announced by the Graduate School. All members of the student's advisory committee must be present for the entire oral exam.

If the student's committee determines that the student's performance is unacceptable in specific areas, the student may be assigned additional work, or the comprehensive examination may be repeated once in those particular areas of deficiency. This repeat examination must be completed by the end of the semester following the semester in which the initial COMP exam was taken. In accordance with the university Graduate School policy, the student must receive a positive vote on the written exam of at least four out of five committee members, or positive votes from 80% of the total number of committee members, to continue in the Ph.D. program.

To pass the oral comprehensive exam the student must receive at least four of five positive votes, or positive votes from 80% of the committee members. If the student's responses to questions during the oral exam are deemed unacceptable the committee may assign additional work to strengthen the student's knowledge in those areas in which there is a deficiency. If the student does not complete the additional work to the satisfaction of the committee members within one semester, the student will be dismissed from the Ph.D. program.

### ***Exceptions***

Because of extenuating circumstances, any student who is unable to meet the deadlines for the written or oral comprehensive examinations may request an extension. The written request must explain the reason for the request, the extenuating circumstances, and must be submitted to the Graduate Coordinator, with a copy to the major professor. The TMI graduate committee will evaluate the written request and decide whether to grant or deny the request.

## **ADMISSION TO CANDIDACY**

For Ph.D. students, the application must be filed with the Dean of the Graduate School at least two semesters before the date of graduation. **Application for Admission to Candidacy for Doctoral Degrees (G162)** is available online at <https://gradstatus.uga.edu/Forms>

The signatures of the major professor and the graduate coordinator on the Admission to Candidacy form certify that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that certain requirements have been met including prerequisite courses required as a condition of admission, research skills requirements, approved program of study, and is making satisfactory progress. The signed form also certifies that written and oral comprehensive exams have been passed, and the residence requirement has been met.

## **DISSERTATION RESEARCH PROPOSAL**

A proposal for the Ph.D. dissertation must be completed and submitted to the student's major professor and advisory committee. In addition to a written proposal, the proposal should be presented orally at a meeting with the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about the preparation of your research proposal.

The research proposal contains the following:

1. Introduction – statement of the overall problem and objective of long-term goal of the proposed research.
2. Literature review – a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale – the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and procedures – a description of the proposed research procedure and methods of analysis.
5. Timeline – a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

The major professor and advisory committee will evaluate the research proposal, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. After the proposal has received the advisory committee's approval, it must be approved by the graduate coordinator. The departmental form signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator with a copy of the approved proposal attached.

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 9 dissertation hours prior to approval of the research proposal. The departmental form for the Approval of Research Proposal for Ph.D. Dissertation is available at [http://www.fcs.uga.edu/docs/dissertation\\_proposal.pdf](http://www.fcs.uga.edu/docs/dissertation_proposal.pdf).

## **DISSERTATION**

Students in the Ph.D. program are required to complete a dissertation. After admission to candidacy, the Ph.D. student must register for at least two additional semesters of dissertation (TXMI 9300).

The dissertation is based on the student's original research, which must show independent judgment in developing a problem from primary sources. The Ph.D. dissertation must represent originality in research, independent thinking, scholarly ability, and technical competency of the field of study. The conclusions must be logical, the literary form must be acceptable, and the contribution to knowledge must merit publication. At least two Publications (published, under review or ready for submission manuscripts) of Ph.D. research in refereed journals before graduation is expected.

The dissertation research is conducted under the direction of the major professor and in consultation with the advisory committee, based on the previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all advisory committee members to draw upon their expertise in relevant areas.

The format for the dissertation should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the framework for writing the dissertation. The Graduate School guidelines are presented in a document entitled *University of Georgia Guidelines for Completion of Thesis and Dissertation*, which is available from the Graduate School through its website: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

It is recommended that each member of the advisory committee be provided with a timetable and schedule for completing the dissertation early in the planning process. The timetable is updated as needed. When the major professor is satisfied with the completed dissertation, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee.

The student is required to provide a complete draft of the dissertation to each member of the committee. For Ph.D. students, **delivery must be done at least three weeks before the anticipated date of the final oral examination.** Each committee member will indicate their approval of the dissertation by signing the Graduate School approval form.

## **PHD DISSERTATION APPROVAL AND DEFENSE**

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. **Thus, the student must submit the Final Oral Examination/Dissertation Defense information to the Graduate Coordinator 2 ½ weeks before the oral 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 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 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 allowable 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.

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/doctor-of-philosophy-dissertation-approval-and-defense/>

The dissertation is submitted electronically to the Graduate School after the format check has been approved and all Graduate School deadlines are met. The required form, **ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM (G129)**, can be found online at <https://gradstatus.uga.edu/Forms>. ETD submission guidelines and information can be found at: <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

One copy of the dissertation must be provided to the TMI department, the major professor, and each member of the advisory committee.

### **CIP CODES FOR INTERNATIONAL STUDENTS**

The CIP code for International Students with a PhD in Polymer, Fiber and Textile Sciences will have 2 years of optional practical training. The CIP code is 40100101.

## **THE PH. D. PROGRAM IN INTERNATIONAL MERCHANDISING**

The Ph.D. program in International Merchandising provides opportunities for concentrated study in international apparel and textiles retailing, international production and trade, global sourcing, international business practices, and e-commerce in a global setting. The degree program requires a minimum of 42 credit hours in coursework AND six hours of Doctoral Dissertation (TXMI 9300). The required 42 credit hours of coursework must include 1) a minimum of 24 [12 hours in core and 12 in specialization] semester hours of course work in the major area; 2) 12 semester hours in a supporting area such as consumer economics, sociology, psychology, and business; plus 3) a minimum of 6 hours of research methodology courses that are approved by the student's committee. Of the 42 hours of coursework, 16 hours must be 8000-level or above and 30 consecutive semester residency hours. The student's committee typically requires that course work extends beyond the stated minimum number of credit hours.

***In addition, all TMI graduate students should register for the TXMI 8900 Seminar every non-summer semester in residence until graduation. Regular attendance in seminars throughout the student's residency period is required and shall be monitored by the Graduate Coordinator. Please find the details about TXMI 8900 requirement under Core Requirement Section below.***

Additionally, at least 21 credit hours must be from courses open to graduate students only. This means that split-level courses (i.e., joint undergraduate/graduate courses, numbered 4000/6000 or 5000/7000 level, in which undergraduate students are enrolled) cannot be counted toward the credit hours that are open only to graduate students. In agreement with University of Georgia policy, split-level courses are not normally used to provide the core requirement of the graduate program. Split-level courses may be used as electives or supporting courses in other departments, with the approval of the student's advisory committee.

**\*\*The student cannot "transfer" or double count the credits used towards the MS. The student must have the minimum credits required by the Graduate School for the PhD, which is 16 hours of coursework at 8000/9000 level (not including 9000 or 9300) and 30 hours total before admission to candidacy. A student can count up to 15 hours of 9000 before candidacy. After being admitted to candidacy, a minimum of 10 hours is required. The 10 hours after candidacy is usually dissertation research or writing (9000 or 9300). There is no maximum amount of 9000 that can be used, but the student would only be able to use the maximum allowed in CAPA.**

### **TEACHING CERTIFICATE**

The Graduate School, in collaboration with the Center for Teaching and Learning, offers an Interdisciplinary Graduate Certificate in University Teaching. Ph.D. students seeking a teaching position are encouraged to acquire teaching experience as part of their doctoral programs. The University requires students who have no prior college-level teaching experience to enroll in ELAN 7768, ELAN 7769 or GRSC 7770 before they are given responsibility for a course. International students who were required to submit TOEFL scores for admission to the Graduate School must have a passing score of 26 on the speaking section of the IBT TOEFL prior to registering for ELAN 7768 and ELAN 7769. For more information visit the website:

<https://grad.uga.edu/index.php/current-students/professional-development/university-teaching/>

## **Core Requirements (12 hours)**

All students in the Ph.D. program in International Merchandising are required to complete the following CORE REQUIREMENTS:

Course Number	Course Title	Credit Hours
TXMI 6520 <sup>a</sup>	Apparel and Textile Economics	3
TXMI 8050	TMI Research Methods	3
TXMI 8270	Merchandising Theories and Methodologies	3
TXMI 8500	Contemporary Topics in Textiles, Merchandising and Interiors	3
TXMI 8900 <sup>b</sup>	Seminar	Every Semester

\*Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses (this may include Textiles, and Textile Testing)** while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study.

a. **TXMI 6520** is not required of students who have completed TXMI 4520 or equivalent prior to enrollment in the Ph.D. program.

**b. TXMI 8900**

*- All TMI graduate students should register for the TXMI 8900 Seminar every non-summer semester in residence until graduation. Regular attendance in seminars throughout the student's residency period is required and shall be monitored by the Graduate Coordinator.*

*- Part-time students who are not on the assistantship are required to register a minimum of 1 credit hour of TXMI 8900 to fulfill the requirement for their degree program. They must contact the instructor for special arrangements to meet the departmental requirements.*

*Under various circumstances (e.g., employment), off-campus students may want to request special arrangements to meet the departmental requirements. If that is the case, they must consult with their major advisor, inform the graduate coordinator, and contact the instructor for special arrangements.*

*- Considering changing circumstances or unexpected events one might have, the graduate committee put no lower or upper limits of credit hours for TXMI 8900.*

## **Specialization in International Merchandising (12 hours)**

Course Number	Course Title	Credit Hours
TXMI 7710/7711	Study Tour in Textiles, Merchandising and Interiors	3
TXMI 8220	Advanced Topics in International Production and Trade	3
TXMI 8240	Advanced Topics in Retailing	3
TXMI 8250	Apparel Trade and International Retailing	3
TXMI 8260	Advanced Topics in Consumer Behavior	3
TXMI 8280	Museum Issues in Clothing and Textiles	3
TXMI 8290	Fashion Theory	3
TXMI 9010	Directed Research	3

### **Research Methodology (Select 6 hours or more)**

*\*Our Ph.D. program requires a minimum of 6 credits in Research Methodology beyond 6 credits hours in MS program.*

Course Number	Course Title	Credit Hours
ERSH 6300	Applied Statistical Methods in Education	3
ERSH 8310	Applied Analysis of Variance Methods in Education	3
ERSH 8320	Applied Correlation and Regression Methods in Education	3
ERSH 8350	Multivariate Methods in Education	3
HACE 8000	Research Methods in Housing and Consumer Economics I	3
HACE 8050	Research Methods in Housing and Consumer Economics II	3
PSYC 6410	Statistics in Psychological Research	3
PSYC 6420	Advanced Experimental Psychology	3
PSYC 6430	Applied Regression Methods in Psychology (PSYC 6420 pre-req)	3
SOCI 6620	Analysis and Interpretation of Sociological Data I	3
SOCI 6630	Analysis and Interpretation of Sociological Data II	3
SOCI 6700	Survey Research Methods	3
SOCI 6750	Qualitative Methods of Social Research	3
STAT 6210	Statistical Methods I	3
STAT 6220	Statistical Methods II	3
STAT 6310	Statistical Analysis I	3
STAT 6320	Statistical Analysis II	3
STAT 8210	Multivariate: Theory and Methods (STAT 6320 pre-req)	3
STAT 8250	Multivariate Methods (STAT 6220 pre-req)	3
QUAL 8410	Designing Qualitative Research	3
QUAL 8400	Qualitative Research	3
QUAL 8420	Analyzing Qualitative Data	3

### **Supporting Area (12 hours)**

Any graduate courses approved by major professor in areas closely aligned to the student's research emphasis.

### **Dissertation Research (6 hours or more)**

TXMI 9000 Doctoral Research	3 or more
TXMI 9300 Dissertation	6 or more

## **SELECTION OF A MAJOR PROFESSOR**

In the Ph.D. program, **the major professor serves as academic advisor to the student**, providing direction in planning the student's program of study and guidance in planning and carrying out research. **The major professor serves as chair of the student's advisory committee**, and must be a member of the graduate faculty.

In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. A list of the graduate faculty is in the appendix of this handbook. Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of dissertation research.

**Ph.D. students must select a major professor and an advisory committee no later than the end of the first year of enrollment.**

After the faculty member agrees to serve as major professor, the student must provide written notification of the selection by submitting the departmental form to the graduate coordinator assistant. You can find the form at [http://www.fcs.uga.edu/docs/majorprofessor\\_phd.pdf](http://www.fcs.uga.edu/docs/majorprofessor_phd.pdf) (\*This is a departmental form for our record in TMI). Failure to select a major professor in a timely manner will certainly delay the student's progress toward the degree, and may result in dismissal from the program. Until the major professor is selected, the graduate coordinator serves as the student's advisor.

## **PHD ADVISORY COMMITTEE**

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the graduate program.

- Individual committee members whose areas of expertise complement the research interest of the student function together to help the student define and clarify a research area.
- Based on the students' research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals.
- In addition to planning and approving the program of study, the committee advises the student throughout the dissertation research.
- In the case of Ph.D. students, the committee is responsible for planning, preparing, and evaluating the comprehensive examination.
- The committee reads and approves the dissertation and administers the final examination.

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The committee appointment is officially made by the Dean of the Graduate School, on the recommendation of the Graduate Coordinator.

For Ph.D. students, the advisory committee must be appointed before the end of the first year of enrollment. The advisory committee for Ph.D. students shall consist of a minimum of four graduate faculty members, including the major professor. Of these at least two must be faculty members from

within the department and at least one must be from an appropriate supporting area of study outside the department.

Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis for the Ph.D. degree. Such members are in addition to the required members.

The student must fill out the Advisory Committee Form **(G130)** on the GradStatus:  
<https://gradstatus.uga.edu/>

## **PROGRAM OF STUDY**

Doctoral students are required to submit two program of study forms: a preliminary program of study form and a final program of study form. A **preliminary program of study form** must be submitted to the graduate coordinator or coordinator assistant (LaFarrah) by the end of the student's first year of residence (the preliminary program of study will not be submitted to the Graduate School). This form can be found at: [https://gradweb01.cc.uga.edu/wp-content/uploads/2017/08/body\\_prephdprg.pdf](https://gradweb01.cc.uga.edu/wp-content/uploads/2017/08/body_prephdprg.pdf)

A **final program of study form (G138)** must be submitted for approval by the Dean of the Graduate School when the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year limit. The six-year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy degree, this program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (TXMI 9300). The form is available under Forms in Grad Status at <https://gradstatus.uga.edu/Forms/G138>

The program of study must meet the requirements for the degree as previously specified under the M.S. degree section of this handbook. Undergraduate courses may be listed only under departmental requirements, and may not be counted toward degree requirements.

The program of study must be approved by the major professor, advisory committee, and graduate coordinator before being submitted to the Dean of the Graduate School. This must be done prior to the student's admission to candidacy.

Any changes made to the Approved Program of Study form must be listed on a **Recommended Change in Program Study form**. This form must be completed, signed and turned into the Graduate Coordinator Assistant before a student can be approved for graduation.

**\*It is the student's responsibility to make sure that the form is submitted to the Graduate School via GradStatus in time to make the deadline.** See Graduate School Deadlines at <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

If you make any changes to your Program of Study (i.e., take a course(s) not listed on the Program of Study or not enrolled in a listed course), complete the Recommended Change of Program Study form and submit it via GradStatus. If you have any questions or need help, please feel free to contact Dr. Yoo-Kyoung Seock, Graduate Coordinator, or Ms. LaFarrah Smith, Graduate Coordinator Assistance.

## **COMPREHENSIVE EXAMS**

The purpose of a comprehensive examination is to assess the student's competency of the major and minor areas of study. The examination enables faculty to ensure that a student is qualified to be admitted to candidacy. Ph.D. student will take a comprehensive examination, no later than the third year of enrollment, consisting of 4 subject areas: departmental core courses, specialization area, supporting area and research methods (quantitative and/or qualitative research methods). If the exam is not taken by this time, the student will be dismissed from the program. Students should observe the following sequencing: written comprehensive exam, oral comprehensive exam, dissertation prospectus, dissertation, dissertation defense. 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.

### ***The Written Comprehensive Exam***

The student must have the minimum credits required by the Graduate School for the PhD, which is 16 hours of coursework at 8000/9000 level (not including 9000 or 9300) and 30 hours total before admission to candidacy. A student can count up to 15 hours of 9000 before candidacy. Before scheduling the exam, students must have completed the departmental core courses and be prepared to write in an area of specialization. The Ph.D. written comprehensive exam covers departmental core courses (TXMI 6520, TXMI 8270 and TXMI 8500), the student's specialization area, supporting area and research methods (TXMI 8050 and other research methods courses). Ph. D. students work with their major professor and advisory committee to determine the best time to take the comprehensive exam. At the Advisory Committee's discretion, the core courses should be used to assess the student's knowledge of his/her major area of study and chosen research method that aligns with the student's dissertation research. ***The written exam can be an open book and/or closed book. The written exam will be a maximum of 5 consecutive business days over the course of one week.***

Under the leadership of the major professor, the student's Advisory Committee will develop the questions and administer the exam. All four members of advisory committee must contribute questions for the comprehensive exam. If any of the advisory committee members cannot contribute questions for the comprehensive exam, additional member(s) must be invited to meet the requirement. The committee may ask other members of the faculty who taught courses in the student's program of study to contribute questions for the comprehensive exam. Professors who contribute the exam questions will provide their evaluations to the student's advisory committee, which must be reflected in evaluating the written portion of the comprehensive exam. Students must notify the Graduate Coordinator and major professor a full semester before taking the exam. ***The written comprehensive exam must be taken and passed before the oral comprehensive exam.***

### ***Evaluation of the Written Exam***

The student's advisory committee and the professors who contribute the exam questions are responsible for evaluating the student's written portion of the comprehensive exam. Professors who contribute the exam questions will provide their evaluations to the student's advisory committee, which must be reflected in the evaluation of the written portion of the comprehensive exam. It is the major professor's responsibility to distribute the written exam to all evaluating faculty members. The major professor should set a time limit for having the exams read and evaluated; generally, it is four to six weeks but that is up to the discretion of the major professor. The advisory committee will determine whether the student's performance is acceptable on each area of the exam. In accordance

with the university Graduate School policy, the student must receive a positive vote on the written exam of at least three out of four committee members, or positive votes from 80% of the total number of committee members, to continue in the Ph.D. program.

If any area or areas of the written comprehensive exam are deemed unsatisfactory, the student's advisory committee may require additional work to remedy or strengthen the student's knowledge in those areas in which there is a deficiency, or the comprehensive examination may be repeated once in those particular areas of deficiency. This repeat examination must be completed by the end of the semester following the semester in which the initial exam was taken. If the student does not receive three out of four positive votes or positive votes from 80% of the total number of committee members the second time, the student will be dismissed from the program.

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 committee feedback on the written portion of the exam.

### ***The Oral Comprehensive Exam***

After the student has passed the written exam, the major professor will schedule the oral exam. The oral exam should be completed within one month of successful completion of the written exam. The major professor or student will notify the Graduate Coordinator at least two weeks prior to the exam date. The Graduate Coordinator will schedule the exam through the Graduate School at least two weeks prior to the exam. During the oral exam, the student may be asked to defend or clarify the written responses to the exam questions. Questions not included on the written exam may also be asked. The oral comprehensive exam is open to all faculty members and will be announced by the Graduate School. All members of the student's advisory committee must be present for the entire oral exam.

### ***Evaluation of the Oral Comprehensive Exam***

The oral comprehensive exam covers all areas on the written exam. The student's advisory committee is responsible for evaluating the student's performance on the oral comprehensive exam. Members of the student's advisory committee will evaluate the student's responses to questions which they submit or ask. The advisory committee will determine whether the student's performance in the oral portion of the comprehensive exam is acceptable on each area of the exam. To pass the oral comprehensive exam the student must receive at least three of four positive votes, or positive votes from 80% of the committee members.

If the student's responses to questions during the oral exam are deemed unsatisfactory, the committee may assign additional work to strengthen the student's knowledge in those areas in which there is a deficiency. Students must complete the additional work to the satisfaction of the advisory committee members within one semester. If the student does not complete the additional work to the satisfaction of the committee members within one semester, or does not receive three out of four positive votes or positive votes from 80% of the total number of committee members the second time, the student will be dismissed from the program.

### ***Exceptions***

Any student who, because of extenuating circumstances, is unable to meet the deadlines for the written or oral comprehensive examinations, may request an extension. The written request must explain the reason for the request, the extenuating circumstances, and must be submitted to the

Graduate Coordinator, with a copy to the major professor. The TMI graduate committee will evaluate the written request and decide whether to grant or deny the request.

### **ADMISSION TO CANDIDACY**

For Ph.D. students, the application must be filed with the Dean of the Graduate School at least two semesters before the date of graduation. **Application for Admission to Candidacy for Doctoral Degrees (G162)** is available online at <https://gradstatus.uga.edu/Forms>

The signatures of the major professor and the graduate coordinator on the Admission to Candidacy form certify that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that certain requirements have been met including prerequisite courses required as a condition of admission, research skills requirements, approved program of study, and is making satisfactory progress. The signed form also certifies that written and oral comprehensive exams have been passed, and the residence requirement has been met.

### **DISSERTATION RESEARCH PROPOSAL**

A proposal for the Ph.D. dissertation must be completed and submitted to the student's major professor and advisory committee. In addition to a written proposal, the proposal should be presented orally at a meeting with the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about the preparation of your research proposal.

The research proposal contains the following:

1. Introduction – statement of the overall problem and objective of long-term goal of the proposed research.
2. Literature review – a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale – the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and procedures – a description of the proposed research procedure and methods of analysis.
5. Timeline – a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

The major professor and advisory committee will evaluate the research proposal, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. After the proposal has received the advisory committee's approval, it must be approved by the graduate coordinator. The departmental form signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator with a copy of the approved proposal attached.

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 9 dissertation hours prior to approval of the research proposal. The departmental form for the Approval of Research Proposal for Ph.D. Dissertation is available at [http://www.fcs.uga.edu/docs/dissertation\\_proposal.pdf](http://www.fcs.uga.edu/docs/dissertation_proposal.pdf).

## **DISSERTATION**

The dissertation is the final component of a series of academic experiences which culminate in the awarding of the Doctor of Philosophy degree. Students in the Ph.D. program in International Merchandising are required to complete a dissertation. After admission to candidacy, the Ph. D student must register for at least two additional semesters, and for a total minimum of 6 hours of dissertation (TXMI 9300).

The dissertation is based on the student's original research, which must show independent judgment in developing a problem from primary sources. The dissertation fulfills four major functions: 1) it presents originality in research or scholarship; 2) it demonstrates the student's ability to understand and critically evaluate the literature of the field; 3) it reflects the student's mastery of appropriate research methods and tools; and 4) it shows that the student can address a major problem, arrive at successful conclusions, and report in an organized way. The conclusions must be logical, the literary form must be acceptable, and the contribution to knowledge must merit publication. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium. Publication of Ph.D. research in refereed journals before graduation is expected.

The dissertation research is conducted under the direction of the major professor and in consultation with the advisory committee, based on the previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas.

The format for the dissertation should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the framework for writing the dissertation. The Graduate School guidelines are presented in a document entitled University of Georgia Guidelines for Completion of Thesis and Dissertation which is available from the Graduate School through its web site:

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

It is recommended that each member of the advisory committee be provided with a timetable and schedule for the completion of the dissertation early in the planning process, and that the timetable be updated as needed. When the major professor is satisfied with the completed dissertation, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee.

The student is required to provide a complete draft of the dissertation to each member of the committee. For Ph.D. students, delivery must be done **at least three weeks before the anticipated date of the final oral examination/defense**. Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. Approval Form for Doctoral Dissertation and Final Oral Examination must be filled out and submitted to the Graduate School.

Below is a brief description of the Department of Textiles, Merchandising and Interiors policies, procedures, and expectations regarding this important phase of the doctoral program. From beginning to end in conducting dissertation research, students are urged to consult frequently with the major professor and to keep other committee members apprised of progress.

### ***Selection of Research Topic or Problem***

The first step in the process is to select a research problem that is approved by all members of advisory committee. This is not a formal process, but all members of the advisory committee must be in agreement that the topic is researchable and has feasible resources to undertake.

### ***Research Proposal***

When the topic is approved, a proposal for the Ph.D. dissertation research must be completed by the student and submitted to the student's major professor, advisory committee, and the Graduate Coordinator. The proposal will include three main parts: an introduction, a review of literature, and an explanation of the design of the study. Each of these sections is described in some detail below, but the exact format for the proposal may vary. In addition to a written proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal and presentation of the proposal.

The research proposal should contain the following:

**Introduction** - Statement of the overall problem and objective or long-term goal of the proposed research.

- Background of the problem and justification for the study
- Purpose of general objective(s)
- Statement of the problem or research question(s)
- Theoretical or conceptual background of the study
- Specific objectives
- Conceptual definitions or terms, if appropriate

**Literature review** - A survey of the most essential previous work and description of the current research status of this subject.

- Classic, definitive, or influential research done in the area of the study
- Explanation and application of a theoretical (conceptual) framework
- Summary and analysis of the literature as applied to the research problem
- Justification for conducting this research and the reasons for the proposed approach to the problem.

**Research Methods and Procedures (Design of the Study)** - A description of the proposed research procedure and methods of analysis.

- Variables with operational definition
- Research hypotheses
- Instrument selection and development
- Validity and reliability of sample and instrument
- Procedures for pilot testing
- Sampling procedures
- Method of collecting data
- Method of analyzing data

**Timeline** - A tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

A formal meeting of the advisory committee shall be held to discuss the proposal. Students should give a draft of the proposal to the committee members three weeks in advance of a proposal meeting. Students should expect to make a brief (15-20 minute) presentation to the committee to summarize the proposal.

The research proposal will be evaluated and signed by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. It is common to make some adjustments or changes in the proposal. Minor changes can be approved by major professor, but the overall approach should not deviate from what the advisory committee approved.

**After the proposal has received the approval of the advisory committee, it must be approved by the Graduate Coordinator.** The departmental form, signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator **with a copy of the approved proposal attached.**

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 6 dissertation hours (TXMI 9300) prior to approval of the research proposal.

Following final approval by the major advisor and committee members, the student may begin to collect data. **Presuming committee approval or collecting data before approval is done at the student's own risk.**

### ***Completing Dissertation***

Once the student's proposal is approved by his/her advisory committee, the student will proceed with his/her research, collecting data, undertaking the analysis and reporting the research results. Students should add the following chapters to the approved proposal:

**Results** - This Chapter is simply a straightforward report of research findings without interpretation or elaboration. It is essential, however, to report all the results of testing research hypotheses.

**Discussion** - The final chapter brings everything together and provides an assessment of the study. The format may vary, but it is common to begin with a summary and an interpretation of the results reported in this chapter. As part of that, the most interesting findings are often highlighted. In addition, a discussion of the implications of the study should be added to reflect and elaborate on what the study has done. A dissertation is highly structured, but in this section, it is free to speculate on interesting aspects of the findings. The findings should be discussed in relation to the material in the Review of Literature. The last thing that should be included in this chapter is limitations of the study and suggestions for future research.

In addition to the requirements and components (chapters), students should follow the writing and reference style of *The Publication Manual of the American Psychological Association (APA) (5<sup>th</sup> edition)*.

### ***Publication***

Graduate students are expected to work with their major professor to submit their research findings for awards, for presentation at professional meetings and for publication in professional journals.

### ***Manuscript Style***

The dissertation may also be written in the manuscript (journal article) style described below. The manuscript style permits the inclusion of **three manuscripts** submitted or to be submitted to scholarly journals as chapters or sections of the dissertation. Please follow the instructions for the Manuscript Style in Graduate School Style Manual:

[https://grad.uga.edu/wp-content/uploads/2021/05/theses\\_and\\_dissertations-STYLE-GUIDE .pdf](https://grad.uga.edu/wp-content/uploads/2021/05/theses_and_dissertations-STYLE-GUIDE.pdf)

“In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, with the exception of the particular differences required by journals (e.g., literature citations, table designations). Numbered lines, as required by some journals, must not be used. Captions must accompany each figure on the same or preceding page of each manuscript. No reprints or photocopies of reprints will be permitted. The student must be the first author of each manuscript in this style. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if published) must be given as a footnote to the title on the first page of each manuscript so as to indicate the current status of each manuscript. The Graduate School must receive proof of permission to use articles which have been published or accepted for publication.”

## **PHD DISSERTATION APPROVAL AND DEFENSE**

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.

**Thus, the student must submit the Final Oral Examination/Dissertation Defense information to the Graduate Coordinator 2 ½ weeks before the oral 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 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 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 allowable 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.

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/doctor-of-philosophy-dissertation-approval-and-defense/>

The dissertation is submitted electronically to the Graduate School after the format check has been approved and all Graduate School deadlines are met. The required form, **ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM (G129)**, can be found online at <https://gradstatus.uga.edu/Forms>. ETD submission guidelines and information can be found at: <https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

One copy of the dissertation must be provided to the TMI department, the major professor, and each member of the advisory committee.

## Ph.D. PROGRAM TIMETABLE

Most students complete their Ph.D. program in 4 – 4 1/2 years. To help students accomplish their goals in a timely fashion, the timetable below suggests a typical time frame for completing the degree. It is the student's responsibility to ensure that all deadlines set by the Graduate School are met.

Term	Process
1 <sup>st</sup>	Selection of Major Professor (Departmental form should be submitted)
2 <sup>nd</sup>	Formation of Advisory Committee: <b>Advisory Committee Form (G130)</b> should be submitted by the student to Graduate School through gradstatus.
3 <sup>rd</sup>	Ph.D. Preliminary Program of Study Form (Departmental) should be submitted to the Graduate Coordinator's Assistant (LaFarrah Smith).
4 <sup>th</sup>	Notification of Intent to take the Ph.D. Comprehensive Exam should be submitted to the major professor and the Graduate Coordinator (GC).
4 <sup>th</sup> ~ 5 <sup>th</sup>	Final Program of Study must be submitted to the Graduate School before taking Comprehensive Exam: <b>Program of Study Form (G138)</b> should be submitted by the student to the Graduate School through gradstatus.
5 <sup>th</sup>	Ph.D. Comprehensive Exam: the student should notify the Graduate Coordinator their oral exam information at least two weeks prior to their exam. The GC will submit <b>Comprehensive Exam Announcement (G118)</b> to Graduate School via gradstatus.
5 <sup>th</sup>	After successful completion of oral exam, <b>Application for Admission to Candidacy for Doctoral Degrees (G162)</b> should be submitted by the student to Graduate School through gradstatus.
6 <sup>th</sup> ~ 7 <sup>th</sup>	Dissertation proposal
6 <sup>th</sup> ~ 7 <sup>th</sup>	<b>The student should obtain approval from IRB for the use of Human Subjects in Research:</b> all human subject research activities come under the review and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. More information is available at <a href="https://research.uga.edu/hrpp/irb/">https://research.uga.edu/hrpp/irb/</a> . <b>**The student can submit an IRB application <u>only after</u> their advisory committee approves the proposed thesis research.</b>
8 <sup>th</sup>	1) Dissertation Approval and Defense: the student should notify the Graduate Coordinator their final defense schedule and information at least two weeks before the final defense date. The GC will submit <b>Dissertation Defense Announcement (G119)</b> to Graduate School via gradstatus. 2) <b>Approval Form for Doctoral Dissertation and Final Oral Examination (G164)</b> should be submitted by the student to Graduate School via gradstatus.
8 <sup>th</sup>	<b>Electronic Thesis and Dissertation (ETD) Submission Approval Form (G129)</b> should be submitted to Graduate School: <a href="https://gradstatus.uga.edu/">https://gradstatus.uga.edu/</a>

\* Semester count does not include summer semesters and assumes a 12-hour credit load each fall and spring semester.

## **OTHER INFORMATION AND POLICIES FOR ALL M.S. & Ph.D. STUDENTS**

### **GRADUATE ENROLLMENT POLICY**

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-masters students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver request form must be submitted by the last day of classes the semester preceding the effective semester. Visit the Graduate School website for further information on this policy: <https://grad.uga.edu/index.php/current-students/enrollment-policy/>

### **UNIVERSITY OF GEORGIA RESIDENCE REQUIREMENT**

**M.S. Degree:** The minimum residence requirement is two semesters which do not have to be consecutive. <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/masters-degrees/>

**Doctoral Degree:** The granting of this degree presupposes a minimum of three full years of study beyond the bachelor's degree. At least two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work included on the program of study) must be spent in resident study on this campus. Undergraduate courses taken either to fulfill research skills requirements or to remove deficiencies may not be calculated in the 30 consecutive hours of resident credit. <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/types-of-degrees-offered/doctor-of-philosophy-phd/doctor-of-philosophy-residence/>

### **FINAL REGISTRATION REQUIREMENT**

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in a following semester. Further details can be found at:

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/final-registration-requirement/>

### **FINAL REGISTRATION REQUIREMENT**

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in a following semester. Further details can be found at:

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/final-registration-requirement/>

## **APPLICATION FOR GRADUATION**

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes the semester you plan to graduate. You may now apply online.

<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>

## **GRADUATION CEREMONIES**

Formal UGA commencement exercises are held in December and May. The College of Family and Consumer Sciences offers a commencement exercise in May and December. Students are encouraged to participate. Graduation caps, gowns (and hoods) may be rented from the UGA Bookstore. Ph.D. candidates make sure THAT your Major Professor will be in town to HOOD you during the UGA graduation ceremony. If your Major Professor will not be able to attend the ceremony and hood you, confer with your Major Professor about asking another TMI faculty member to attend the ceremony and participate in your hooding.

## **GRADUATE ASSISTANTSHIPS**

Graduate assistantships provide financial assistance to students while allowing them to work closely with one or more faculty members on specific research or teaching assignments. Assistantships are typically funded by the College or through research grants received by individual faculty. The department may also nominate a limited number of highly qualified students for university-wide assistantships. Assistantships are awarded on a competitive basis and are generally awarded on a 9-month, academic year basis. Based on budgetary constraints there is no guarantee of assistantships beyond the first semester or year. Graduate Assistantships in the TMI department are generally one-third time assistantships, requiring 13 hours of work per week during Fall and Spring semesters. Master's students may hold assistantships for no more than two academic years, since the Master's degree is designed to be completed within two years. Students on assistantship must register for 12 credit hours each semester. Summer assistantships are very rare, students are encouraged to find summer support through other means (work outside of TMI, internships, fellowships). FACS Graduate Assistantship Funding Assumptions and Policies are available at:

[https://www.fcs.uga.edu/docs/Graduate Assistantship Funding Model Updated FY21 Dec 2019.pdf](https://www.fcs.uga.edu/docs/Graduate%20Assistantship%20Funding%20Model%20Updated%20FY21%20Dec%202019.pdf)

Full tuition is waived for graduate students holding assistantships, but some fees must be paid by the student. Scholarships through the Graduate School and College of Family and Consumer Sciences are available on a competitive basis. Check appropriate websites for further information about scholarships. **Ph.D. students may hold assistantships up to four years and may receive summer funding depending on the source of assistantship funding. Departmental assistantships for M.S. students are for a maximum of two years.** This does not include summer semesters.

Graduate assistants are evaluated each semester by their supervising faculty member(s).

Unsatisfactory work will result in loss of your assistantship. Unsatisfactory work typically includes repeated tardiness to meetings, class, and other activities; lack of keeping in contact with the supervising faculty about your work schedule and hours; not working your 13 hours; incompleting assignments, and unprofessional attitude in work and behavior. Students on assistantship must register for 12 hours of credit for fall and spring semesters.

### ***Assistantship Workshop***

All graduate assistants, regardless of the funding source of their assistantship, must attend a teaching workshop that is offered by the Graduate School in conjunction with the Office of Instructional Development. The workshop is held in August prior to the beginning of fall semester classes. During spring semester, the date, time, and place for the upcoming fall workshop are announced. Failure to attend this workshop may result in loss of the assistantship.

### ***Registration and Employment Requirements***

Graduate assistantships in the TMI department are generally one-third time assistantships, requiring at least 13 hours of work per week during each semester. Students holding assistantships may not be employed in other jobs (on or off-campus) for more than 20 hours per week. A graduate student holding an assistantship from one-third to one-half time must register for a minimum of 12 credit hours fall and spring semester. Assistantships granted to M.S. students are for a maximum of two years, due to budgetary constraints graduate assistantships may be for one year only.

**\*\*Graduate students on summer assistantships are required to register for nine hours of credit.**

### ***Purpose and Progress of Assistantship***

The purpose of assistantships for students in the Department of Textiles, Merchandising and Interiors is to provide support to students while they are working toward a graduate degree in the Department of Textiles, Merchandising and Interiors. This means that the student must be enrolled in courses that are listed in the student's official program of study. Students on assistantship may not enroll in courses outside the department unless such courses are included on the student's approved program of study form, or unless approved by the graduate coordinator and department head. Students who are not making progress toward their degree will not be permitted to take courses outside the department. At the beginning of each semester, enrollment records are checked to assure that this requirement is met.

Failure to meet this requirement will result in termination of the assistantship.

### ***Income Taxes***

**All graduate assistants including international students** - are required to file U.S. income tax. Please visit the Office of International Student Life in January for more information and assistance in filing.

### ***Time Limit on Assistantships***

Master's students may hold assistantships for **no more than two academic years**, since the Master's degree is designed to be completed within two years. Due to budgetary constraints the assistantship may be available for only one year. Ph.D. students may hold assistantships for **no more than four academic years**, unless the major professor is able to provide additional funding to extend the period of support. Due to budgetary constraints the continuation of assistantships at the M.S. or Ph.D. level is not guaranteed.

### ***Maximum Course Load and Permission for Overload***

The minimum course load is 12 credit hours and the maximum course load is 18 credit hours for students holding assistantships. The minimum course load is 3 credit hours and the maximum is 18 credits hours for students who do not have assistantships, unless special permission is granted for overload. Nine hours of credit is considered full time for student's on financial aid (not assistantships). Permission to overload must be sought through the graduate coordinator, and will not be approved if the student is not making progress toward the degree. Permission to overload is not granted to new students or to students whose GPA is below 3.0.

### ***Evaluation***

Graduate students who hold assistantships are evaluated regularly on their progress in the degree program and their performance in their assistantship assignment. The purpose of the evaluation is to aid the student in progression through the program and in professional development. Informal evaluations are conducted by the graduate faculty in the department, and results of the evaluations are used by the department head, graduate coordinator, major professor, and assistantship supervisor in providing guidance for improvement. 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. In the TMI department, students are informed when an evaluation indicates that their performance is unsatisfactory. Repeated negative evaluations, lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships.

## **TRAVEL FUNDING TO PROFESSIONAL MEETINGS**

A student receiving an invitation to present a paper at a professional meeting may submit a travel request to the Department of Textiles, Merchandising and Interiors. Write a letter to the Department Head requesting funding. Give the name of the conference, title of paper, date of presentation and submit an estimated budget of expenses (airfare or mileage, accommodations, registration, and food). Submit the request at least 6 weeks prior to travel. Funding is limited and not guaranteed.

To request funding from the College of Family and Consumer Sciences – go to [https://www.fcs.uga.edu/docs/FACS Graduate Student Travel Funding Guidelines and form Updated Feb 2018.pdf](https://www.fcs.uga.edu/docs/FACS_Graduate_Student_Travel_Funding_Guidelines_and_form_Updated_Feb_2018.pdf)

Funding is limited and not guaranteed. College funding usually comes from funding provided by the alumni; the award letter will request that you write a note of Thank yYu to the donors. It is very important that you do this and send the note as soon as you receive notification of the award. Just writing a simple thank you is very meaningful.

The Graduate School also has some funding for Student Travel for presentations at professional meetings within the Continental United States. The guidelines can be found at: <https://grad.uga.edu/index.php/current-students/financial-information/travel-funding/>

## **DEPARTMENTAL POLICY ON USE OF SUPPLIES AND PHOTCOPYING**

Graduate students are not permitted to use departmental supplies or resources for any personal use. This includes using the departmental copier to copy their thesis/dissertation, research articles, or class assignments. Use of the departmental account for copying of this nature at the library is also not permitted. Graduate students are permitted to use the departmental library account and the TMI copier as part of their graduate assistantship responsibilities as requested by their assistantship supervisor.

## **ACADEMIC GRIEVANCE AND GRADE APPEALS PROCEDURES**

Procedures for Grievance initiated by Undergraduate or Graduate Students can be found at this link: [http://www.fcs.uga.edu/docs/Grievance\\_Procedure\\_for\\_Undergraduate\\_and\\_Graduate\\_Students.pdf](http://www.fcs.uga.edu/docs/Grievance_Procedure_for_Undergraduate_and_Graduate_Students.pdf)

## **GUIDELINES FOR AUTHORSHIP AND USE OF DATA**

The following are the Department of Textiles, Merchandising and Interiors guidelines for authorship and use of data.

### **Ownership of Data**

**Data and publications derived from sponsored projects.** When the research or development project is supported by funds from the university, including experiment station and grants and contracts (usually specified in the contract), the data are the property of the university and the responsible academic unit. The project director or principal investigator is responsible for the appropriate use of the data. The university should be identified as the agency in which the work was accomplished and the guidelines of any sponsoring agency should be followed. Data are to be retained by the department and are not to be removed by departing faculty, students, or technical personnel.

**Data and publications derived from student projects.** Approximately two-thirds of the funds provided by the University is state-appropriated, non-fee moneys. When possible, the department supplements support for student research projects and always provide indirect support. Even when students pay their own research expenses (e.g., postage for mail surveys, laboratory supplies), they have received support from the university and the department advisor; therefore, the advisor and the student should retain copies of the data. The major advisor and the student are considered to be responsible representatives of the department.

### **Authorship**

An acknowledgment or co-authorship will recognize the contributions of those who provided significant input to the research or writing phase of the study, including the student(s). The first author usually is the individual who assumed responsibility for the preparation of the manuscript; the order of second, third, or additional author may generally be reflective of input to the project. Papers resulting from the dissertation always shall recognize the student and the major advisor as authors. Authorship of other committee members should recognize significant contributions. Persons not directly involved in a project have no right to publish data from the project unless permission is

obtained in writing from the researchers involved (e.g., graduate student and all members of the dissertation committee)

Examples of various co-authorship situations include the following:

- a) Student input to an extension of faculty research (sponsored or non-sponsored).
- b) Student-initiated, but faculty guided research.
- c) Extension of dissertation projects by faculty or student; the extension may result in a publication.
- d) Combination of dissertations (two or more students, faculty-guided).
- e) Student-initiated with limited faculty guidance.

A clear agreement should be made at the beginning of a project. It is recommended that the student and major advisor negotiate acceptable guidelines on publication processes and order of authorship. In no case shall either the student or faculty member publish alone. If there are certain stipulations regarding time lags, preparation of drafts of the publication, data collection or analyses, or others, the faculty member should describe these to the student. If a student does not draft a manuscript on available data within 12 months after completion of a degree, the major advisor can be the primary author of publications that the advisor developed.

### **Copyrighting**

Guidelines and university policies related to copyrights and patents are available from the Graduate School.

## CHECKLIST FOR M.S. DEGREE PROGRAM

Deadlines for submission of advisory committee forms, program of study forms and applications for graduation are posted on the Graduate School website at: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/> These deadlines are strictly enforced by the Graduate School. It is the student's responsibility to check this website and to know what is expected for the completion of your degree. Also, instructions and forms are available online at <https://grad.uga.edu/index.php/current-students/forms/>

- \_\_\_\_\_ Major professor selected by the end of the first semester.
- \_\_\_\_\_ Advisory committee appointed by the end of the second semester.
- \_\_\_\_\_ Program of study approved by major professor and advisory committee.
- \_\_\_\_\_ Research proposal approved by major professor, advisory committee and graduate coordinator.
- \_\_\_\_\_ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date.
- \_\_\_\_\_ Thesis submitted to major professor.
- \_\_\_\_\_ After preliminary approval by major professor, thesis submitted to advisory committee two weeks prior to final oral exam.
- \_\_\_\_\_ Final oral exam scheduled; advisory committee, major professor, graduate coordinator and department head notified.
- \_\_\_\_\_ Thesis formally approved by major professor and committee.
- \_\_\_\_\_ Submission of Final Oral Examination Announcement for M.S. to LaFarrah Smith at least 2 weeks before scheduled exam.
- \_\_\_\_\_ Final oral examination completed and passed.
- \_\_\_\_\_ Copies of the final approved thesis submitted to the Dean of the Graduate School, the TMI department, the major professor (and committee members, if requested).
- \_\_\_\_\_ All requirements for the degree completed and reported to the Graduate School. Check deadlines at [www.grad.uga.edu](http://www.grad.uga.edu).

## CHECKLIST FOR Ph.D. DEGREE PROGRAM

Deadlines for submission of advisory committee forms, the program of study forms and applications for graduation are posted on the Graduate School website at: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>. It is the student's responsibility to check this website and know what is expected to complete your degree. Also, instructions and forms are available online at <https://grad.uga.edu/index.php/current-students/forms/>

- \_\_\_\_\_ Major professor selection by the end of the first year.
- \_\_\_\_\_ Advisory committee appointed by the end of the first year.
- \_\_\_\_\_ Program of Study approved by the major professor and advisory committee.
- \_\_\_\_\_ Comprehensive written examination scheduled with the major professor and the advisory committee.
- \_\_\_\_\_ Comprehensive oral examination date, time, and location scheduled and notified to the graduate coordinator at least two weeks prior to the oral exam.
- \_\_\_\_\_ Comprehensive examination (written and oral) passed.
- \_\_\_\_\_ Research proposal approved by major professor, advisory committee and graduate coordinator.
- \_\_\_\_\_ Application for admission to candidacy.
- \_\_\_\_\_ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date.
- \_\_\_\_\_ Dissertation submitted to major professor.
- \_\_\_\_\_ After preliminary approval by major professor, the dissertation submitted to the advisory committee at least three weeks before the oral defense.
- \_\_\_\_\_ Oral defense scheduled; advisory committee, major professor, graduate coordinator, department head, and graduate school should be notified at least two weeks prior to the oral defense.
- \_\_\_\_\_ Dissertation formally approved by major professor and committee.
- \_\_\_\_\_ Final oral defense of dissertation completed and passed.
- \_\_\_\_\_ Copies of the final approved dissertation submitted to the Dean of the Graduate School, the TMI department, the major professor.
- \_\_\_\_\_ All requirements for the degree are completed and reported to the Graduate School at least one week before graduation.

