



Human Development & Family Science

College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

DOUBLE DAWG PROGRAM HANDBOOK

2025

Table of Contents

1. Introduction.....	4
1.1 UGA Mission Statement	5
1.2 Double Dawg Program goals, objectives, and outcomes	5
1.3 Of Special Interest to International Students.....	6
1.4 Grievance Policy	6
1.5 Links to HDFS, UGA, and Graduate School policies and resources.....	6
2. First Year in Double Dawg Pathway	7
2.1 Admission to the Double Dawg Program.....	7
2.2 Initial Advisor	8
2.3 CURO	8
2.4 Admission to the Graduate Program	9
3. Second Year in Double Dawg Pathway.....	10
3.1 Major Professor.....	10
3.2 Advisory Committee (Thesis only)	10
3.3 Forms	11
4. Curriculum and Program of Study	12
4.1 Preliminary Program of Study and Approval Meeting	12
4.2 Final Program of Study	12
4.3 Curriculum Requirements for BSFCS/HDFS MS (thesis/non-thesis).....	13
4.4 Curriculum Requirements for Psych BS/HDFS MS (thesis/non-thesis).....	14
4.5 Additional Certifications	15
4.6 Course Substitution	15
4.7 Forms	16
5. Timeline for Completing the Program.....	17
5.1 Thesis Timeline.....	17
5.2 Non-Thesis Timeline	18
6. Master's Thesis (for thesis only)	19
6.1 Steps to Complete a Master's Thesis	19
6.2 Forms	21
7. Graduation.....	22
7.1 Timing	22
7.2 Forms	22
7.3 Certificate Completion.....	22
8. Annual Evaluation 23	
8.1 Required Evaluation Forms and Materials	23
8.2 Evaluation Ratings	23
8.3 Remediation and Dismissal.....	24
9. Professional Development	25
9.1 Professional Organizations	25
9.2 Conferences.....	25

9.3 Presentations	25
10. Appendix.....	26
A. Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options)	27
B1. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis)	28
B2. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis).....	30
B3. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis).....	32
B4. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis)	34
C. Approval of Thesis Proposal	36
D. Request for the Announcement of Master’s Defense	37

1. Introduction

Welcome to the Department of Human Development and Family Science (HDFS). The goal of our graduate program is to train, teach and promote the integration of research knowledge and professional practice in human development and family science. To accomplish this goal, students achieve three objectives: (a) develop expertise in integrating and applying substantive research and theoretical knowledge in individual development across the life course and family relationships; (b) learn advanced analytic skills and methodologies for conducting and disseminating research on individuals and families; and (c) develop the skills necessary to translate basic research into application through outreach, clinical practice, or preventative interventions.

This handbook is designed to guide you as you plan your career as a Double Dawg master's student in the Department of Human Development and Family Science. It is organized according to the major programmatic milestones you will encounter.

Further, this handbook is intended to inform HDFS students and faculty about the basic policies and procedures. Because it does not cover all University regulations governing graduate education at the University of Georgia, it should be treated as a supplement to the:

- UGA Bulletin: <https://bulletin.uga.edu/>
- Theses and Dissertations Guidelines: <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
- Graduate School's Policies: <https://grad.uga.edu/graduate-policies/>

Like all graduate programs at UGA, the graduate program in HDFS operates within an administrative structure established by the Graduate School. It is the responsibility of all faculty and graduate students to familiarize themselves with the relevant Graduate School policies.

Although every effort is made to provide accurate and current information in this handbook, the Department reserves the right to change statements in the handbook concerning policies, curricula, or other matters. Students enrolled in the graduate program agree to comply with the Department's rules and regulations and to accommodate to any changes necessary.

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1.1 UGA Mission Statement

The University of Georgia shares with the other research universities of the University System of Georgia the following core characteristics:

- a statewide responsibility and commitment to excellence and academic achievements having national and international recognition;
- a commitment to excellence in a teaching/learning environment dedicated to serving a diverse and well-prepared student body, to promoting high levels of student achievement, and to providing appropriate academic support services;
- a commitment to excellence in research, scholarship, and creative endeavors that are focused on organized programs to create, maintain, and apply new knowledge and theories; that promote instructional quality and effectiveness; and that enhance institutionally relevant faculty qualifications;
- a commitment to excellence in public service, economic development, and technical assistance activities designed to address the strategic needs of the state of Georgia along with a comprehensive offering of continuing education designed to meet the needs of Georgia's citizens in life-long learning and professional education;
- a wide range of academic and professional programming at the baccalaureate, master's, and doctoral levels.

Source: <https://bulletin.uga.edu/UnivInfo/content/university-info-landing.html>

1.2 Double Dawg Program goals, objectives, and outcomes

The University of Georgia's Double Dawg program offers students the opportunity to earn both a bachelor's and a master's degree in five years or less, providing significant time and cost savings while enhancing their competitiveness in the job market. Goals and objectives for the Double Dawg program include:

- Facilitating the completion of both undergraduate and graduate degrees within a five-year timeframe, reducing the traditional duration required for separate degrees
- Lowering the overall expense of obtaining a graduate education by streamlining the academic pathway
- Equipping students with advanced knowledge and skills to meet the growing demand for professionals with graduate-level education

Overall, the Double Dawg program is committed to helping students enter the workforce with an advanced degree and a wide range of knowledge and skills.

Source: <https://doubledawgs.uga.edu/>

1.3 Of Special Interest to International Students

The Office of Global Engagement (OGE) is committed to providing outreach to international students and scholars as well as information about the federal regulations that govern internationals during their stay. OGE hosts a number of activities throughout the year. Continuous enrollment is required. The Office of International Education defines continuous enrollment for international students as a minimum of 2 semesters per academic year. Because information is subject to change, OGE encourages you to visit the website regularly. The OGE staff members are pleased to assist with any help or advice. Web: <https://globalengagement.uga.edu/immigration>

1.4 Grievance Policy

If a student in any HDFS graduate program has a concern with a faculty member or student in the program, the student should first try to discuss the problem with the person or people involved. If the issue cannot be successfully resolved, or there are reasons this is not an appropriate action, the student should go to the **Director of Graduate Studies** to discuss the concerns. The Director of Graduate Studies may request that you put the grievance in writing. Letters should clearly and concisely explain the grievance, state the matter in the first paragraph and include all relevant information in support of the grievance. The student meeting with the Director of Graduate Studies may be audio recorded. After the meeting with the student, the Director of Graduate Studies will consult with the faculty member (keeping the student's name anonymous), and if needed with the Head of the Department and/or Dean of the College. Once a grievance is made the Director of Graduate Studies will aim to investigate the grievance, talk with all appropriate persons involved, and render their decision in writing within 14 business days.

If the problem is not resolved at this level, or it is not appropriate to discuss the issue with the Director of Graduate Studies, the student should take the concern to the **Head of the Department**. If the problem is not resolved at this level, or it is not appropriate to discuss the issue with the Department Head, the student should take the concern to the **Dean of the College**.

If there is a concern about an **academic decision**, there is a policy in the Graduate Bulletin which addresses the procedure (<https://www.fcs.uga.edu/ssac/academic-resources-academic-appeals>) and would supersede the grievance policy described above.

1.5 Links to HDFS, UGA, and Graduate School policies and resources

Policy	Link
HDFS Forms	https://www.fcs.uga.edu/hdfs/graduate-for-current-students
UGA MS Policy	https://policy.uga.edu/policies/#/programs/By-h7LoKp
Graduate Policies	https://grad.uga.edu/graduate-policies
Academic Honesty Policy	https://honesty.uga.edu/

Responsible Conduct in Research Policy	https://research.uga.edu/integrity-support/rcr/
Sexual Discrimination and Harassment Policy	https://eoo.uga.edu/laws-policies-and-regulations/civil-rights-and-ndah/non-discrimination-and-anti-harassment-policy/
Grievance Policy	https://legal.uga.edu/grievance and disciplinary review policy
Grade Appeal Policy	https://honesty.uga.edu/Student-Appeals/Process/
Leave of Absence Policy	https://policy.uga.edu/policies/#/programs/BydQdw_u6
Disability Resources	https://drc.uga.edu/
International Students Life	https://isl.uga.edu/
Student Success and Well-being	https://grad.uga.edu/student-success-well-being/

2. First Year in Double Dawg Pathway

2.1 Admission to the Double Dawg Program

Human Development and Family Science majors will apply to the Double Dawgs pathway during the fall preceding their final 3 semesters before graduation (during the fall semester of the 3rd undergraduate year). Acceptance into the Double Dawg pathway allows students to begin taking graduate level coursework during their last undergraduate year, with the intention of applying to the graduate program (fall of year 4; *final* fall before graduation, see **section 2.4** below). Admittance to the pathway does not guarantee admittance into the graduate program.

Before applying to the program, students should decide if they want to pursue the thesis or non-thesis options for their master's degree. Each option includes standard HDFS graduate coursework. Students should choose either the thesis or non-thesis option depending on their educational and career goals.

Applications must be submitted by October 31 to the department of Human Development and Family Science in addition to the pathway application found on the main Double Dawgs site (<https://doubledawgs.uga.edu/index.html>) for this program. Pathway applicants will be required to provide a transcript demonstrating achievement in their coursework, including:

- a 3.3 Overall GPA and a 3.5 Major GPA;
- evidence of experiential learning opportunities through a resume or experiential learning transcript; and
- completion of, or in the process of completing (at time of application), 60 course credit hours

2.2 Initial Advisor

When you are admitted into the Double Dawg pathway during your third year of your undergraduate program, you will be assigned an initial advisor. The initial advisor provides guidance for your educational experience during your first year in the program, or until you have formalized your relationship with a major professor after you are officially accepted into the Double Dawg master's program.

When making your initial advisor assignment, there is an attempt to match you with a faculty member with whom you seem to have some overlapping interest. You may find that you would like to ask your initial advisor to serve as your major professor. Or, for any number of reasons, you may decide that you would prefer a different faculty member as your major professor. Either approach is acceptable to the faculty member who has agreed to serve as your initial advisor during your first two semesters.

Your initial advisor will be the faculty member that you register for HDFS 7010 in your first semester in the pathway (1 credit) as well as the following fall (1 credit) and spring (1 credit) semesters, if another faculty member has not agreed to mentor you through your first year in the pathway.

Your initial advisor will sign necessary forms and answer questions about the program, policies, and other issues. Meeting frequently with your initial advisor will help ease your transition into the graduate program. Your initial advisor can also be a helpful resource of information and insights as you consider which faculty to serve as your major professor and how you would like to proceed in the pathway and master's program.

2.3 CURO

Students who are pursuing a master's degree with a thesis should consider CURO. If students are interested in CURO, they should work with their intended major professor on a potential thesis topic as soon as they are admitted into the Double Dawgs pathway.

The [Center for Undergraduate Research Opportunities \(CURO\)](#) is open to all undergraduates pursuing faculty-mentored research, including students in their first year at the University of Georgia. You can earn course credit for research in any department regardless of year, GPA, or major. CURO course credits can be used as a substitute for HDFS 3010.

[The CURO Research Award](#) is available to support experiential learning opportunities. Each year, the CURO Research Award provides 500 stipends of \$1,000 each to outstanding undergraduate students across campus to actively participate in faculty-mentored research. *Double Dawg Pathway students should strongly consider applying for an award during their 2nd (Fall) and/or 3rd (Spring) semester in the Pathway program before they graduate with their bachelor's degree.*

Research experience is valuable to all students and can jumpstart theses and project ideas. Consult with your faculty mentor to discuss research opportunities that could help prepare you to connect your CURO research study to your eventual master's thesis project.

2.4 Admission to the Graduate Program

Students in the HDFS Double Dawgs Pathway program will apply to the HDFS graduate program in the fall of year four (see **Section 5. Timeline for Completing Program** below). Applications must be submitted by the deadline specified on the [Department of Human Development and Family Science](#) website. Read all the directions, provided on our website, before submitting an [application to the Graduate School](#).

When completing the application, select the appropriate “Intended Program:”

- **M.S. Thesis option:** MS, Human Development and Family Science [MS_HDFS]
- **M.S. Non-Thesis option:** MS, Human Development and Family Science Non-Thesis [MS_HDFS_NT]

Applicants will be required to provide a statement of purpose, 3 letters of recommendation, and a resume. Applying students will be required to provide a transcript demonstrating achievement in their coursework, including a 3.3 Overall GPA, and grades of a “B” or better in the 6000-7000 HDFS pathway elective courses required during your first year in the pathway program. Students will be required to have completed, or be in the process of completing, 90 course credit hours, and graduate by the end of their fourth year.

3. Second Year in Double Dawg Pathway

3.1 Major Professor

During the first year in the program, you are encouraged to spend some time getting to know the faculty members and familiarizing yourself with their research. When considering your options in this very important decision, you should consider the faculty member's expertise in your area of research/outreach interest as well as the compatibility to develop a good working relationship with that individual. It is recommended that you request a meeting with more than one faculty member to discuss their expectations as major professor, whether they are willing and able to mentor you in your area of interest, and whether they are accepting new students.

If enrolled in the thesis option, you are required to select a major professor that is in Human Development and Family Science. A major professor is your primary advisor, mentor and chair of your master's advisory committee. At the time of your application to the HDFS master's program, it is important that you have identified an HDFS faculty who may serve as your major professor. Applications are due the end of your second semester in the pathway, typically by the first of December. If accepted into the master's program, you should seek to formalize a mentor-mentee relationship with your major professor by the end of your third semester in the Double Dawg pathway and immediately following your acceptance into the HDFS master's program. At this time, your selection of major professor is final.

If enrolled in the non-thesis option, the Director of Graduate Studies will serve as your advisor, and no major professor is required.

3.2 Advisory Committee (Thesis only)

After your acceptance into the HDFS master's program thesis option, you will need to select a master's advisory committee. The committee must consist of a minimum of three faculty members, the majority (2/3) of whom hold a graduate faculty position in the HDFS department, including your major professor who will serve as the chair of the committee. This committee, in consultation with the student, is charged with planning and approving the student's Program of Study (**Appendix B**). If the student is completing a research thesis, the committee also approves the subject for the thesis (**Appendix C**) and the student's final defense of the thesis (**Appendices D**).

Selection of the Advisory Committee should be submitted by May of the semester you were accepted into the HDFS graduate program. All committee member selection decisions should be made in consultation with your major professor.

In addition to your major professor, your Advisory Committee must include at least one additional graduate faculty from the HDFS department. The third member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental graduate faculty and the dean of the

Graduate School. Additional voting members may be appointed to the committee. If there are more than three members, there must be greater than 50% graduate faculty representation.

When you have comprised your Advisory Committee, you are responsible for completing the **Advisory Committee form** in their **Enrolled Student Progress Portal**. For instructions on how to do so, go to: https://www.fcs.uga.edu/docs/Advisory_Committee_Instructions.pdf

This form must be submitted *before* or *with* your Final Program of Study (see **Section 4** below). Once submitted through Grad Status, it will go to the Director of Graduate Studies for approval and signature. Ultimately, the committee is appointed by the Dean of the Graduate School upon the recommendation of the Director of Graduate Studies.

3.3 Forms

Form Name	Due	Link
Application to the Graduate School	<i>Fall of year 4</i>	https://grad.uga.edu/index.php/prospective-students/apply-now/
Advisory Committee	<i>Before the end of your 2nd semester in residency</i>	Follow instructions provided in: https://www.fcs.uga.edu/docs/Advisory_Committee_Instructions.pdf

4. Curriculum and Program of Study

4.1 Preliminary Program of Study and Approval Meeting

A Program of Study outlines departmental requirements for coursework, research, teaching, and service. The program of study is developed in consultation with your major professor and your advisory committee. It is strongly suggested that you schedule a meeting with your advisory committee prior to the end of your third semester in the pathway and after acceptance into the master's program.

Appendix A lists the coursework you need to take to fulfill the HDFS master's curriculum requirements. Submit your signed preliminary Program of Study (**Appendix B**) to the Graduate Program Administrator Assistant. Changes in your plan are permissible with the approval of your Advisory Committee.

4.2 Final Program of Study

The Graduate School requires that all students submit a [Final Program of Study](#) form after all courses necessary for degree credit are completed, see **Appendix B** for a sample Program of Study.

This form is located at the following link: <https://gradstatus.uga.edu/Forms/G138>. It will be approved by the student's advisory committee (if enrolled in thesis option), the Director of Graduate Studies/committee, and the Dean of the Graduate School. This step should be completed by Friday of the second full week of classes of the semester in which degree requirements are completed.

- **If enrolled in the thesis option**, you must have the Advisory Committee form submitted **before** or **with** the final Program of Study and must be submitted before the defense is scheduled.
- **If enrolled in the non-thesis option**, the Director of Graduate Studies will review and approve your final Program of Study.
- MS/MA degrees require a minimum of 30 semester hours consisting of at least 12 semester hours of course work open only to graduate students (exclusive of 7000 and 7300). A maximum of 6 hours of 7000 and 3 hours of 7300 may be applied toward the 30 hours.
- A Minimum of 3 hours of 7300 must be listed on the program of study if you are completing a thesis.

In addition to the above requirements, please note:

- Courses should be listed on your Program of Study in the order taken.
- No grade below a "C-" or "unsatisfactory" or "incomplete" is acceptable for a course included on a Program of Study.
- To be eligible to graduate, a student must maintain a 3.0 average on all courses in the Program of Study and on all graduate courses taken.

Steps to submitting the online final program of study form (G138) in GradStatus:

1. **Before** completing the online form (G138), submit an updated and completed copy of the preliminary program of study document (now the "final program of study") to your major professor

and advisory committee. This updated document should reflect any course work changes that were approved by the major professor and committee as well as the final grade earned in each course. You must show all graduate courses relevant to the program of study and not just courses satisfying the minimum degree requirement, with the exception of HDFS 7005 (for MS students) and 9005 (for PhD students). The major professor and advisory committee will verify that the course work listed meets both the departmental and graduate school program of study requirements.

2. Once approved, submit the final program of study document to the Graduate Program Administrator (HDFSGradProgram@uga.edu) for review and departmental records. The Director of Graduate Studies or Graduate Program Administrator will follow-up if there are any questions or concerns.
3. Complete the online G138 form (<https://gradstatus.uga.edu/Forms/G138>). After the Graduate School completes its review of the final program of study, the online form will be circulated for electronic approval by the major professor, advisory committee, and the Director of Graduate Studies. The Director of Graduate Studies's approval on the online final program of study form (G138) verifies that all program of study requirements have been met.

4.3 Curriculum Requirements for BSFCS/HDFS MS (thesis/non-thesis)

In preparation for graduate-level coursework, students admitted into the Double Dawg Pathway are **required** to successfully complete the following classes with a grade of B or better:

- HDFS 5110 Research Methods (Year 3 – spring only)
- HDFS 6130 Family Perspectives in Policymaking (Year 3 - spring only)
- HDFS 6880S Family Life Education Methodology Service-Learning (Year 4 - Fall only)
- HDFS 7010 Directed Study (Year 3 - Spring and Year 4 – Fall & Spring)

In addition, the following graduate-level courses may be used to satisfy undergraduate and graduate program requirements:

- HDFS 6130 Family Perspectives in Policymaking** (spring only)
- HDFS 6800 Research Methods*
- HDFS 6880S Family Life Education Methodology Service-Learning** (fall only)
- HDFS 7010 Directed Study (3 credits)

*Required course / ** Elective required course for Family Life Education certification (see below)

After acceptance into the graduate program, all students will complete the following graduate courses:

- HDFS 6100 Theories of Human Development
- HDFS 6640 Issues in Family Relationships
- GRSC 7001 GradFirst Seminar

Students in the **MS Thesis program** must also complete:

- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7300 Master's Thesis (minimum 3 credit hours; can be repeated up to 9 credit hours)
- 3 additional graduate electives (9 credit hours). At least one of the 3 electives must be an HDFS course*

Students in the **MS Non-thesis program** must also complete:

- 3 HDFS graduate electives*
- 3 additional graduate electives*

* Students should consult with their major professor to determine which **graduate elective courses** would be most appropriate dependent on their area of interest. *Please note that the offering of elective courses varies, and they may not be available each semester/year.*

4.4 Curriculum Requirements for Psych BS/HDFS MS (thesis/non-thesis)

Beginning in spring of Year 3, Psychology majors admitted to the Double Dawgs pathway are required to complete up to 12 hours of graduate-level courses. These courses may be used to satisfy undergraduate and graduate program requirements.

These 12 hours include the following:

- 3 hours total of HDFS 7010: Year 3-Spring (1 credit), Year 4-Fall (1 credit), and Year 4-Spring (1 credit)
- 6 hours must include three of the following graduate-level courses (6000-7000 level):
- HDFS 4080/6080 Contemporary Topics in Child Development: Risk and Resilience
- HDFS 4130/6130 Family Perspectives in Policymaking (Spring only)*
- HDFS 4620/6620 Women in the Family & Society
- HDFS 4860/6860 Parenting and Child Guidance*
- HDFS 4880S/6880S Family Life Education Methodology Service-Learning* (Fall only)*
- HDFS 4900/6900 (S) Seminar in Human Development and Family Science
- HDFS 4910/6910 Early & Middle Childhood Development

* Please consult with your academic advisor to determine which prerequisites are needed for the graduate-level courses you select: HDFS 2100 or HDFS 2100H or HDFS 2100E Development within the Family HDFS 2200 or HDFS 2200H Lifespan Development HDFS 2950 or HDFS 2950E Child Development.

- 3 hours must include HDFS 6800 Research Methods (Spring only)

After acceptance into the graduate program, all students will complete the following graduate courses:

- HDFS 6100 Theories of Human Development
- HDFS 6640 Issues in Family Relationships
- GRSC 7001 GradFirst Seminar

Students in the **MS Thesis program** must also complete:

- HDFS 7170 Introduction to Applied Statistics in Human Development and Family Science
- HDFS 7300 Master's Thesis (minimum 3 credit hours; can be repeated up to 9 credit hours)
- 3 additional graduate electives (9 credit hours). At least one of the 3 electives must be an HDFS course*

Students in the **MS Non-thesis program** must also complete:

- 3 HDFS graduate electives*
- 3 additional graduate electives*

*Students should consult with their major professor to determine which **graduate elective courses** would be most appropriate dependent on their area of interest. *Please note that the offering of elective courses varies, and they may not be available each semester/year.*

4.5 Additional Certifications

- **Certified Family Life Educator (CFLE):** Students can gain knowledge and skills in ten content areas specified as critical to a family life perspective through a specific set of courses approved by the National Council on Family Relations (NCFR). This program will focus on the coursework required by NCFR to prepare students to work with families upon graduating with an M.S. degree. For more information, see: <https://www.fcs.uga.edu/hdfs/certified-family-life-education>
- **Disability Studies Certificate:** The Institute on Human Development and Disability (IHDD) offers a Certificate in Disability Studies to graduate and undergraduate students to provide students with the knowledge, skills, and values needed to become professionals and leaders who are capable of implementing change in attitudes, policy, and practice across the nation. These professionals will promote the true inclusion of all individuals with disabilities as fully participating members of our communities and nation, with all the rights accorded to every citizen. For more information, see: <https://www.fcs.uga.edu/ihdd/disability-studies-certificate>
- **Gerontology:** The College of Public Health's Institute of Gerontology offers an online Graduate Certificate in Gerontology. This certificate equips students with interdisciplinary knowledge to address the diverse needs of an aging population. Designed for both current UGA graduate students and professionals holding a bachelor's or advanced degree, this fully online program can be completed in as little as two semesters, enhancing career opportunities in fields such as healthcare, administration, finance, housing, and consulting. For more information, see: <https://online.uga.edu/degrees-certificates/graduate-certificate-gerontology/>
- **Non-profit Management and Leadership:** The School of Social Work offers a Certificate in Nonprofit Management & Leadership, which is designed for individuals aiming to enhance their skills in the nonprofit sector. Available at both undergraduate and graduate levels, as well as to non-degree-seeking individuals, the program offers flexibility through traditional classroom settings and online formats. The curriculum encompasses essential topics such as fundraising, financial administration, volunteer management, and grant proposal writing, preparing students for leadership roles in various nonprofit organizations. For more information, see: <https://ssw.uga.edu/degrees-programs/certificates/nonprofit-management-leadership/>

4.6 Course Substitution

A similar course from another department may be used to satisfy a required course in the curriculum by petitioning the Director of Graduate Studies or Director of Graduate Studies Committee. Please submit the syllabus from the course already taken, the most recent syllabus from the class it is replacing, and a letter describing the similarities of the courses. Consult with your undergraduate advisor and your initial advisor or major professor before submitting the request.

4.7 Forms

Form Name	Due	Link
Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis)	<i>Third semester in pathway, after admission to the master's program.</i>	https://www.fcs.uga.edu/docs/MSDD_POS-BSFCS-HDFS-THESIS.docx
Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis)	<i>Third semester in pathway, after admission to the master's program</i>	https://www.fcs.uga.edu/docs/MSDD_POS_BSFCS-HDFS-NONTHESIS.docx
Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis)	<i>Third semester in pathway, after admission to the master's program</i>	https://www.fcs.uga.edu/docs/MSDD_POS-PSYCH-HDFS-THESIS.docx
Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis)	<i>Third semester in pathway, after admission to the master's program</i>	https://www.fcs.uga.edu/docs/MSDD_POS-PSYCH-HDFS-NONTHESIS.docx
Final Program of Study	<i>Friday of the second full week of classes of the semester in which degree requirements are completed</i>	https://gradstatus.uga.edu/Forms/G138

5. Timeline for Completing the Program

Students in the Double Dawg program are expected to complete their master's degree by the Spring semester of their 5th year in residence.

5.1 Thesis Timeline

Fall of 3rd year	<ul style="list-style-type: none">• Apply/Accepted into Double Dawg Pathway• Double Dawg Orientation• Meet with Initial Advisor
Spring of 3rd year	<ul style="list-style-type: none">• Take HDFS 6000-7000 level courses – see sample program of study• Take HDFS 7010 (1 credit) to get to know your initial advisor and their research.• Take HDFS 3010 (2 credits) to meet with the DD Co-Directors and explore professional and graduate school options.
Fall of 4th year	<ul style="list-style-type: none">• Determine if initial advisor (or someone else) will be your Major Professor• Meet with other faculty to begin forming your Advisory Committee• Decide on thesis/non-thesis direction• Apply to HDFS Graduate Program and UGA Graduate School
Spring of 4th year	<ul style="list-style-type: none">• Interview for Acceptance into HDFS Graduate Program• If accepted into graduate program:<ul style="list-style-type: none">○ Solidify Major Professor and identify Advisory Committee○ Preliminary Program of Study (Appendix B)○ Thesis Prospectus/Proposal in development
Fall of 5th year	<ul style="list-style-type: none">• Submit Advisory Committee form to Graduate School• Prospectus/proposal due start of semester (Appendix C)• End of semester, apply to graduate in Spring semester (end of 5th year)
Spring of 5th year	<ul style="list-style-type: none">• Submit Final Program of Study<ul style="list-style-type: none">○ Announcement of defense – due at least 2 weeks before defense date (Appendix D)○ Complete Format Check at least 4 weeks prior to graduation○ Submit Electronic copy to Graduate School at least 2 weeks prior to graduation

5.2 Non-Thesis Timeline

Non-Thesis Students	
Fall of 3 rd year	<ul style="list-style-type: none">• Apply/Accepted into Double Dawg Pathway• Double Dawg Orientation• Meet with Initial Advisor
Spring of 3 rd year	<ul style="list-style-type: none">• Take HDFS 6000-7000 level courses – see sample program of study• Take HDFS 7010 (1 credit) to get to know your initial advisor and their research.• Take HDFS 3010 (2 credits) to meet with the DD Co-Directors and explore professional and graduate school options.
Fall of 4 th year	<ul style="list-style-type: none">• Meet with Double Dawg Directors• Apply to HDFS Graduate Program and UGA Graduate School
Spring of 4 th year	<ul style="list-style-type: none">• Interview for Acceptance into HDFS Graduate Program
Fall of 5 th year	<ul style="list-style-type: none">• End of semester, apply to graduate in Spring semester (end of 5th year)
Spring of 5 th year	<ul style="list-style-type: none">• Submit Final Program of Study

6. Master's Thesis (for thesis only)

All students enrolled in the Thesis option for the Master of Science degree in the HDFS Double Dawg master's program will complete a master's research thesis.

A thesis requires students to apply research and critical thinking skills to a research question of interest within their field. Students must propose their thesis to their committee members, complete the research project and write a thesis manuscript, and pass an oral defense with their committee members to be eligible to graduate.

6.1 Steps to Complete a Master's Thesis

1. **Thesis Proposal.** Students must obtain approval from their advisory committee for the thesis they wish to write. Students will create a written proposal that includes an introduction, review of relevant literature and theory, and a description of planned research methods and data analysis procedures. Students will share their written proposal with their advisory committee at least 2 weeks before their proposal meeting. At the proposal meeting, students will present their proposed project, answer faculty questions, and receive feedback to refine the project as appropriate. The student must obtain the advisory committee's approval of the thesis proposed before moving forward with the thesis research.

Upon approval, the student is responsible for completing the **Approval of Thesis Proposal** form (see **Appendix C**) and submitting the signed form to the Graduate Program Administrator:

https://www.fcs.uga.edu/docs/HDFS_E1_Approval_of_Thesis_Proposal.docx

2. **Conduct Thesis Research.** After receiving approval from the advisory committee, students will conduct the agreed-upon research, including data collection as needed, data analysis, interpretation, and writing of the thesis. The student will work closely with the major professor throughout this process and will seek feedback from the advisory committee as needed.
3. **Manuscript Style Thesis.** All students are encouraged to complete a single manuscript style thesis. The ultimate goal is to publish this manuscript as first-author, thus fulfilling the first portfolio requirement for the doctoral program.

In accordance with the graduate school guidelines, the organization of the main-body sections for the theses will include four chapters followed by a reference list: (1) Introduction and Literature Review, (2) Methods, (3) Results, and (4) Discussion. After defending the thesis and submitting it to the graduate school, the student should re-format the manuscript in accordance with the guidelines specified by the scholarly journal the student intends to submit to for rigorous blind-peer review.

For specific guidance on formatting your thesis, visit the graduate school website,

<https://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/>, and review *Theses and Dissertations: Student Guide to Preparation and Processing* published by the Graduate School:

https://grad.uga.edu/wp-content/uploads/2025/03/theses_and_dissertations-STYLE-GUIDE_2025.pdf

4. **Preparation for Final Defense.** When the Major Professor is satisfied with the completed thesis, they will certify that it has their approval and is ready to be read by the Advisory Committee. The copies of the thesis will then to be distributed to the remaining members of the Advisory Committee and a final oral defense will be scheduled. The committee members will have 2-3 weeks to read and evaluate the completed thesis. Written assent of two of the three committee members will be required before it is approved as ready for a final defense. If the Advisory Committee declines to approve the thesis as ready for the final defense, they will determine the steps, strategies, and/or guidelines in preparing the thesis for the final defense.
5. **ETD Format Check Submission.** While the advisory committee reviews the thesis, the student should also submit a copy to the graduate school for format check in accordance with deadlines posted on the graduate school website. The format check must be completed before you can submit the final, official copy.

For more information and instructions, visit: <https://www.etdadmin.com/main/home?siteId=1003>

6. **Announcement of Thesis Defense.** The student is responsible for contacting members of the advisory committee to schedule a date and time for the final defense. Scheduling well in advance is strongly recommended because student and faculty schedules become very full near the end of each semester.

At least two full weeks before the date of the defense of your thesis, the student must submit to the Graduate Program Administrator the **Request for the Announcement of Master's Defense** form (see **Appendix D**):

https://www.fcs.uga.edu/docs/HDFS_E2_Request_for_the_Announcement_of_Master_Defense.docx

No notification to the Graduate School is needed for master's students.

7. **Final Defense Meeting.** In accordance with the graduate school policy, the defense of the thesis will be chaired by the student's major professor and attended by all members of the advisory committee simultaneously for the entire defense period. The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend. The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or video conference, provided that the comments of all participants can clearly and consistently be heard. If the major professor is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee. *The defense can be held completely remotely if approved by the Director of Graduate Studies and the Department Head.*

The advisory committee must approve the student's thesis and defense with no more than one dissenting vote and must certify their approval in writing. An abstention is not allowable for the final defense. The results of the defense of the thesis must be reported to the Graduate School at least two weeks prior to graduation for the current semester.

The student is responsible for completing the **Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)** in Grad Status: <https://gradstatus.uga.edu/Forms/G140>. This form should be completed by the student prior to the final thesis defense date, and approved by the committee immediately following the defense.

8. **Final Thesis Submission.** The Graduate School must receive the Final Defense Approval form and an electronic submission of the corrected thesis *no later than two weeks prior to graduation*. The thesis must be submitted via the web in electronic PDF format and must conform to the Graduate School requirements outlined in the **ETD Submission Approval (G129)** form:
<https://gradstatus.uga.edu/Forms/G129>.

6.2 Forms

Form Name	Due	Link
Advisory Committee	<i>Before the end of your 2nd semester in residency</i>	Follow instructions provided in: https://www.fcs.uga.edu/docs/Advisory_Committee_Instructions.pdf
Approval of Thesis Proposal	<i>Upon approval of thesis proposal</i>	https://www.fcs.uga.edu/docs/HDFS_E1_Approval_of_Thesis_Proposal.docx
Request for the Announcement of Master's Defense	<i>At least two full weeks before the date of the defense of your thesis</i>	https://www.fcs.uga.edu/docs/HDFS_E2_Request_for_the_Announcement_of_Master_Defense.docx
Master's Thesis and Final Oral Examination (G140)	<i>Submitted prior to final defense date. Completed and received by graduate school at least 2 weeks prior to graduation.</i>	https://gradstatus.uga.edu/Forms/G140
ETD Submission Approval (G129)	<i>See graduate school website for deadlines.</i>	https://gradstatus.uga.edu/Forms/G129

7. Graduation

7.1 Timing

An application for graduation must be filed with the Graduate School no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.

All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. A student must enroll for a minimum of three hours of credit the semester in which graduation requirements are completed unless additional stipulations are required by other units of the university.

Source: <https://policy.uga.edu/policies/#/programs/Hycl4UoKa>

The deadline to apply for graduation is available at: <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

7.2 Forms

To apply to graduate:

- Log into Athena (<https://athena.uga.edu>);
- Select the "Student" tab → click "Graduation" → click "Apply to Graduate;"

Follow the directions provided and see more detailed instructions here:

https://reg.uga.edu/students/Graduation_Application_Instructions.pdf

7.3 Certificate Completion

If you have completed the requirements for a certificate (see **Section 4.5**), you will need to apply for graduation from the respective certificate program **in addition** to the HDFS MS program.

This is done via Athena in the semester of graduation, as described in **Section 7.2** above.

After graduation, your certificate completion will be noted on your UGA transcript. This is done by the Registrar's Office.

8. Annual Evaluation

All graduate students will be evaluated annually for their performance and progress in meeting the program of study/coursework and portfolio requirements of their degree. This evaluation will take place at a meeting of HDFS graduate faculty held in the Spring semester. Double Dawg master's students will be evaluated based on their progress in completing the required coursework as reflected in their preliminary program of study and the successful completion of their master's thesis (if applicable).

Each student will prepare and submit the required forms and materials described below in **Section 8.1**. Students will receive developmental feedback from the graduate faculty after the evaluation meeting.

Each student will be evaluated initially by their major professor and advisory committee. If the student has not formalized an advisory committee, the evaluation will be completed by the major professor or by the initial advisor. The major professor (or initial advisor) is responsible for summarizing the student's evaluation materials, and presenting the information along with their evaluation rating recommendation to the graduate faculty.

Recommendations for students' annual evaluation will be approved by the graduate faculty during the Spring semester meeting held in March or April. The Director of Graduate Studies, in consultation with the major professor (or initial advisor) will prepare an evaluation letter to be sent to the student by the end of the Spring semester.

8.1 Required Evaluation Forms and Materials

At the start of the Spring semester, graduate students are required to complete and submit the following:

- A current **Curriculum Vita (CV)** documenting all of the student's scholarly accomplishments.
- A copy of their **UGA Elements Report** documenting all activities and accomplishments for the previous calendar year. <https://elements.uga.edu/>
- The **Annual Evaluation of Graduate Students** survey capturing all accomplishments for the previous calendar year. The link will be provided by the Graduate Program Administrator prior to the end of fall semester.
- The **Annual Progression toward Degree** form completed by the major professor. https://www.fcs.uga.edu/docs/Annual_Progress_Evaluation_for_FACS_Graduate_Students.pdf
- For students on an assistantship, the **Graduate Assistantship Performance Evaluation** completed at the end of the fall semester and preliminary feedback on performance during the spring semester will also be taken in consideration. https://www.fcs.uga.edu/docs/Graduate_Assistant_Performance_Evaluation_FINAL.pdf

8.2 Evaluation Ratings

Each student's progress shall be evaluated using the following 4-level classification system:

- Satisfactory (the expected norm)
- Satisfactory with concerns (a plan for improvement is imposed)

- Unsatisfactory (a timeline for improvement is imposed)
- Dismissal

In general, the following are the criteria for each rating:

Satisfactory students are:

- Completing 12 hours of coursework per semester with mostly A's and no grade lower than B in each course (excluding students who have completed coursework and may only be taking a minimum number of hours to be in compliance with the Graduate School's continuous enrollment policy OR part-time students who are taking only 3-6 hours per semester).
- Meeting the requirements of specific courses.
- Completing programmatic milestones in a timely manner (e.g., identification of major professor and formation of committee, portfolio activities/approval, comprehensive examination, thesis/dissertation proposal, etc).
- Engaged in appropriate scholarly activities, depending on their stage in the program (e.g., attending conferences appropriate to student's academic level, making presentations, producing publications, working on thesis/dissertation).
- Engaged in the appropriate clinical work or internship (if appropriate for their program of study) and performing those roles in a satisfactory manner.
- Performing their GTA, GRA, or GA role in a satisfactory manner.
- Performing their instructor role (if applicable) in a satisfactory manner.
- Other criteria the faculty may feel is appropriate to assess for a given student.

Satisfactory with concerns students are *to some extent* falling short on one or more of the above criteria.

Unsatisfactory students are *significantly* falling short on one or more of the above criteria.

8.3 Remediation and Dismissal

Students who receive a rating of satisfactory with concerns or unsatisfactory will be provided with a detailed plan for remediation as well as a timeline on which the plan will be assessed. The student is required to schedule periodic meetings with their major professor and provide written updates of progress. The student is expected to return to satisfactory progress no later than the next evaluation period.

A student is subject to dismissal from the program (a) if a previous evaluation was satisfactory with concerns but the student did not improve to a satisfactory level by the next evaluation period or (b) after receiving two unsatisfactory annual evaluations in a row.

The graduate faculty may also recommend dismissal for students who are falling short in a major way despite previous remediation OR when there is a transgression that is serious enough to warrant dismissal without a plan for remediation first being put into place.

9. Professional Development

There is a wide range of opportunities available to promote professional development while studying at the University of Georgia. Students are strongly encouraged to seek out and participate in various activities and organizations as a means of professional development. The following are examples of professional development opportunities that students have previously participated in during their graduate studies.

9.1 Professional Organizations

- [American Association for Marriage and Family Therapy \(AAMFT\)](#)
- [American Association of Family and Consumer Sciences \(AAFCS\)](#)
- [National Association for Family and Community Education](#)
- [National Council on Family Relations \(NCFR\)](#)
- [Society for Research in Child Development \(SRCD\)](#)
- [American Psychological Association \(APA\)](#)
- [American Educational Research Association \(AERA\)](#)
- [International Congress on Infant Studies \(ICIS\)](#)
- [National Association for the Education of Young Children \(NAEYC\)](#)

9.2 Conferences

Students are encouraged to attend and/or present at conferences on Human Development and Family Science topics.

9.3 Presentations

Students are encouraged to deliver guest lectures and lead discussions on Human Development and Family Science topics. Participating in presentations, trainings, and conferences allows students to share knowledge, practice presentation style, and develop leadership skills.

10. Appendix

Form/Template	Link to Form/Template	Section Referenced
A. Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options)	See Appendix A for links	4
B1. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis)	https://www.fcs.uga.edu/docs/MSDD_POS-BSFCS-HDFS-THESIS.docx	3, 4, 5
B2. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis)	https://www.fcs.uga.edu/docs/MSDD_POS_BSFCS-HDFS-NONTHESIS.docx	3, 4, 5
B3. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis)	https://www.fcs.uga.edu/docs/MSDD_POS-PSYCH-HDFS-THESIS.docx	3, 4, 5
B4. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis)	https://www.fcs.uga.edu/docs/MSDD_POS-PSYCH-HDFS-NONTHESIS.docx	3, 4, 5
C. Approval of Thesis Proposal	https://www.fcs.uga.edu/docs/HDFS_E1_Approval_of_Thesis_Proposal.docx	3, 5, 6
D. Request for the Announcement of Master's Defense	https://www.fcs.uga.edu/docs/HDFS_E2_Request_for_the_Announcement_of_Master_Defense.docx	3, 5, 6

A. Sample Program of Study for Double Dawg Master of Science in Human Development and Family Science (Thesis and Non-Thesis Options)

Graduate School Program of Study form can be found here: <https://gradstatus.uga.edu/Forms/G138>

Five-Year Program of Study examples can be found here:

- BSFCS/HDFS MS Thesis: <http://doubledawgs.uga.edu/ProgramSampleStudy/13392>
- BSFCS/ HDFS MS Non-Thesis: <http://doubledawgs.uga.edu/ProgramSampleStudy/18283>
- Psych BS/HDFS MS Thesis: <http://doubledawgs.uga.edu/ProgramSampleStudy/13310>
- Psych BS/HDFS MS Non-Thesis: <http://doubledawgs.uga.edu/ProgramSampleStudy/11680>

B1. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (thesis)

The following form must be completed and submitted to the department for review and approval prior to the student completing the Graduate School online program of study form in GradStatus.

Student's Name: _____ **Date of Submission:** _____

By completing and submitting this form, the student acknowledges that (1) the major professor has reviewed and approved this program of study, and (2) it was shared with the student's committee for their review and approval.

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 7010 Directed Study in HDFS	1		
HDFS 6000-7000 General Elective	3		

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 7010 Directed Study in HDFS (Fall)	1		
HDFS 7010 Directed Study in HDFS (Spring)	1		
HDFS 6800 Research Methods (Spring Only)	3		
HDFS 6000-7000 General Elective:	3		

Pathway Year 3 (MS Year)

Course Number and Title	Credits	Grade	Semester/Year
GRSC 7001 GradFirst Seminar	1		
HDFS 7170 Applied Statistics in HDFS	3		
HDFS 6100 Theories of Human Development	3		
HDFS 6640 Issues in Family Relationships	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS 7300 Master's Thesis	3		

For each Graduate Elective, provide the course number and name above. If additional courses are planned or completed, please list them in the appended table.

Submit this form to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu) after approval by the advisory committee.

List additional courses completed as part of your program of study below.

Course Number and Title	Credits	Semester/ Year	Grade

B2. Preliminary Program of Study Form, MS Double Dawg - BSFCS/HDFS MS (non-thesis)

The following form must be completed and submitted to the department for review and approval prior to the student completing the Graduate School online program of study form in GradStatus.

Student's Name: _____ **Date of Submission:** _____

The Director of Graduate Studies serves as the major professor/advisor for all MS Double Dawg, non-thesis students; no advisory committee is required. By completing and submitting this form, the student acknowledges that it was shared with the Director of Graduate Studies for prior review and approval.

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 6130 Family Policy (Spring only)	3		
HDFS 7010 Directed Study in HDFS	1		

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 7010 Directed Study in HDFS (Fall)	1		
HDFS 7010 Directed Study in HDFS (Spring)	1		
HDFS 6880S Family Life Education Methodology Service-Learning (Fall only)	3		
HDFS 6800 Research Methods (Spring only)	3		

Pathway Year 3 (MS Year)

Course Number and Title	Credits	Grade	Semester/Year
GRSC 7001 GradFirst Seminar	1		
HDFS 6100 Theories of Human Development	3		
HDFS 6640 Issues in Family Relationships	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
Graduate Elective:	3		
Graduate Elective:	3		
Graduate Elective:	3		

For each Graduate Elective, provide the course number and name above. If additional courses are planned or completed, please list them in the appended table.

Submit this form to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu) after approval by the Director of Graduate Studies.

List additional courses completed as part of your program of study below.

Course Number and Title	Credits	Semester/ Year	Grade

B3. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (thesis)

The following form must be completed and submitted to the department for review and approval prior to the student completing the Graduate School online program of study form in GradStatus.

Student's Name: _____ **Date of Submission:** _____

By completing and submitting this form, the student acknowledges that (1) the major professor has reviewed and approved this program of study, and (2) it was shared with the student's committee for their review and approval.

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 7010 Directed Study in HDFS	1		
HDFS 6000-7000 General Elective	3		

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Grade	Semester/Year
HDFS 7010 Directed Study in HDFS (Fall)	1		
HDFS 7010 Directed Study in HDFS (Spring)	1		
HDFS 6800 Research Methods (Spring Only)	3		
HDFS 6000-7000 General Elective:	3		

Pathway Year 3 (MS Year)

Course Number and Title	Credits	Grade	Semester/Year
GRSC 7001 GradFirst Seminar	1		
HDFS 7170 Applied Statistics in HDFS	3		
HDFS 6100 Theories of Human Development	3		
HDFS 6640 Issues in Family Relationships	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS 7300 Master's Thesis	3		

For each Graduate Elective, provide the course number and name above. If additional courses are planned or completed, please list them in the appended table.

Submit this form to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu) after approval by the advisory committee.

List additional courses completed as part of your program of study below.

Course Number and Title	Credits	Semester/ Year	Grade

B4. Preliminary Program of Study Form, MS Double Dawg - PSYCH BS/HDFS MS (non-thesis)

The following form must be completed and submitted to the department for review and approval prior to the student completing the Graduate School online program of study form in GradStatus.

Student's Name: _____ **Date of Submission:** _____

The Director of Graduate Studies serves as the major professor/advisor for all MS Double Dawg, non-thesis students; no advisory committee is required. By completing and submitting this form, the student acknowledges that it was shared with the Director of Graduate Studies for prior review and approval.

Pathway Year 1 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Semester/Year	Grade
HDFS 7010 Directed Study in HDFS	1		
HDFS 6000-7000 General Elective:	3		

Pathway Year 2 – Double Dawg courses only, do not include courses only satisfying undergraduate degree.

Course Number and Title	Credits	Semester/Year	Grade
HDFS 7010 Directed Study in HDFS (Fall)	1		
HDFS 7010 Directed Study in HDFS (Spring)	1		
HDFS 6800 Research Methods (Spring Only)	3		
HDFS 6000-7000 General Elective:	3		

Pathway Year 3 (MS Year)

Course Number and Title	Credits	Semester/Year	Grade
GRSC 7001 GradFirst Seminar	1		
HDFS 6100 Theories of Human Development	3		
HDFS 6640 Issues in Family Relationships	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
HDFS Graduate Elective:	3		
Graduate Elective:	3		
Graduate Elective:	3		

For each Graduate Elective, provide the course number and name above. If additional courses are planned or completed, please list them in the appended table.

Submit this form to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu) after approval by the Director of Graduate Studies.

List additional courses completed as part of your program of study below.

Course Number and Title	Credits	Semester/ Year	Grade

C. Approval of Thesis Proposal

Department of Human Development and Family Science, University of Georgia

Student Name: _____ ID#: _____

Thesis
Title: _____

Proposal Meeting
Date: _____

Advisory Committee Approval
The proposed thesis project has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Director of Graduate Studies	Signature	Date

Submit the completed form (including adding the names of those who need to sign the form) to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu).

In your email, provide the name and email for each person who needs to sign the form. The Graduate Program Administrator will save the file as a PDF and circulate it via DocuSign for signatures.

D. Request for the Announcement of Master's Defense

Department of Human Development and Family Science, University of Georgia

Student Name: _____

ID # (810): _____

Exam Date: _____

Exam Start Time: _____

Location: _____

Title of Thesis or
Clinical Project: _____

The program of study has been approved by the advisory committee. Any changes must be approved by the advisory committee.

Major Professor	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Committee Member	Signature	Date
Director of Graduate Studies	Signature	Date

***At least 2 weeks before the scheduled exam date, submit the completed form
(including adding the names of those who need to sign the form)
to the HDFS Graduate Program Administrator (HDFSGradProgram@uga.edu).***

In your email, provide the name and email for each person who needs to sign the form.

The Graduate Program Administrator will save the file as a PDF and circulate it via DocuSign for signatures.