



UNIVERSITY OF
GEORGIA

College of Engineering
Office of Academic Programs

College of Engineering GRADUATE STUDENT HANDBOOK

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Table of Contents

1) INTRODUCTION.....	4
A. The College of Engineering.....	4
B. Our Mission	4
2) EXPECTATIONS OF ALL STUDENTS.....	5
A. UGA Academic Honesty	5
B. UGA Non-Discrimination & Anti-Harassment Policy.....	5
C. UGA Workplace Violence Policy.....	5
D. UGA Student Code of Conduct.....	5
3) COLLEGE OF ENGINEERING CONTACTS.....	6
4) SCHOOL CONTACTS	8
5) UNIVERSITY RESOURCES.....	9
6) COLLEGE OF ENGINEERING DEGREE PROGRAMS.....	11
7) ADMISSION TO THE COLLEGE OF ENGINEERING	12
A. Requirements.....	12
B. Direct Ph.D. Admission.....	12
C. Required Application Materials.....	12
D. Application Deadlines	12
8) FUNDING OPPORTUNITIES	13
A. Research Assistantships	13
B. Teaching Assistantships	13
C. University-Level Funding Opportunities.....	13
D. External Funding Opportunities	13
E. Travel Funding for Students Presenting Research	13
9) ACADEMIC REQUIREMENTS	14
A. Master (Thesis)'s Program Milestones & Timeline	14
B. Grade Requirement.....	15
C. About Thesis and Non-thesis M.S. Options.....	15
D. M.S. (Thesis and Non-Thesis) Program of Study	15
E. Change in M.S. Degree Option.....	15
F. Ph.D. Program Milestones & Timeline	16
G. Ph.D. Program of Study.....	16
H. Requirements for Direct Ph.D. Admits (Entering Ph.D. Program without a M.S. Degree).....	16
I. Change of Degree from M.S. to Ph.D.	16
J. Change of Degree Program or Area of Emphasis	17
10) ENROLLMENT REQUIREMENTS	17
A. Minimum Enrollment.....	17
B. Continuous Enrollment Policy	17
C. Residency Requirement	17
D. Leave of Absence	17
E. Time Limits.....	17
F. Extension of Time.....	18
11) SELECTION OF MAJOR PROFESSOR (M.S. THESIS & PH.D. STUDENTS)	18
A. College of Engineering faculty.....	18
B. Adjunct CENGR faculty member	18
C. Identifying a Major Professor.....	18
12) SELECTION OF ADVISORY COMMITTEE (M.S. THESIS & PH.D. STUDENTS)	19

A.	Advisory Committee and Major Professor	19
B.	Advising Members of Immediate Family.....	19
C.	M.S. (Thesis Option) Committees	19
D.	Ph.D. Committees	19
E.	Non-UGA Affiliated Advisory Committee Member	20
13)	PROGRAM OF STUDY APPROVAL	20
14)	COMPREHENSIVE EXAM & ADMISSION TO CANDIDACY (Ph.D. only)	20
15)	DISSERTATION PROPOSAL DEFENSE (PH.D.).....	21
16)	FINAL ORAL EXAMINATION & THESIS/DISSERTATION SUBMISSION.....	22
17)	MASTER’S PROJECT RESEARCH & REPORT (M.S. NON-THESIS)	22
18)	THESIS/DISSERTATION STYLE & FORMATTING GUIDELINES	22
19)	APPLICATION OF GRADUATION	22
20)	DISMISSAL.....	23
A.	Dismissal.....	23
B.	“No Clear Path to Degree Completion” Status.....	23
C.	Graduate School Dismissal	23
D.	Dismissal Appeals	23

1) INTRODUCTION

This **University of Georgia (UGA) College of Engineering (CENGR) Graduate Student Handbook** provides details of our graduate programs and presents guidelines and resources for completing degree requirements. This handbook does not replace or supersede the graduate policy issued by the University of Georgia (<https://grad.uga.edu/>), and this handbook should be viewed as a supplement to the material in the catalog. In the event of a conflict between this handbook and the UGA Graduate School policy, the Graduate School Policy shall prevail.

It cannot be overemphasized how important it is that all students completely familiarize themselves with all Graduate School, College, and School program requirements as well as information pertaining to the student's Program of Study. We strongly encourage students to seek advice from their Major Professors, Graduate Coordinators, the graduate program administrators, and the College of Engineering Graduate Program Office regarding degree requirements, as it is ultimately the student's responsibility to meet the rules and regulations for degree completion. Contact information of the above personnel can be found in "Section 3: College of Engineering Contacts" in this handbook.

A. The College of Engineering

Engineering has a long history at the University of Georgia. The first engineering students graduated from UGA in 1868. Recognizing the importance of engineering to the state and the need to provide new opportunities for the citizens of Georgia and beyond, the Board of Regents established the College of Engineering at UGA on July 1, 2012. In 2017, the College organized around three interdisciplinary schools:

- School of Chemical, Materials, and Biomedical Engineering (CMBE)
- School of Environmental, Civil, Agricultural, & Mechanical Engineering (ECAM)
- School of Electrical & Computer Engineering (ECE)

As the 21st Century's first new College of Engineering at a top ranked land grant university, we are committed to a vibrant learning, discovery and innovation environment for our students that will equip them to have rewarding careers as they contribute to addressing this century's challenges. In 2017, the College of Engineering formed the Engineering Education Transformations Institute (EETI), which supports educational research and excellence across the College and offers a Ph.D. program in Engineering Education.

B. Our Mission

The College of Engineering at the University of Georgia is a community of visionary researchers, educators and learners embedded in a land-grant liberal arts university. Our overriding priorities are to:

- Create a vibrant environment for learning, discovery, and innovation that relies on teamwork, leadership, and effective communication.
- Reshape the impact of engineers for the 21st century by inspiring students to reach their full potential.
- Create breakthroughs by excellence in education and research.
- Pursue bold, collaborative research to identify and solve the challenges of our time.

These efforts are motivated by our resolve to help make a purposeful and rounded contribution to help bring about a more capable, responsible and resilient global society. Our college values the creation of communities of learning, discovery and innovation.

2) EXPECTATIONS OF ALL STUDENTS

Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment. Students are expected to adhere to all UGA policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence, including the following:

A. UGA Academic Honesty

Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All students are required to follow the academic honesty policy. All members of the university community are responsible for creating and maintaining an honest university and for knowing and understanding the policy on academic honesty. The policy is available online at <https://honesty.uga.edu/Academic-Honesty-Policy/>.

B. UGA Non-Discrimination & Anti-Harassment Policy

The University is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia (USG) policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University. See <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy> for additional information.

C. UGA Workplace Violence Policy

The University is committed to the prevention of workplace violence and the maintenance of a respectful working environment. A safe and secure environment is a fundamental prerequisite for fulfilling the University's mission of teaching, research, and public service. The policy is online at <http://safeandsecure.uga.edu/workplace.html>.

D. UGA Student Code of Conduct

The Code of Conduct provides students with expectations for behavior that demonstrates integrity and respect for others and the campus environment. In addition to describing regulations for behavior, the Code of Conduct provides useful information regarding alleged violations of conduct regulations. All procedures for responding to possible violations of conduct regulations are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the University's judicial processes. See <https://conduct.uga.edu/code-of-conduct/> for more information.

3) COLLEGE OF ENGINEERING CONTACTS

Graduate Program Office Graduate Program Administrators	School of ECAM and EETI Ann Marie Hormeku ahormeku@uga.edu 706-542-7503	Schools of CMBE and ECE Victoria Martinez v.martinez@uga.edu 706-542-1130
Human Resources	Director of Human Resources Katie Tiller katiller@uga.edu 706-542-8839	
	Assistant Director of Human Resources Amanda Mooney Amanda.mooney@uga.edu 706-542-5263	
	Human Resources Coordinator Chris Steele Christopher.Steele@uga.edu 706-542-6153	
Inclusion	Assistant Dean for Inclusive Excellence Sonia Garcia soniagarcia@uga.edu 706-542-1653	
Maintenance/Building Requests	Facilities Manager Bryan Dukes bryan.dukes@uga.edu 706-542-2292	
Office of Student Success	Director of Experiential Learning & Outreach Lauren Anglin lauren.anglin@uga.edu 706-542-1204	
Payroll	Senior Financial Accountant Chad Adams jcadams@uga.edu 706-542-1653	Assistant Director of Finance Administration Andrew Hale ahale@engr.uga.edu 706-542-0871
	Senior Financial Accountant Lynn Woodall alk@uga.edu 706-542-6135	Graduate Payroll Administrator Lora Shue ldshue@uga.edu 706-542-4180
Purchasing and Reimbursement Requests Administrative Associate to the School Chairs	School of CMBE Linda Lockett linda.lockett@uga.edu 706-542-3151	
	School of ECAM Jennifer Sunderland jennifer.sunderland@uga.edu 706-542-0608	
	School of ECE Amanda Snyder amanda.snyder@uga.edu 706-542-8902	
	EETI Brent Griffis bgriffis@uga.edu 706-542-1653	

Room Scheduling	<p>Coverdell Center https://research.uga.edu/coverdell-calendar-room/</p> <p>Driftmier and Boyd: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_b8DWrrbatNMHnBY</p> <p>iSTEM 1 and 2 Contact Terri Tillman at Terri.Tillman@uga.edu to check availability and make reservation</p>
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Experiential Labs

The College offers a variety of work environments for students working on research or course-related projects. These spaces range from completely open-access areas to those that require intensive training for access. See <http://www.egr.uga.edu/student-resources/current/undergraduate/experiential-labs> for detailed descriptions of our resources. Request support online at labsupport@egr.uga.edu.

Faculty and Staff Directory

The online faculty and staff directory may be accessed at <https://engineering.uga.edu/people/>

Information Technology

CENGR Information Technology Website: <https://oitwiki.egr.uga.edu>

CENGR IT Support Desk: support@egr.uga.edu

CENGR IT support is for issue related to instructional technology in the College. Examples include slow logins, difficulty logging into an engineering computer, engineering software difficulties, and assistance with video conference meetings.

UGA EITS: helpdesk@uga.edu, or 706-542-3106

UGA EITS is for issue related to technology at the University, for example, if you experience a wi-fi or MyID problem.

Keys

Contact your direct supervisor or Major Professor to request keys and/or access to college facilities.

4) SCHOOL CONTACTS

School Chairs and Institute Director

School Chairs and Institute Director (EETI) have administrative responsibility for the programs in their schools. They are an excellent source for information regarding programs as well as teaching assistantship opportunities and other professional opportunities related to the disciplines housed in their schools.

School of CMBE	Mark Eiteman nametie@uga.edu 706-542-0870
School of ECAM	Bjorn Birgisson bjorn.birgisson@uga.edu 706-542-3148
School of ECE	Fred Beyette fred.beyette@uga.edu 706.542.8698
EETI	Julie Martin julie.martin@uga.edu 706-542-8839

Graduate Coordinators

Graduate Coordinators are faculty members who provide program-specific coordination and guidance to graduate students enrolled in their school. They advise non-thesis master's students and also serve as a mediator for graduate students. The graduate coordinator can help answer questions about what classes are being offered, transfer credits, and other program specific details. The graduate coordinator also serves as one of the people a student can turn to if they are having problems outside of the classroom – these may include financial questions and interpersonal conflicts.

School of CMBE	James Kastner jrk@uga.edu 706-583-0155	
School of ECAM	Civil & Environmental Jidong Yang jidong.yang@uga.edu 706-542-9804	Agricultural & Mechanical Xianqiao "X.Q." Wang xqwang@uga.edu 706-542-625
School of ECE	Peter Kner kner@engr.uga.edu 706-201-3261	
EETI	James Huff james.huff@uga.edu	

5) UNIVERSITY RESOURCES

Athena

Athena (<https://athena.uga.edu>) is the online portal to the student information system application. It allows students to view course schedules, register for courses, view or update student records, check holds, view financial aid information, and much more.

Bursar's Office

The Bursar and Treasury Services Division (www.busfin.uga.edu/) is comprised of Accounts Receivable, Bursar and Treasury Services, and Student Account Services. These departments provide assistance with tuition and fees, payment plans and deadlines, taxes, and other student account services.

Career Services

The Career Center provides a wide variety of services to help new and progressing graduate students explore job market opportunities, prepare for applying, build their networks, interview successfully and more. Follow the links at https://career.uga.edu/graduate_students to explore their resources.

Counseling & Psychiatric Services (CAPS)

CAPS is dedicated to student mental health and wellbeing. They support students in achieving both academic and personal life goals. CAPS is committed to providing high quality, affordable, and confidential services to UGA students and their eligible partners. See www.uhs.uga.edu/caps/welcome or call 706-542-2273 for more information.

Disability Resource Center

Graduate students with disabilities requesting accommodations and services should contact the Disability Resources Center (www.drc.uga.edu , 706-542-8719) to discuss specific needs.

Graduate School

The Graduate School coordinates the graduate programs of all schools and colleges of the University. Resources for continuing students (including the Graduate Bulletin, important dates and deadlines, and required forms) are housed on their website at www.grad.uga.edu.

Immigration Services

Immigration Services (<https://globalengagement.uga.edu/>) provides centralized immigration and visa-sponsorship information to international students.

Information Technology

UGA's Enterprise Information Technology Services (EITS) is the central IT department at the University. EITS manages key technology systems and services on campus, such as UGAMail, Athena and eLearning Commons (eLC). Contact the EITS Help Desk at helpdesk@uga.edu or 706-542-3106 for assistance. The EITS Help Desk's website (www.eits.uga.edu/) features detailed information on how to reset your UGA MyID password and configure your UGAMail account for your phone, as well as provides answers to other top questions. The UGA Student Technology Guide and New Student Tech Checklist is housed on the EITS website at www.eits.uga.edu/support/new_to_campus.

International Student Life (ISL)

The department of International Student Life (www.isl.uga.edu) organizes an international student orientation for new students; program include information concerning immigration issues, taxes for non-residents, cross-cultural adjustment, housing assistance, course registration procedures, Social Security Cards, UGA payroll, and campus tours. A helpful Resource Guide for new international students is also shared on their website at <https://isl.uga.edu/resources/>.

Office of the Registrar

The Registrar's Office supports the academic mission of the University by providing services such as student transcripts, letters of certification, graduation clearance, diploma printing, residency classification, course scheduling, grading, re-admittance to the University, tuition waivers, FERPA, University governance, Veteran's Education Benefits, and general academic information. See www.reg.uga.edu for more information.

University Health Center

The Health Center (www.uhs.uga.edu) advance the wellbeing of students by providing primary, specialty, and mental health care services. All full-time UGA students and their eligible spouses/partners may use health center services.

University Libraries

The UGA Libraries (www.libs.uga.edu/) provide a vast array of electronic and print resources. Librarians are available to help you in person or via an online chat service.

Transportation and Parking Services

This office issues parking permits for the UGA campus and oversees the UGA bus routes. See www.tps.uga.edu for more information.

Ramsey Student Center

The Ramsey Student Center (www.recsports.uga.edu) is the 440,000 square foot student recreational and athletic *facility* located on the East Campus. Full-time students are assessed a recreation fee which gives them access to this facility. Student registered in fewer than 12 credit hours may purchase access to this facility.

Student Care & Outreach (SCO)

SCO (<https://sco.uga.edu/>) coordinates care and assistance for graduate students who experience complex, hardship, and/or unforeseen circumstances by providing individualized assistance and tailored interventions.

UGA Police Department

The UGA Police Department (www.police.uga.edu, 706-542-2200) exists to protect and serve the University community and provide a safe and secure learning environment. Call 911 in case of emergency.

Well-Being Resources

Through the Well-Being initiative, UGA Student Affairs provides a broad range of clinical and non-clinical resources to promote student well-being and success, creating a more active, healthy, and successful student body. See <https://well-being.uga.edu/well-being/> for more information.

Writing Center

The Writing Center (www.english.uga.edu/writing-center) assists students in understanding the writing process, elaborating on their ideas and theories, and evaluating and editing their own work. To schedule an appointment, visit <https://www.english.uga.edu/appointments>.

6) COLLEGE OF ENGINEERING DEGREE PROGRAMS

School of Chemical, Materials and Biomedical Engineering (CMBE)

- Masters in Biochemical Engineering (Thesis)
- Masters in Biological Engineering (Thesis)
- Masters in Biomanufacturing and Bioprocessing (Non-Thesis)
- Ph.D. in Biochemical Engineering
- Ph.D. in Biomedical Engineering

School of Environmental, Civil, Agricultural and Mechanical Engineering (ECAM)

- Masters in Agricultural Engineering (Thesis and non-Thesis)
- Masters in Civil and Environmental Engineering (Thesis and non-Thesis)
- Masters in Engineering with a Mechanical Engineering Emphasis (Thesis and non-Thesis)
- (Online) Masters in Civil Engineering (non-Thesis)[#]
- Ph.D. in Biological and Agricultural Engineering
- Ph.D. in Civil and Environmental Engineering
- Ph.D. in Engineering with
 - Energy Systems Emphasis
 - Environment and Water Emphasis
 - Fluid and Thermal Systems Emphasis
 - Mechanics and Materials Emphasis
 - Resilient Infrastructure Systems Emphasis
- Ph.D. in Mechanical Engineering

School of Electrical and Computer Engineering (ECE)

- Masters in Engineering with an Electrical and Computer Engineering Emphasis (Thesis and non-Thesis)
- Ph.D. in Engineering with
 - Dynamic Systems and Controls Emphasis
 - Electrical and Computer Engineering Emphasis

Engineering Education Transformations Institute (EETI)

- Ph.D. in Engineering Emphasis Area
 - Engineering Education + Transformative Practice Emphasis

[#] (Online) Masters in Civil Engineering (non-Thesis) may follow a different guideline. Please visit the official website for details: <https://online.uga.edu/degrees-certificates/master-of-science-civil-engineering/>

7) ADMISSION TO THE COLLEGE OF ENGINEERING

A. Requirements

Students holding a B.S. degree or M.S. in engineering from an ABET accredited program or a B.S. or M.S. in a related field from an accredited institution are invited to apply for admission to our graduate programs. Students not having an ABET accredited B.S. engineering degree but having degrees in math or physical/biological science or other disciplines may be asked to take additional selected course work to adequately prepare them for their specific engineering studies. Students with a non-engineering background may be assigned to take additional undergraduate level courses by their Major Professors and/or Advisory Committee Members to address academic deficiencies and prepare them for graduate-level engineering coursework. Those courses may not be used on a Program of Study. Students should contact the Office of Student Financial Aid (<https://osfa.uga.edu>) to determine if their financial aid type can be used toward undergraduate course tuition.

Base requirements for consideration for admission are listed below. Specific degree programs may add additional requirements:

- Completion of a B.S. and M.S. (for Ph.D. applicants) with minimum GPA of 3.00 (out of 4.00) from an ABET accredited program or program in a related field
- Official TOEFL or IELTS scores that are not more than two years old are required for international students whose native language is other than English:
 - Minimum TOEFL requirement: overall score of 80 with at least 20 on speaking and writing
 - Minimum IELTS requirement: overall bandwidth of 6.5; no single band score below 6.0
- View <https://www.engineering.uga.edu/graduate-programs/admissions> for the most current Graduate Record Examination (GRE) requirements

B. Direct Ph.D. Admission

Exceptional and highly motivated students with a B.S. degree who have not completed an M.S. degree may apply for direct admission to a Ph.D. program provided they have demonstrated research experience. The student's desire and suitability to enter a Ph.D. program should be clearly articulated in their statement of purpose and in accompanying letters of recommendation.

C. Required Application Materials

All the application materials are needed to be submitted before the CENGR admission committee reviews the applications. Details: <https://engineering.uga.edu/prospective-students/graduate/>

- Submission of the UGA Graduate School [online application](#).
- Unofficial undergraduate and graduate academic transcripts. If offered admission, official transcripts will be required prior to matriculation
- A statement of purpose. Details: <https://engineering.uga.edu/prospective-students/graduate/>
- Contact information for three references and three letters of recommendation
- International students may be required to show English language proficiency and proof of finances; see the UGA Graduate School site for details.

D. Application Deadlines

Fall Semester	Spring Semester
December 15 All applicants seeking funding (fellowship/assistantship)	September 15 All applicants seeking funding (fellowship/assistantship)
April 15 International applicants not seeking funding	October 15 International applicants not seeking funding
July 1 Domestic applicants not seeking funding	November 15 Domestic applicants not seeking funding

8) FUNDING OPPORTUNITIES

Admission to graduate programs is considered separately from offers of assistantships. Accepted applicants may be considered for graduate assistantships. Assistantships are offered to accepted students on a competitive basis. The types of assistantships include the following:

A. Research Assistantships

Graduate Research Assistantship (GRA) appointments are awarded by individual faculty members, the School, or College. We strongly encourage applicants to review our online faculty directory at <http://www.engineering.uga.edu/people>, then contact faculty members directly to inquire about GRA opportunities that may be available. Graduate research assistantships require 13.3 to 20 hours per week of work, for which students are compensated through a stipend and a tuition waiver for that semester. The actual responsibilities and work hours may be decided by the Major Professor, School Chair, or the Graduate Coordinator.

Graduate students receiving Research Assistantships from the College of Engineering must register for:

- A minimum number of credit hours for each semester when accepting an assistantship award
 - For fall and spring semesters, the minimum is 18 credit hours
 - For summer semester, the minimum is 12 credit hours

These hours also include research and project-based research hours.

B. Teaching Assistantships

Graduate Teaching Assistantship (GTA) appointments are awarded by individual faculty members, the School, or College. GTA requires 13.3 to 20 hours per week of work, for which students are compensated through a stipend and a tuition waiver for that semester. The actual responsibilities and work hours may be decided by the Instructor, School Chair, or the Graduate Coordinator. Interested students should review the [College's TA Policy](#), then submit an application via the link listed [here](#), if eligible. Graduate students receiving GTA from the College must also adhere to the UGA TA Policy (<https://www.ctl.uga.edu/grad-student/ta-policy/>).

Graduate students receiving GTA from the College of Engineering must register for:

- A minimum number of credit hours for each semester when accepting an assistantship award
 - For fall and spring semesters, the minimum is 12 credit hours
 - For summer semester, the minimum is 9 credit hours

These hours also include research and project-based research hours.

C. University-Level Funding Opportunities

Information on available university-level funding is available through the UGA Graduate School at <http://grad.uga.edu/index.php/current-students/financial-information/>. This site also provides links to additional fellowship, scholarship, and financial aid opportunities.

D. External Funding Opportunities

Students could also explore external funding opportunities. Some of the opportunities are listed here:

- U.S. Department of Energy (DOE) - <https://orise.orau.gov/doescholars/>
- U.S. Department of Labor - <https://www.careeronestop.org/>
- National Science Foundation (NSF) - <https://beta.nsf.gov/funding>

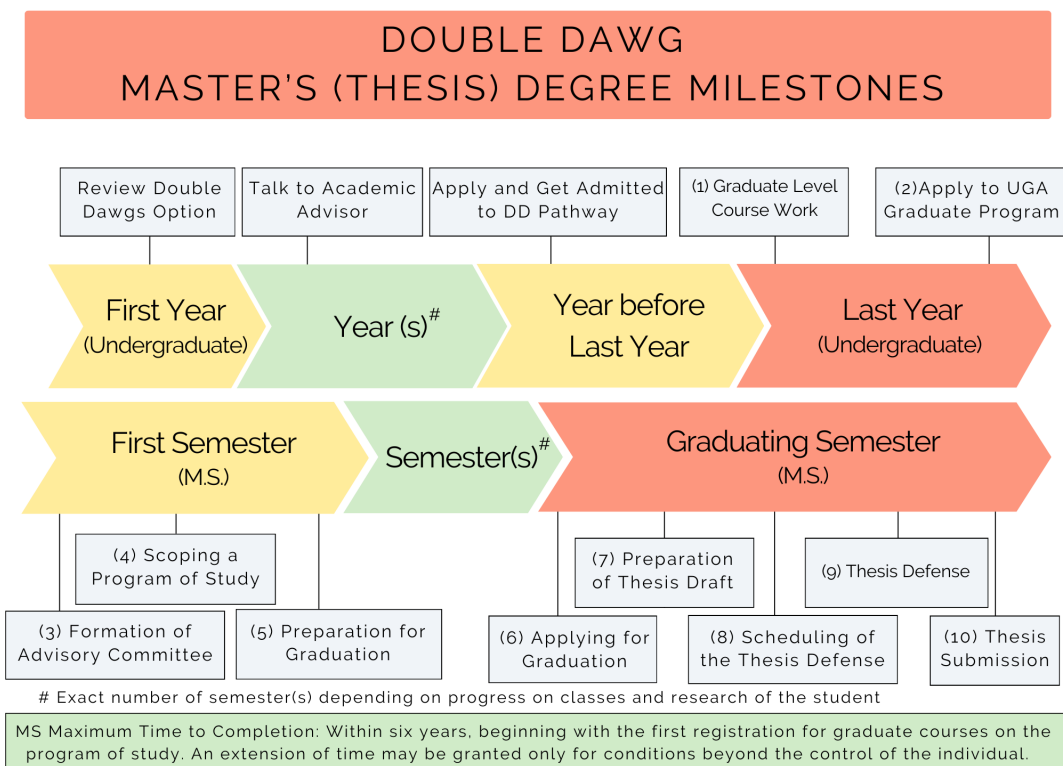
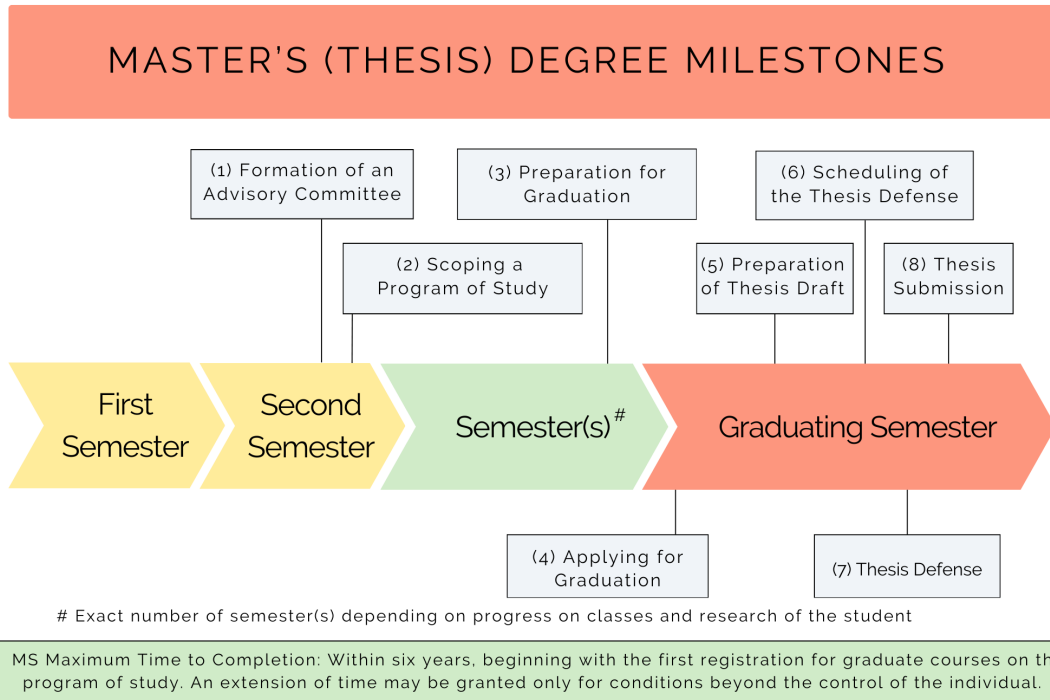
E. Travel Funding for Students Presenting Research

The Graduate School provides competitive travel funding for students presenting their research at conferences and professional meetings. See the Graduate School website at <https://grad.uga.edu/funding/travel-grants/> for additional information. Students may also contact your School's Graduate Program Administrator to inquire about potential College travel funding opportunities.

9) ACADEMIC REQUIREMENTS

A. Master (Thesis)'s Program Milestones & Timeline

Here is an abstract of the Master (Thesis)'s program milestone and timeline, one for Master's Thesis and one for Double Dawgs program based Master's (Thesis). Please refer to this handbook and the milestone document, as well as UGA Graduate School website for details. Milestone document can be found at: <https://engineering.uga.edu/students/graduate/ms-milestones-and-forms/>



B. Grade Requirement

No grade below C will be accepted in the Program of Study. To be eligible for graduation, a student must maintain a GPA of 3.0 (B) average on the graduate transcript and a GPA of 3.0 (B) average in the Program of Study. Specific degree requirements are posted on the College website at:

<http://www.engineering.uga.edu/graduate-degrees>.

C. About Thesis and Non-thesis M.S. Options

Thesis option

The M.S. thesis option is intended for students wishing to receive professional training via coursework **integrated with research training through the successful completion of a thesis**. In the M.S. Thesis Option, all coursework is selected consistent with specific degree and emphasis area requirements in coordination with the Student's Major Professor and approved by the student's Advisory Committee on the Program of Study. To receive the M.S. (Thesis) degree, each student is required to:

- Complete the Program of Study requirement
- Present a satisfactory research proposal approved by the student's Advisory Committee and Graduate Coordinator
- Pass a final examination and defense of the research thesis

Non-thesis option

The M.S. non-thesis (M.S.N.T.) option is intended for students either currently employed in professional practice or wishing to emphasize only professional training through the master's degree. For the M.S.N.T. option, all coursework is selected consistent with specific degree and emphasis area requirements and approved by the program's Graduate Coordinator on the Program of Study. The Graduate Coordinator serves as the student's graduate advisor. To receive the M.S.N.T. degree, each student is required to:

- Complete the Program of Study requirement
- Complete an M.S.N.T. Final Project[#]
- Submit an M.S.N.T. Final Project Report for approval by the Graduate Coordinator.

[#]The student should identify an appropriate faculty member who agrees to serve as supervisor for their M.S.N.T. Final Project. The student should complete an M.S.N.T. final project under the supervision of a College of Engineering faculty member. Some M.S. Non-thesis degree programs have the Graduate Coordinator as the supervisor, please check with your Graduate Coordinator for details.

D. M.S. (Thesis and Non-Thesis) Program of Study

The Program of Study requirement for each degree programs is slightly different. Please make sure to check the most update requirement in CENGR website: <https://engineering.uga.edu/degrees-programs/> . Also, you can check with your school's graduate coordinator for the update information.

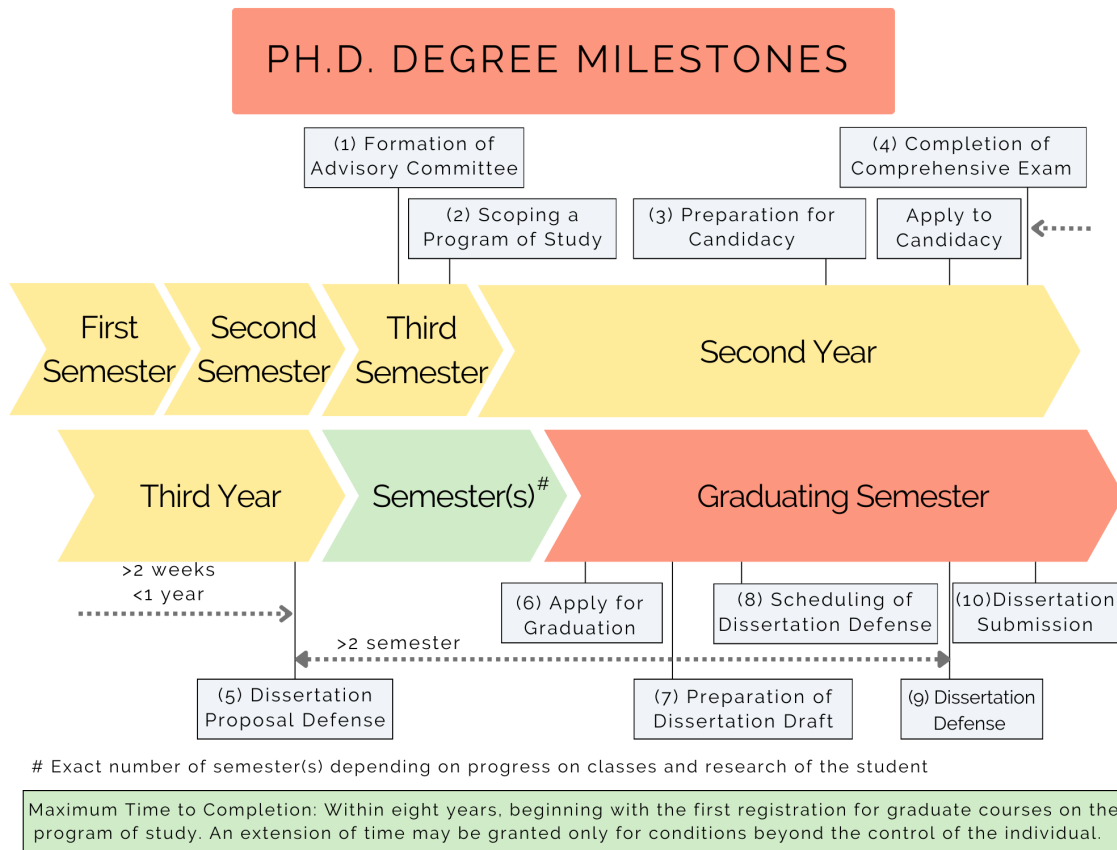
E. Change in M.S. Degree Option

Students elect their M.S. option (thesis or non-thesis) when applying to the graduate program. In the event a student wishes to change their degree option during their program, the student must request a change in degree objective. Students successfully petitioning to change their previously elected M.S. option must:

- 1) Adequately complete any prior work to which they committed or for which they were supported under assistantship in their prior option.
- 2) After option change, start and complete either the M.S. project requirement (ENGR 7010) or M.S. thesis research requirement (ENGR 7000/7010, 7300).
- 3) Completion of the M.S. requirements for all programs in the College of Engineering and fulfill all requirements of the University of Georgia Graduate School.

F. Ph.D. Program Milestones & Timeline

Here is an abstract of the Ph.D. program's milestone and timeline. Please refer to this handbook and the milestone document, as well as UGA Graduate School website for details. Milestone document can be found at: <https://engineering.uga.edu/students/graduate/ph-d-milestones-and-forms/>



G. Ph.D. Program of Study

The Program of Study requirement for each degree programs is slightly different. Please make sure to check the most update requirement in CENGR website: <https://engineering.uga.edu/degrees-programs/> . Also, you can check with your school's graduate coordinator for the most up to date information.

H. Requirements for Direct Ph.D. Admits (Entering Ph.D. Program without a M.S. Degree)

The University requires that students who are accepted to the Ph.D. program directly from a B.S. degree or who switch to a Ph.D. program before earning an M.S. degree must complete an additional 4 semester hours of University of Georgia courses open only to graduate students. Please make sure to use the correct curriculum checklist for course planning. Curriculum checklist for each programs can be found at: <https://engineering.uga.edu/students/graduate/ph-d-milestones-and-forms/>

I. Change of Degree from M.S. to Ph.D.

Students admitted into a College of Engineering M.S. program may apply for a change in degree objective after one full year (three semesters) in the M.S. program. Demonstrated excellence in research and a minimum grade point average of 3.5 will be used as a basis for a petition to change the degree objective.

Applicants must provide a letter of support from their Major Professor to the CENGR Assistant Dean for Academic, then submit the Change of Degree objective (G136) application (<https://gradstatus.uga.edu/Forms/G136>). The letter and application will be reviewed by the applicant's Graduate Coordinator and approved by the School Chair, then sent to the College of Engineering Graduate Program Office for final approval.

J. Change of Degree Program or Area of Emphasis

If students wish to change their degree program, they should discuss with their Major Professor and Graduate Coordinators. The student will need to notify the Graduate Program Administrators and fill out the Change of Degree objective (G136) application form (<https://gradstatus.uga.edu/Forms>). Please notice that if the change involves the change in school of where the degree program belongs, the application of the student will be subjected to the review of the graduate admission committee.

If students wish to change their area of emphasis, they should discuss with their Major Professor and Graduate Coordinators. The student will need to notify the Graduate Program Administrators.

10) ENROLLMENT REQUIREMENTS

For more details, please refer to the UGA Graduate School Enrollment Policy: <https://grad.uga.edu/graduate-policies/enrollment-policy/>

A. Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation.

B. Continuous Enrollment Policy

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met.

C. Residency Requirement

The residency requirement for the Doctor of Philosophy degree is interpreted as 30 hours of consecutive graduate course work that is included on the approved Program of Study (20 hours for EdD and DMA degrees). There is no residency requirement for master's programs.

D. Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of Graduate School. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

E. Time Limits

Master's degree students must complete all degree requirements, including all coursework on their approved Program of Study and defend their thesis (if applicable) within six (6) calendar years of matriculation.

Doctoral students must complete all requirements for the doctoral degree and the degree must be awarded within eight (8) calendar years after initial enrollment/registration in the program.

Details regarding time limit can be found at Graduate School website under "Degree Requirement" at: <https://grad.uga.edu/graduate-policies/> and <https://grad.uga.edu/policy-update-doctoral-time-limits/>

F. Extension of Time

A special request for an extension of time on the expiration of coursework or the expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved Advisory Committee form, if required for the degree, 3) an approved Program of Study and a letter of support from both the Graduate Coordinator and the Major Professor.

11) SELECTION OF MAJOR PROFESSOR (M.S. THESIS & PH.D. STUDENTS)

A. College of Engineering faculty

Any College of Engineering faculty (appointed or courtesy) with Graduate Program Faculty status may serve as a Major Professor for master's and doctoral students in the College of Engineering.

B. Adjunct CENGR faculty member

A CENGR adjunct faculty member (not currently affiliated with UGA) with Graduate Program Faculty status may serve as a Co-Major Professor, not as the sole Major Professor. There may be no more than two (2) Co-Major Professors in a Graduate Advisory Committee. One must be a faculty member (appointed or courtesy) in the College of Engineering.

A CENGR adjunct faculty member (currently affiliated with UGA) with Graduate Program Faculty status may serve as Major Professor.

C. Identifying a Major Professor

A student's Major Professor serves as the student's professional mentor and guide. M.S. thesis students may be admitted without a Major Professor being defined and/or without assistantship support. In this case, the student is advised by the Graduate Coordinator of their degree program until such time as the student is able to find a Major Professor. Ph.D. student may be admitted without assistantship support; however, the student must have a major professor. Graduate students who cannot identify a major professor or who cannot form a committee shall be placed on a status called "No clear path to degree completion." Please refer to Section 18(B) "No clear path to degree completion" in this handbook for more information.

It is the student's responsibility to initiate discussion with faculty regarding serving as Major Professor. The decision regarding this selection is a mutual one between faculty and student and is based on common research interest. No faculty member is required to serve as Major Professor for any student. It is the Major Professor's responsibility to advise the student in the student's program, chair the Advisory Committee, and facilitate the professional growth of the student through the timely completion of the student's degree. It is the student's responsibility to identify a faculty member willing to serve as their Major Professor. Students who do not have a Major Professor may be dismissed from the program, please refer to Section 18(B) "No clear path to degree completion" in this handbook for more information.

In rare cases, the need may arise for a student to change the student's Major Professor. This change is made by mutual agreement among all parties in coordination with the program's Graduate Coordinator and the College of Engineering Graduate Program Office.

12) SELECTION OF ADVISORY COMMITTEE (M.S. THESIS & PH.D. STUDENTS)

Please refer to the M.S. and Ph.D. milestone document for the Advisory Committee formation deadline.

M.S. Milestones document:

<https://engineering.uga.edu/students/graduate/ms-milestones-and-forms/>

Ph.D. Milestones document:

<https://engineering.uga.edu/students/graduate/ph-d-milestones-and-forms/>

Students should contact their Graduate Coordinator to learn if there are additional school-specific requirements for Advisory Committee appointment. The Graduate School website also has details on Advisory Committee, which can be found at:

<https://grad.uga.edu/graduate-policies/>

A. Advisory Committee and Major Professor

The Advisory Committee and Major Professor share responsibilities to monitor student progress and guide the student toward timely degree completion. The Advisory Committee is charged with framing and approving programs of study, advising students on required research skills, guiding the design of thesis/dissertation research, reading and approving the final thesis/dissertation, and approving the final oral exam (thesis/dissertation defense).

B. Advising Members of Immediate Family

The nepotism policy defines members of the immediate family as the following: spouse, parents, siblings, children, and in-laws of the same. A faculty member may not serve as major professor or as a member of any committee that plans a Program of Study or evaluates the educational progress of a member of their immediate family.

C. M.S. (Thesis Option) Committees

College of Engineering requirement for the M.S. Advisory Committee:

- Consists of minimum of three members.
- All members comprising this minimum must be Graduate Program Faculty in their respective programs.
- The majority of committee members must be College of Engineering faculty (adjunct, appointed, or courtesy).

Schools may have additional requirements, and students are advised to confer with their Major Professor and Graduate Coordinator for school-specific policies.

The M.S. Advisory Committee form G130 (<https://grad.uga.edu/index.php/current-students/forms/>) must be submitted by the end of the student's second semester (including summer) in the master's program.

D. Ph.D. Committees

College of Engineering requirement for the Ph.D. Advisory Committee:

- Consists of a minimum of four members.
- All members comprising this minimum must be Graduate Program Faculty in their respective programs.
- Majority of members must be College of Engineering faculty (adjunct, appointed, or courtesy).

Schools may have additional requirements, and students are advised to confer with their Major Professor and Graduate Coordinator for school-specific policies. The Ph.D. Advisory Committee Form G130 (<https://grad.uga.edu/index.php/current-students/forms/>) must be submitted by the end of the student's third semester (including summer) in the Ph.D. program.

E. Non-UGA Affiliated Advisory Committee Member

In addition to the regular committee members, a person having no official relationship with UGA may serve as a voting member on the advisory committee of a graduate student after nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person, the graduate coordinator must submit the nominee's current resume/CV with an Advisory Committee form and a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A nominee must have a terminal degree in their field and distinguished academic credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend meetings associated with the appointment.

13) PROGRAM OF STUDY APPROVAL

The M.S. (Thesis and non-Thesis) Program of Study (PS) form G138

(<https://grad.uga.edu/index.php/current-students/forms/>) outlines the planned courses and research for master's students in accordance with the student's degree requirements. Prior to submitting this online form:

- The student must complete a "Curriculum Checklist" with the student's Graduate Coordinator. Curriculum checklist for each degree program can be found at: <https://engineering.uga.edu/students/graduate/ms-milestones-and-forms/>
- The student must submit the approved Curriculum Checklist to the Graduate Program Administrators via email prior to submitting the online POS form.
- The PS form must be submitted online in GradStatus by the end of the student's second semester of the M.S. program.

The Ph.D. Final Program of Study (PS) form G138 (<https://grad.uga.edu/index.php/current-students/forms/>) outlines the planned courses and research for doctoral students in accordance with the student's degree requirements. Prior to submitting the online POS form:

- The student must complete a "Curriculum Checklist" with the student's Graduate Coordinator. Curriculum checklist for each degree program can be found at: <https://engineering.uga.edu/students/graduate/ph-d-milestones-and-forms/>
- The student must submit the approved Curriculum Checklist to the Graduate Program Administrators via email at the CENGR Graduate Program Office prior to submitting the online POS form.
- The PS form must be submitted by the end of the student's third semester of the doctoral program.

The G138 form must be approved by the College of Engineering Graduate Program Office **and** the Graduate School before the student may schedule either the written or oral Comprehensive Exam.

14) COMPREHENSIVE EXAM & ADMISSION TO CANDIDACY (Ph.D. only)

The Comprehensive Exam demonstrates that a doctoral student is able to use the student's knowledge of the field and has the foundational skills necessary to conduct original research. Successful completion enables admission to Ph.D. candidacy, after which the Ph.D. student is a Ph.D. candidate.

The exam must have both an oral component and a written component. The exam is constituted by oral presentation of a written report on a topic assigned by the Advisory Committee. The topic is distinct from - but may be complementary to - the envisioned dissertation research area. The oral defense will include an opportunity for the Advisory Committee to explore the student's approach and level of understanding achieved in research of the assigned topic.

The Comprehensive Exam must be completed by the end of the Ph.D. student's second year, after Graduate School approval of the Advisory Committee and Final Program of Study forms. The written exam

Revised July 15, 2024 Page 20 of 23

must be completed before the oral exam. Students should contact their Graduate Coordinator to learn if there are school-specific requirements for the Comprehensive Exam.

Four weeks before the planned oral exam date, the student MUST contact the Graduate Program Administrator to confirm eligibility to sit for the exam. Eligibility including but not limit to:

- Program of Study that meet the requirement
- Status of the advisory committee

The students are responsible for the scheduling of the oral exam date. Links and contact information for room reservation can be found in this handbook Section 3: College of Engineering Contact.

Once confirmed, **the student must submit the following oral exam details via email to their Graduate Program Administrator at least three weeks prior to the proposed exam:**

- UGA ID (810/811) Number:
- Student Name [Last, First Middle (as listed in Athena)]:
- UGA Email Address:
- Major:
- Degree:
- Department (School):
- Exam Date:
- Exam Start Time:
- Exam Location (Building and Room Number) and/or Zoom link:
- Major Professor:
- Co-Major Professor (if applicable):
- Advisory Committee Members (names and emails):

It is very important that the above information is submitted to the Graduate Program Administrator on time, because they will reach out to the Graduate School to get approval. The student must have received the Graduate School's approval (contact through the Graduate Program Administrators) before taking the comprehensive exam. Graduate School must approve the student's request to sit for the exam **prior** to the proposed date. **If the Graduate School has not approved the request prior to the proposed date, the student may not sit for the exam.** The student must also submit the Application for Admission to Candidacy form online at <https://grad.uga.edu/current-students/forms/> on or before the day of their oral exam.

15) DISSERTATION PROPOSAL DEFENSE (PH.D.)

Working with the student's major professor and advisory committee, the student is at a point in the student's preliminary research to have defined a problem and approach for the dissertation work. The student completes a written proposal of the research plan for the student's dissertation and orally presents and defends this proposal to the student's Advisory Committee, receiving input to improve the plan. The student may be asked to explore specific topics in writing for the committee.

After the dissertation proposal defense, the student should obtain signatures from the student's Advisory Committee members on the CENGR PhD Dissertation Proposal Defense form. The form can be found at: https://engineering.uga.edu/wp-content/uploads/CENGR_DissProposalDefForm2023.pdf . Within one week after completing proposal defense, the student should submit the form to the CENGR Graduate Program Administrator.

16) FINAL ORAL EXAMINATION & THESIS/DISSERTATION SUBMISSION

Please make sure to check out Graduate School website for details regarding graduation instructions and forms needed for graduations. Information can be found at:

<https://grad.uga.edu/current-students/forms/>

Master's (thesis) and doctoral students present and defend their research in an open forum at the final oral examination ("defense"); they further defend their research approach and results in an open and/or closed session to their Advisory Committee.

Doctoral students must provide the details of their defense to the Graduate Program Administrator at least three weeks in advance and no later than the Graduate School deadline. The Graduate School deadline will be communicated to the students by the graduate program administrators during the first week of the graduating semester.

M.S. thesis and doctoral students must submit their Final Defense Approval Form (G164) online through the Graduate School's website <https://grad.uga.edu/current-students/forms/> on or before the day of their defense.

Students must complete their defense no later than three weeks prior to graduation. Please check graduate school website for the exact deadline.

Final corrected copies of theses and dissertations must be uploaded to the UGA Library by the Graduate School deadline posted at <https://grad.uga.edu/current-students/important-dates-deadlines/>.

Please contact your School's Graduate Program Administrator with questions.

17) MASTER'S PROJECT RESEARCH & REPORT (M.S. NON-THESIS)

M.S. non-thesis students are required to take ENGR 7010 Project Research and submit a Master's Project Report to their Final Project Supervisor and Graduate Coordinator for approval. If the Final Project Supervisor and Graduate Coordinator are satisfied with the project report, the student should obtain signatures from them on the "Completion of Non-Thesis Degree Requirement Letter." The signed letter should be submitted to the graduate program administrators before the deadline (will be communicated by the graduate program administrators during the second week of the semester). A sample letter can be found at: <https://engineering.uga.edu/students/graduate/ms-milestones-and-forms/>

18) THESIS/DISSERTATION STYLE & FORMATTING GUIDELINES

The Graduate School has outlined a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations. Details can be found at:

<https://grad.uga.edu/development/academic/theses-dissertations-overview/formatting/>.

These standards are not intended to comprehensively address all the minutiae of formatting. Students should confer with their advisory committee members regarding style and formatting requirements.

19) APPLICATION OF GRADUATION

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. The College of Engineering holds a Convocation program each fall and spring. Details are posted online at <http://www.engineering.uga.edu/convocation>.

UGA does not have a summer commencement ceremony, but summer graduates are permitted to participate in the fall commencement event following degree completion. Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are no exceptions to this policy.

20) DISMISSAL

Graduate School website has a detail section on “Graduate Program Probation & Dismissal”. Please refer to the information at:

<https://grad.uga.edu/development/academic/research-scholarship/academic-regulations-procedures/> .

A. Dismissal

Students may be dismissed by the department/school/college at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other School, College, and/or Graduate School guidelines; low grades; and lack of progress on a dissertation or thesis are among the reasons dismissal might occur. Additional reasons include:

- Failure to pass comprehensive examinations
- Failure to adhere to the honor code
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of standards referenced in this handbook under “Expectations of All Students”

B. “No Clear Path to Degree Completion” Status

Graduate students who cannot identify a major professor or who cannot form a committee shall be placed on a status called “No clear path to degree completion.” This status is distinct from “Not in good standing,” which refers to academic status. Students will be given one semester after being placed on this status to identify a major professor or form a committee. Graduate Coordinators should work closely with the student to try to rectify the problem. If the situation is not resolved during this semester, the student can be dismissed from the program. Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA.

C. Graduate School Dismissal

Students with a cumulative graduate course GPA below 3.0 for two consecutive terms. are placed on academic probation by the Graduate School. They then must make a 3.0 or higher GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it converted.

D. Dismissal Appeals

Dismissal by a program may be appealed to the Dean of the Graduate School **after** all avenues of appeal have been exhausted at the school and college level. This should be completed within 30 calendar days of the decision at the previous level.

Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. The appeal must be submitted to the Dean within 30 calendar days following receipt of notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. Please contact gradassociatedean@uga.edu for more information.