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Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms) Updated: 06/20/2018
FHCE GRADUATE PROGRAMS POLICIES AND PROCEDURES

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

Students and faculty members need to refer to the policies and procedures of the department and Graduate School when questions arise. It is the student’s responsibility to be knowledgeable of, and follow, all Department and Graduate School policies. If the policies and procedures are unclear, please consult with the Department’s Graduate Coordinator or Graduate Coordinator Assistant. Occasionally, Graduate School and departmental policies are inconsistent; be certain consult the Graduate Coordinator when these cases arise as some departmental policies supersede the Graduate School’s policies and vice versa.

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

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

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

Appeals Procedure
A student who is dismissed from a graduate program may appeal the decision within 30 days to the FHCE Graduate Policy and Admissions Committee. Following an appeals meeting, the Committee has two weeks to notify the student in writing of its decision. The student has 30 days to appeal to the College of Family and Consumer Sciences Appeals Committee if the FHCE Graduate Policy Committee denies the appeal. If the College of Family and Consumer Sciences Appeals Committee denies the appeal, the student has 30 days to appeal to the Graduate School.

Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms Updated: 06/20/2018
Degree Progression Evaluation
Each year, students must schedule a meeting with their Advisory Committees to discuss degree progression. Students complete Section A of the Degree Progression Evaluation form; the Advisory Committee completes and signs Section B. The form is submitted to the Graduate Coordinator.

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

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

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

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

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<th>Degree Type</th>
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<td>M.S. Students</td>
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<td>End of second semester</td>
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Selection of a Major Professor
Faculty on the FHCE Graduate Policy and Admissions Committee serve as temporary advisors until students have identified a major professor:

Name            | Research Area               | Email               |
-----------------|-----------------------------|---------------------|
Dr. John Grable  | Financial Planning          | grable@uga.edu     |
Dr. Kim Skobba   | Housing Mgt. & Policy       | kskobba@uga.edu     |
Dr. Diann Moorman| Consumer Economics          | dmoorman@uga.edu    |
A major professor is the student’s mentor throughout graduate study. For M.S. (thesis) and Ph.D. students, the major professor advises and approves the research topic as well as completion of the thesis/dissertation proposal and final document. For Professional Master’s/M.S. Non-Thesis students, the major professor advises and approves the Final Examination and the Capstone Case Presentation (financial planning) or research/applied internship project (Consumer Economics, Consumer Analytics, Community Development, and Housing Management and Policy). The student also consults with the major professor and the Advisory Committee about all aspects of the student’s graduate program. Students should select a major professor based on research interests, areas of expertise, schedules, personalities, and working styles. Faculty service as major professor and Advisory Committee member is voluntary and is formalized when the Advisory Committee form is signed and submitted to the Graduate School. Students should meet with their major professor on a regular basis and with their Advisory Committee at least yearly.

For MS (thesis) and PhD students, this can now be done online at: https://gradstatus.uga.edu/Forms. The Graduate Coordinator/Assistant will approve the form and add the information to your file.

Professional Master’s/M.S. Non-Thesis students need to complete the Advisory Committee form. Although the Graduate School no longer requires an Advisory Committee form for non-thesis students, it is FHCE practice to have non-thesis students supervised with an Advisory Committee. Students will fill in the appropriate fields and email the .pdf to their Advisory Committee members for signatures (Digital Signatures are acceptable). Upon receipt of the committee members signature, the form should be submitted to the Graduate Coordinator for approval.

Effective January 1, 2015 Ph.D. students are required to declare their concentration areas when completing their Online Advisory Committee form. This form must be completed within the first year of the student’s studies. When selecting an advisory committee, Ph.D. students must select a major professor from the concentration area(s) identified on the advisory committee form. If multiple concentration areas are selected, the major professor and overall committee makeup should reflect this diversity (i.e., committee members should be from the multiple concentrations). In accord with the student’s research agenda, students are encouraged to have at least one committee member from outside the concentration area. Faculty concentration areas and research interests are at http://www.fcs.uga.edu/fhce/graduate-faculty. Though not required, M.S. students are encouraged to select their committee in a similar manner.

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

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

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

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

M.S. Transfer Credit
If graduate credit earned at an accredited institution constitutes a logical part of the student’s program, transfer of credit may be allowed when recommended by the student’s major professor and graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot have been used in the completion of another degree, not exceed six semester hours and must fall within the time limit of the degree. See the Graduate Bulletin.

Ph.D. Transfer Credit
No courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer. A maximum of nine hours of credit earned after admission to UGA may be transferred pursuant to guidelines outlined in the Graduate Bulletin.

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

M.S. with Thesis Degree Programs
The M.S. with Thesis degree requires at least 36 semester hours of coursework and two semesters of residency. Specific requirements for the M.S. programs are listed below.

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

**Core Required Courses (18 credits):** STAT 6210, 6220, FHCE 7020, 7025, 8000, 8050, and 8100 or 8150

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

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

**Thesis (minimum 3 credits):** FHCE 7300

Requirements worksheet: [https://www.fcs.uga.edu/docs/FHCE_MS_Requirements.pdf](https://www.fcs.uga.edu/docs/FHCE_MS_Requirements.pdf)

**Professional Master's/M.S. Non-Thesis Degree Programs**

The Professional Master’s/M.S. Non-Thesis Degree requires at least 30 hours and will culminate in a Capstone project, research project or internship

**Professional Master's/M.S. Non-Thesis Degree Program (Financial Planning Concentration)**

The M.S. Non-Thesis program in financial planning will develop your expertise in financial planning practice and prepare you to be a client-focused financial planner. Students complete 6 hours of core coursework, 24 hours in their area of concentration.

**Core Required Courses (6 credits):** FHCE 8000, and 8025

**Concentration (24 credits):** FHCE 6200, 6205, 6210, 6220, 6230, 6250, 7200, 7250


**Professional Master’s/M.S. Non-Thesis Degree Program (Consumer Economics Concentration)**

The M.S. Non-Thesis program in Consumer Economics will prepare you to work in a consumer policy-related career. You have the flexibility to select courses in policy, economics, advocacy, and the legislative process. Students complete 15 hours of core coursework, 15 hours in their area of concentration.

Specific requirements include:

**Core Required Courses (15 credits):** FHCE 6100; 6270 or 6270e; 6400 or 6400e; 7100; 7000 or 7710 or 7905

**Concentration (15 credits):** FHCE or allied courses in consumer economics/applied analytics

Requirements worksheet: [https://www.fcs.uga.edu/docs/MSNT_Consumer_Economics_Curriculum.pdf](https://www.fcs.uga.edu/docs/MSNT_Consumer_Economics_Curriculum.pdf)

**Professional Master's/M.S. Non-Thesis Degree Program (Consumer Analytics Concentration)**

The M.S. Non-Thesis program in applied consumer analytics will equip you with analytical skills needed to transform data into practical information for use in organizational and policy decisions. Consumer and policy analysts are in demand by private, public, and non-profit organizations. Students complete 17 hours of

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms) Updated: 06/20/2018
core coursework, 10 hours in their area of concentration, and a 3 credit hour applied consumer analytics internship. Specific requirements include:

- **Core Required Courses (18 credits):** FHCE 6000; 7050; 7150; 8025; STAT 6210, 6220
- **Concentration (9 credits):** FHCE or allied courses in consumer economics/applied analytics
- **Applied Consumer Analytics Internship (3 credits):** FHCE 7950 or 7960

Requirements worksheet: [https://www.fcs.uga.edu/docs/MSNT_Consumer_Analytics_Curriculum.pdf](https://www.fcs.uga.edu/docs/MSNT_Consumer_Analytics_Curriculum.pdf)

Professional Master’s/M.S. Non-Thesis Degree Program (Housing Management and Policy)
The M.S. Non-Thesis program in Housing Management and Policy blends social and behavioral sciences, public policy, planning, management and economics. Students complete 20 hours of core coursework, 10 hours in their area of concentration. Specific requirements include:

- **Core Required Courses (20 credits):** FHCE 7020, 8000, 8100, 6300, 7000 or 7950; and STAT 6210 and 6220
- **Concentration (10 credits):** FHCE allied courses as approved by student’s advisory committee

Requirements worksheet: [https://www.fcs.uga.edu/docs/MSNT_Housing_Management_and_Policy_Curriculum.pdf](https://www.fcs.uga.edu/docs/MSNT_Housing_Management_and_Policy_Curriculum.pdf)

Professional Master’s/M.S. Non-Thesis Degree Program (Community Development Option)
The M.S. Non-Thesis program in Community Development provides interdisciplinary coursework that links conceptual knowledge with practical experience. As a graduate of this emphasis, you will be qualified to work in careers that influence the social, economic, cultural, and political forces affecting the well-being of people living in community settings. Students complete 12 hours of core coursework, 12 hours in Community Development Methods area and 6 hours in their area of concentration. Specific requirements include:

- **Core Required Courses (6 credits):** FHCE 6340s, EDES 6540, PADP 7210 or FHCE 7310 or SOWK7236, FHCE 7000 or 7950
- **Community Development Methods:** GRSC 7880s, STAT 6210, HIPR 6680s, GEOG 6370 or 6370e
- **Concentration Area Elective Courses (6 credits):** As approved by Advisory Committee

Requirements worksheet: [https://www.fcs.uga.edu/docs/MSNT_Community_Development_Curriculum.pdf](https://www.fcs.uga.edu/docs/MSNT_Community_Development_Curriculum.pdf)

Professional Master's/M.S. Non-Thesis Degree Program (Online-- Financial Planning Option)
The Online M.S. Non-Thesis program in Financial Planning offers extensive coursework to meet students’ career goals in an applied financial planning setting. NOTE: doctoral students will not be permitted to take online FP courses. On-campus students must receive approval from the instructor, the director of the online program, the Graduate Coordinator, and Department Head in order to take online courses. Students complete 6 hours of core coursework and 24 hours in their area of concentration. Specific requirements include:

- **Core Required Courses (6 credits):** FHCE 8000, and 8025
- **Concentration (24 credits):** FHCE 6200, 6205, 6210, 6220, 6230, 6250, 7200, 7250

Requirements worksheet: [https://online.uga.edu/online-offerings/graduate/master-of-science-in-financial-planning-housing-and-consumer-economics-ms](https://online.uga.edu/online-offerings/graduate/master-of-science-in-financial-planning-housing-and-consumer-economics-ms)

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms) Updated: 06/20/2018
**Doctoral Degree Program**

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

The Ph.D. degree requires at least 60 semester hours of coursework and 30 consecutive semester hours of residency. Courses taken in the M.S. program may be used to satisfy Program of Study requirements; courses used to satisfy the requirements of one degree cannot be used to satisfy the requirements of another (Graduate Bulletin). Alternative courses are subject to Advisory Committee approval.

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

Requirements worksheet: [https://www.fcs.uga.edu/docs/FHCE_PhD_Requirements.pdf](https://www.fcs.uga.edu/docs/FHCE_PhD_Requirements.pdf)

In addition to coursework, FHCE Ph.D. students are expected to have appropriate experience in research, teaching and service as part of their Doctoral Portfolio requirements. The student’s Advisory Committee will determine and approve when a student’s Doctoral Portfolio requirements have been completed.

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

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

The coursework, teaching and service experience the Advisory Committee approves are listed on the department’s Preliminary Program of Study for FHCE Students form. The student prepares the form and secures the Advisory Committee’s signatures (at a committee meeting or in individual appointments). The form must be submitted to the Graduate Coordinator. Students also prepare for the Preliminary Examination, which is administered at the end of their first year of doctoral studies. Students also work towards the completion of their doctoral portfolio. After successfully passing the Preliminary Exam and completing all requirements of their Doctoral Portfolio, the students complete their **Final Doctoral Program of Study form** and secure their committee’s signatures (at a committee meeting or in individual appointments) as well as the Graduate Coordinator’s signature. The form must be submitted to the Graduate School before scheduling the oral comprehensive examination where the students

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms) Updated: 06/20/2018
Written and Oral Exams

All students must take an exam that covers their program of study. Doctoral students take a written preliminary exam and an oral comprehensive exam. Exams are administered by students’ Advisory Committees.

**M.S. and Professional Master’s M.S. Non-Thesis Final Exams**

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

**Ph.D. Written Preliminary Exam**

This exam provides an opportunity for students to integrate and apply knowledge gained in their introductory research and theory related coursework. This exam also enables faculty to assess the student’s ability to integrate and apply knowledge in order to ensure that a student is qualified to proceed further with their doctoral program of study. The topics are as follows: Theory—1 introductory theory course (FHCE 8100 or equivalent as approved by the student’s Advisory Committee); first research methods course (FHCE 8000). Students are required to apply and integrate knowledge as it relates to theory and statistical/ research methodology. The Preliminary Examination is scheduled early in the fall semester of Year 2 of the doctoral student’s program of study. The examination is administered in a multiple choice format and the duration of the exam is approximately 1.5 hours.

Scheduling the Written Preliminary Examination

The written exam should be taken upon completion of the introductory research methods (FHCE 8000 and theory (FHCE 8100) courses that are offered in the first semester of Year 1 of an incoming doctoral student’s program of study. The information on the date and time of the examination is communicated to students at the beginning of the first summer immediately following the spring semester of the first year of a doctoral student’s program of study. The Graduate Coordinator will provide students with a topic list for the written preliminary exam, which students can then use as a guideline to prepare for the written preliminary examination. The entire exam must be completed within the allotted time (approximately 1.5 hours).

Evaluation of the Written Exam

The FHCE Reading committee evaluates the preliminary examination responses. All Reading Committee members are graduate faculty in the department. The Reading Committee’s evaluations are provided to the student’s Advisory Committee. A student’s Advisory Committee then communicates outcome of the written preliminary examination to the student within four to six weeks of completion of their written exam.

Did you know?

Written Preliminary Exams are multiple choice and are offered once a year

Departmental and Graduate School forms may be found at [http://www.fcs.uga.edu/fhce/graduate-forms](http://www.fcs.uga.edu/fhce/graduate-forms) Updated: 06/20/2018
If a student’s performance in the written preliminary exam is deemed unsatisfactory (fail), the student’s Advisory Committee may require remedial work. After completing the prescribed remedial work, the student has one more chance to take the written exam in the following year. If the student does not pass the examination a second time, the student is dismissed from the program.

**Doctoral Portfolio**

All doctoral students are required to complete a portfolio that demonstrates their proficiency in the scholarship of teaching, research, service, and engagement during their program of study. The Department of Financial Planning, Housing and Consumer Economics has established a checklist of requirements that provide an objective evaluation of a student’s ability to meet the standards of scholarship that is expected of a doctoral student in this program.

Completion of the Doctoral Portfolio requirements also partially fulfills the requirements of the doctoral program. Therefore, all doctoral students are required to meet the portfolio requirements before they can submit their final program of study and defend their portfolio as part of their Oral Comprehensive Exam.

The complete portfolio checklist is available in Appendix A of this document. **Students must obtain approval of the completion of their portfolio requirements from their advisory committee, prior to scheduling their Oral Comprehensive Examination.**

**The Oral Comprehensive Exam**

No sooner than two weeks after completing the Doctoral Portfolio, the student may schedule the oral comprehensive exam. A Doctoral Portfolio completion form, signed and approved by the student’s advisory committee and the major professor, must be submitted to the Graduate Coordinator Assistant no less than two weeks before the oral exam. The Graduate School requires a two-week notice; all oral exams are open to the university community. The major professor or student notifies the department of the date, time, and location of the oral exam schedule. The student’s Advisory Committee administers the exam; all members of the Advisory Committee must be present at the oral exam. A final Program of Study must be on file at the Graduate School prior to scheduling the oral comprehensive exam.
The oral exam may cover all areas of a student’s portfolio or may focus on only selected areas. Two out of three (or a similar ratio if there are more than three Advisory Committee members) of the student’s Advisory Committee members must vote pass for the student to pass. After the student passes, the student must submit the Graduate School’s Application for the Admission to Candidacy form (signed by the major professor and Graduate Coordinator) to the Graduate School along with the Graduate School’s Comprehensive Exam Form. The FHCE Departmental Ph.D. Oral Comprehensive Exam form is signed by the Advisory Committee and submitted to the Graduate Coordinator.

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

FHCE Doctoral Portfolio Checklist

1. Table of Contents
   This should tell your committee members on what page of your portfolio documentation the items below can be found.

2. Publications
   One article to which the student has made a significant contribution. The article may be submitted to or accepted or published in a blind peer-reviewed journal approved by the student’s committee. The student’s committee will verify that the student’s contribution was “significant” and approve the journal prior to submission. The article must be scholarly but does not have to report data analysis. The committee has the discretion to approve alternative evidence of significant scholarly work that may be more appropriate to the student’s intended career path, such as a policy analysis paper formatted for a public policy institute or government agency. The Graduate Coordinator must approve exceptions to the policy.

   Documentation:
   Email/letter documenting submission or acceptance or
   Copy of the submitted/accepted article or
   Signature by major professor that the student’s contribution was significant and that the committee approved the journal

3. Presentations
   A. Three presentations/posters at meetings of campus/state/regional/national/international academic or professional organizations (Campus presentation must be outside of FHCE)
   B. Two submissions that were sole authorship or first authorship (these two also may count in the three in A above)
   C. One presentation at a department seminar. (does not count toward the 3 in A above)

   Documentation:
   Email/letter documentation receipt of submission or
   Acceptance letter or copy of conference program page and full citation for presentations in APA format
   Email announcement of seminar presentation

4. Teaching and/or Outreach (student must complete at least one)
   Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms Updated: 06/20/2018
A. Responsibility for independently teaching one class at the University of Georgia for one semester. **Documentation:** Course syllabus, Statement of teaching philosophy, Outcome of objective student course evaluations, Supervisor evaluation of teaching.

B. Primary responsibility for a programmatic series of 6 to 10 presentations for a local educational or service organization. **Documentation:** Teaching materials (Slides, activities, notes).

C. Ongoing (at least 40 hours) clinical/outreach work with a specialized population. **Documentation:** Letter from supervisor of clinical/outreach work and student records reflecting the population reached (i.e., direct client hours, number of participants).

D. Significant involvement in research evaluation for a specific program, including creation of an evaluation report. **Documentation:** Copy of the product of the research evaluation.

E. Production of a significant document for outreach purposes or an outreach publication. **Documentation:** Copy of the document or publication.

5. **Leadership and/or Citizenship (Both A and B are required)**

A. Professional Association Membership: Maintain membership in at least one professional society beginning with the first year in the program and continuing until graduation. **Documentation:** Submit membership records.

B. Participation in leadership and/or professional activities, including more than half of the departmental seminars each year. **Documentation:** Attendance will be taken at departmental seminars. Attend more than half of departmental dissertation proposals and dissertation defenses each year. **Documentation:** Attendance will be taken at defenses.

**Assembling Your Portfolio**

Please include all of the following in an integrated PDF document with bookmarks: (a) copy of the above Portfolio Guidelines; indicate the requirement options you have completed, (b) an updated CV with the requirements documented.

Doctoral students should be working closely with their major professor to determine when the student has met all of the portfolio requirements outlined in this document. When it is determined that the student has sufficiently completed the doctoral portfolio requirements, the student will set up a defense date in conjunction with the students’ major professor and dissertation committee. A completed portfolio must be delivered (either electronically or in print) to each committee member 2 weeks prior to the oral defense date for committee review. The full committee will have the final say as to whether the student has successfully completed the doctoral portfolio requirements.

**Portfolio Oral Defense**

Doctoral students should be prepared to present and discuss with the committee what they learned throughout your experience being involved with research, teaching, supervision, leadership, and outreach, and how it has prepared them for their chosen career path. Additionally, students should be prepared to discuss ideas about what they intend to do for their dissertation, including research questions, potential data they will collect or secondary data they will use, and a basic outline of their schedule for the dissertation proposal and defense.
Admission to Candidacy

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

Theses and Dissertations

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

The Proposal/Prospectus

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

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

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

Advisory Committee Action on Proposal

After the major professor determines that the proposal has been refined sufficiently, the student is responsible for scheduling the proposal meeting with the Advisory Committee. Please note that the decision to schedule the proposal meeting rests with the advisor, and that the student must already have passed the written and oral exams and be admitted to candidacy before a dissertation proposal meeting may be held. The Advisory Committee must be given adequate time to review the proposal – a minimum of two weeks for M.S. proposals and three weeks for Ph.D. proposals. The student should discuss the format of the meeting with the major professor. Generally, students give a summary of the proposal and provide an outline of the next research steps. Committee members will then ask questions, discuss concerns, and suggest revisions. Editorial changes in the proposal that reflect suggestions or requirements from the Advisory Committee are the student’s responsibility. The student should prepare the departmental form, FHCE Advisory Committee Action on Student’s Thesis Proposal or Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms Updated: 06/20/2018

Helpful Hint:

Begin exploring a research topic the first semester in graduate school.
Departmental and Graduate School forms may be found at http://www.fcs.uga.edu/fhce/graduate-forms Updated: 06/20/2018

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

FHCE Advisory Committee Action on Dissertation Proposal, and bring it to the meeting. If the committee approves the proposal, the student secures the committee members’ signatures then submits the form to the Graduate Coordinator.

Students have two opportunities to gain approval for their thesis or dissertation proposal. If the Advisory Committee does not approve the proposal the first time, the student has the opportunity to revise and present a subsequent proposal. If the second proposal is not approved—regardless of composition of advisory committee members—the student may be counseled out of the program.

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

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

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

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

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

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

**Thesis/Dissertation Seminars**

All graduate students are encouraged to present a seminar based on their thesis or dissertation. Ideally, this seminar takes place in the early stages of development so feedback from peers and faculty can be incorporated into the thesis or dissertation.

**Did you know?**

Students must provide a bound copy of their thesis or dissertation to the department.
Overview of Steps for Thesis or Dissertation Oral Defense

1. Major professor determines the thesis or dissertation is ready for advisory committee.
3. Student distributes copies of the thesis or dissertation to the advisory committee.
4. M.S. Advisory Committees have at least two weeks to review the thesis. Ph.D. Advisory Committees have at least three weeks to review the dissertation.
5. Major professor and one committee member (or similar ratio if more than three members) agree thesis or dissertation may be defended.
6. Student schedules the oral defense and final examination; major professor informs department.
7. Oral defense. Advisory committee signs Parts II and III of approval form at oral defense. Must receive two out of three (or similar ratio) passing votes.
8. Must be scheduled at least three weeks before the Graduate School's final date for receipt of the corrected copy of thesis/dissertation.
9. Student completes thesis or dissertation edits; major professor signs Part IV of approval form.
10. Major professor must notify Graduate Coordinator Assistant of dissertation defense and final examination schedule at least two weeks prior to defense.
11. Student submits final thesis or dissertation to Graduate School.
12. Thesis or dissertation is submitted for first format check to Graduate School.
13. Approval form signed by Graduate Coordinator, student submits form to Graduate School.
<table>
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<tr>
<th>Timeline for Master of Science (Thesis) Degree</th>
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<tr>
<td><strong>Action</strong></td>
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<td><strong>Form</strong></td>
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**1st semester**
1) Begin graduate courses
2) Choose major professor and Advisory Committee
3) Meet with Advisory Committee by end of semester (student and major professor coordinate reserving room and notifying Advisory Committee members)

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

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

- **Form**
  - Program of Study for Master of Arts and Master of Science Candidates
  - Athena --> Student --> Apply to graduate

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

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

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

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

* indicates departmental form. All other forms are Graduate School forms.
Timeline for Master of Science Non-Thesis (FP; On-campus and Online) Completion

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

Form
-Advisory Committee for Master of Arts and Master of Science Candidates
Although this form is not required by the Graduate School, FHCE does require all non-thesis students (online included) complete this form. Digital signatures are acceptable

2nd semester
1) Prepare Program of Study (POS)

Form
-Program of Study for Master of Arts and Master of Science Candidates

3rd semester
1) Apply for graduation

Form
Athena -> Student --> Apply to Graduate

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

Form
-FHCE Departmental M.S. Non-Thesis Portfolio Presentation and Exam Form
-FHCE Departmental M.S. Non-Thesis Capstone/Research/Internship Presentation and Exam form

-Complete Exit Survey

* indicates departmental form. All other forms are Graduate School forms.
Timeline for Master of Science Non-Thesis (CE, CA, CMD & HMP) Completion

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

**Form(s)**
- Advisory Committee for Master of Arts and Master of Science Candidates*
  
  Although this form is not required by the Graduate School, FHCE does require all non-thesis students (online included) complete this form. Digital signatures are acceptable.

**2nd semester**
1) Schedule Advisory Committee meeting to review career goals and preliminary research/internship plans
2) Prepare Program of Study (POS) form; include courses that prepare student for research/quantitative applied internship

**Form(s)**
- Program of Study for Master of Arts and Master of Science Candidates

**3rd semester**
1) Identify research/applied quantitative internship host organization and develop plan
2) Apply for graduation

**Form(s)**
- Athena --> Student --> Apply to graduate
- Project Proposal Form*

**4th semester**
1) Complete research/quantitative internship
2) Schedule presentation and final exam (student and major professor coordinate reserving room and notifying Advisory Committee members)
3) Research/Internship Presentation and Final Exam
4) Graduate

**Form(s)**
- FHCE Capstone/Research/Internship and Final Exam form*

* indicates departmental form. All other forms are Graduate School forms.
Timeline for Doctoral Degree Completion

<table>
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<tr>
<th>Semester</th>
<th>Action</th>
<th>Form</th>
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<tbody>
<tr>
<td>1st semester</td>
<td>Begin doctoral courses</td>
<td>-Advisory Committee for Doctoral Candidates</td>
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</table>
| 2nd semester | 1) Choose major professor and Advisory Committee  
2) Prepare Preliminary Program of Study  
3) Meet with Advisory Committee by end of semester (student and major professor coordinate reserving room and notifying committee members) | -Preliminary Program of Study for PhD. Students in FHCE* |
| 3rd semester | Pass the Prelim exam; continue working on the portfolio. | |
| 4th semester | 1) Complete portfolio requirements  
2) Receive approval of the program chair and committee | -Submit Doctoral Portfolio Approval Form* to the Graduate Coordinator |
| | 1) Schedule oral exams (student and major professor coordinate reserving room and notifying committee members  
2) Take oral exam | -Email date, time, and location of oral exam to FHCE Graduate Coordinator Assistant no less than two weeks before oral exam.  
-FHCE Departmental Ph.D. Oral Comprehensive Exam Form*  
-Admission to Candidacy |

* indicates Departmental form. All other forms are Graduate School forms.
Timeline for Doctoral Degree Completion (Continued)

6th semester
1) Major professor approves dissertation proposal
2) Schedule dissertation proposal defense (student and major professor coordinate reserving room and notifying committee members)
3) Apply for graduation in Athena
4) Dissertation proposal defense
5) Begin research for dissertation

7th semester
Conduct research and write dissertation

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

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