



# Department of Linguistics

*Franklin College of Arts and Sciences*

**UNIVERSITY OF GEORGIA**

## **Navigating Graduate Paperwork**

The University of Georgia

Linguistics Department

Gilbert Hall 142

Athens, GA 30602

[linguistics.uga.edu](http://linguistics.uga.edu)

[linguistics@uga.edu](mailto:linguistics@uga.edu)

Phone: 706.542.5099

Fax: 706.542.2897

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# Graduate Paperwork Overview

This manual includes information about the different paperwork graduate students will encounter during their studies in the Department of Linguistics at the University of Georgia. Students are able to access these forms via the Graduate School Website, Department of Linguistics Website or the Graduate School's electronic portal. See links below:

- Graduate School Website - <https://grad.uga.edu/index.php/current-students/forms/>
- Department of Linguistics Website - <https://linguistics.uga.edu/forms>
- Grad Status - <https://gradstatus.uga.edu>

Some forms will be submitted as signed paper copies while others can be submitted electronically via departmental Qualtrics surveys or the Graduate School's web portal: Grad Status (<https://gradstatus.uga.edu>). All forms will be reviewed by the Graduate Coordinator and Graduate Coordinator Assistant.

If you have any questions about these forms and how they should be filled out and submitted, please contact the Graduate Coordinator Assistant or Graduate Coordinator.

All forms related to financial activities, such as travel, grants, or tuition will be handled by the Administrative Specialist II/Business Manager for the Department of Linguistics.

**Please note:** All sample forms included in this guide are for informational purposes. Please discuss each form with your Major Professor and/or Graduate Coordinator before submission.

# Program Timelines

## MA Non-Thesis Timeline

- **FIRST SEMESTER**
  - Submit Advisement Form by October 15<sup>th</sup> for the upcoming spring semester
    - Continue to submit the advisement form each semester until you have submitted your program of study
- **SECOND SEMESTER**
  - Decide on and invite three faculty members to be part of your MA non-thesis committee. An Advisory Committee form should be completed; however, the form will not be submitted to the Graduate School. Committees for non-thesis students are a matter of in-house record only.
- **THIRD SEMESTER**
  - Complete coursework (36 hours) and submit Program of Study Form.
    - It is okay to include courses you have not yet taken, but in the end, you must take every course listed or else file a Recommended Change in Program of Study Form.
  - Prepare reading lists for final examination with your committee.
- **FOURTH SEMESTER**
  - Submit Application for Graduation in Athena by the second week of the semester.
  - All forms except the final examination form must be turned in by this time. Ensure that the Linguistics Graduate Coordinator and Graduate Coordinator Assistant have an up-to-date record of your Advisory Committee.
  - Schedule your comprehensive examination with your committee. You should agree on a date for your written exam and a tentative date for the oral exam no later than October 1 for Fall semester graduates and March 1 for Spring and Summer semester graduates. Both written and oral portions should be scheduled at once; the oral portion may be rescheduled later as needed.
  - Complete the MA Non-Thesis Comprehensive Exam form, where your committee grades your performance on your comprehensive examination.

## MA Thesis Timeline

- **FIRST SEMESTER**
  - Submit Advisement Form by October 15<sup>th</sup> for the upcoming spring semester.
    - Continue to submit the advisement form each semester until you have submitted your program of study.
- **SECOND SEMESTER**
  - Submit Advisory Committee Form.
  - Out-of-State Tuition Waiver Form (for students who can complete their coursework requirement by the end of the semester).
- **THIRD SEMESTER**
  - Complete coursework (33 hours) and submit Program of Study Form.
    - It is okay to include courses you have not yet taken, but in the end, you must take every course listed or else file a Recommended Change in Program of Study form.
  - Submit thesis proposal to committee for approval.

- **FOURTH SEMESTER**

- Submit Application for Graduation in Athena by the second week of the semester.
- All forms except the Thesis Defense form must be turned in by this time.
- Ensure that the Graduate School has an up-to-date record of your Advisory Committee.
- Work towards completing the Thesis Defense and Final Examination Approval form. This form should be completed in stages.
- Submit a completed copy of your thesis for a format check at least one month prior to graduation. Utilize the Graduate School's Format Guide.
- Schedule your thesis defense with your committee to be held at least one week prior to the last day of classes. Turn in the Defense Scheduling Form to the Graduate Coordinator's Assistant after your committee has agreed to the date and time. You should agree on a date for submitting the thesis to your committee and schedule a tentative date for the defense no later than October 1 for Fall semester graduates and March 1 for Spring and Summer semester graduates.
- Complete the Thesis Defense and Final Examination Approval form and submit it to the Graduate Coordinator's Assistant within two weeks of the defense or by the last day of classes (whichever is earlier).

## PhD Timeline

### **FIRST SEMESTER**

- Submit Advisement Form by October 15<sup>th</sup> for the upcoming spring semester.
  - Continue to submit the advisement form each semester until you have submitted your program of study.

### **SECOND SEMESTER**

- Submit Advisory Committee Form.

### **BY THE FIFTH SEMESTER**

- Complete the Program of Study form.
  - It is okay to include courses you have not taken yet, but in the end, you must take every course listed or else file a Recommended Change in Program of Study form.
- Prepare for your comprehensive examination or qualifying paper defense.

### **BY THE SIXTH SEMESTER**

- Schedule the written and oral components of your comprehensive exam or qualifying papers with your committee. For qualifying papers, please utilize the Qualifying Paper Assessment Form.
  - To schedule your defense or exam, please turn in the Defense/Exam Scheduling Form to the Graduate Coordinator Assistant.
- Request an announcement of the oral portion through the Graduate Coordinator Assistant at least two weeks prior to the date of the oral exam. For qualifying papers, the second paper presentation counts as the oral comprehensive examination. The Graduate School will return the Oral Comprehensive Exam form whereby your committee will grade your performance.
- Complete the Application for Admission to Candidacy form in Grad Status.
- Submit the Oral Comprehensive Exam form to the Graduate Coordinator Assistant for submission to the Graduate School.

### **BY THE SEVENTH SEMESTER**

- Complete the Dissertation prospectus and approval of research goals.

- Make sure to adhere to the prospectus guidelines.
- Submit materials for IRB approval if research involves human subjects.

### **FINAL SEMESTER**

- Submit the Application for Graduation in Athena by the second week of the semester. All forms except the dissertation defense form must be turned in by this time. Ensure that the Graduate School has an up-to-date record of your Advisory Committee.
- Work towards completing each part of the Dissertation and Final Examination Approval form where your committee approves your dissertation and grades your performance at the oral defense.
- Submit a completed copy of your dissertation for a format check at least one month prior to graduation. Utilize the Graduate School's Format Check Guide.
- Schedule your defense with your committee to be held at least one week prior to the last day of classes and request an announcement of the defense through the Graduate Coordinator Assistant at least two weeks prior to the date of the defense. You should agree on a date for submitting a complete draft of your dissertation and a tentative date for your defense no later than October 1 for Fall semester graduates and March 11 for Spring and Summer semester graduates.
- Complete the Dissertation and Final Examination Approval form and submit it to the Graduate School within two weeks of the defense or by the last day of classes (whichever is earlier).

## **Course Requirements Checklist**

The Department of Linguistics has created course requirement checklists for the MA, MA (Non-Thesis), PhD, and PhD with prior MA programs. These checklists are a great resource to have during advisement periods and when preparing the program of study. We advise all graduate students to fill out this form each semester.

### **INSTRUCTIONS**

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
- Download the Course Requirements Checklist for your program. The following checklists are available:
  - MA (Thesis)
  - MA (Non-Thesis)
  - PhD (with prior related MA)
  - PhD (with no prior related MA)
- See sample forms below.

# MA Non-Thesis Course Requirements Checklist



Department of Linguistics  
Franklin College of Arts and Sciences  
**UNIVERSITY OF GEORGIA**

Print Form

## Linguistics MA Non-Thesis Course Requirements

Courses cannot be duplicated within the checklist but may be duplicated in other requirements.

✓	Course	Semester	Grade (C or better)
<input type="checkbox"/>	LING 8100 <i>Proseminar</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 6021 <i>Phonetics &amp; Phonology</i>	_____	_____
<input type="checkbox"/>	LING 8150 <i>Generative Syntax</i>	_____	_____
<input type="checkbox"/>	<b>Choose one from the list below</b>	_____	_____
	LING 6022 <i>Advanced Phonetics and Phonology</i>		
	LING 6160 <i>Compositional Semantics</i>		
	LING 8120 <i>Morphology</i>		
	LING 8160 <i>Advanced Generative Syntax</i>		
	LING 8170 <i>Seminar in Syntax/Semantics</i>		
	LING 8180 <i>Seminar in Phonetics/Phonology</i>		
<input type="checkbox"/>	<b>Choose one from the list below</b>	_____	_____
	LING 6170 <i>Second Language Acquisition</i>		
	LING 6690 <i>Historical Linguistics</i> <b>or</b>		
	LING 8680 <i>Seminar in Historical Linguistics</i>		
	LING 6710 <i>Languages in Contact</i>		
	LING 6860 <i>Sociolinguistics</i>		
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
	<b>7 Graduate LING electives (non-LING must be approved by Graduate Coordinator)</b>		
	<b>(Exclude LING 7000 and extra LING 7300 hours. LING 9010 only up to 6 hours.)</b>		
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

**Primary Area of Concentration.** Subject: \_\_\_\_\_

Courses (from above): \_\_\_\_\_

**Secondary Area of Concentration.** Subject: \_\_\_\_\_

Courses (from above): \_\_\_\_\_

**Graduate-Only Courses** (12 hours graduate-only, from above):

\_\_\_\_\_

**Research Skill:** (1) Reading knowledge of a modern language beyond English **OR** (2) (Pick one) **STAT 6210** *Statistical Methods I*, **STAT 6310** *Statistical Analysis I*, **LING 6400** *Quantitative Methods in Linguistics*, **LING 6880** **or** **LING 8880** *Field Methods in Linguistics*

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# MA Thesis Course Requirements Checklist



Department of Linguistics  
Franklin College of Arts and Sciences  
**UNIVERSITY OF GEORGIA**

Clear Form

## Linguistics MA Thesis Course Requirements

Courses cannot be duplicated within the checklist but may be duplicated in other requirements.

✓	Course	Semester	Grade (C or better)
<input type="checkbox"/>	LING 8100 <i>Proseminar</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 6021 <i>Phonetics &amp; Phonology</i>	_____	_____
<input type="checkbox"/>	LING 8150 <i>Generative Syntax</i>	_____	_____
<input type="checkbox"/>	<b>Choose one from the list below</b>	_____	_____
	LING 6022 <i>Advanced Phonetics and Phonology</i>		
	LING 6160 <i>Compositional Semantics</i>		
	LING 8120 <i>Morphology</i>		
	LING 8160 <i>Advanced Generative Syntax</i>		
	LING 8170 <i>Seminar in Syntax/Semantics</i>		
	LING 8180 <i>Seminar in Phonetics/Phonology</i>		
<input type="checkbox"/>	<b>Choose one from the list below</b>	_____	_____
	LING 6170 <i>Second Language Acquisition</i>		
	LING 6690 <i>Historical Linguistics</i> <b>or</b>		
	LING 8680 <i>Seminar in Historical Linguistics</i>		
	LING 6710 <i>Languages in Contact</i>		
	LING 6860 <i>Sociolinguistics</i>		
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 7300 <i>Master's Thesis</i>	_____	_____
	<b>5 Graduate LING electives (non-LING must be approved by Graduate Coordinator)</b>		
	<b>(Exclude LING 7000 and extra LING 7300 hours. LING 9010 only up to 12 hours.)</b>		
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

**Primary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Secondary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Graduate-Only Courses** (12 hours graduate-only, from above):  
\_\_\_\_\_  
\_\_\_\_\_

**Research Skill:** (1) Reading knowledge of a modern language beyond English **OR** (2) (Pick one) **STAT 6210** *Statistical Methods I*, **STAT 6310** *Statistical Analysis I*, **LING 6400** *Quantitative Methods in Linguistics*, **LING 6880** **or** **LING 8880** *Field Methods in Linguistics*

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# PhD (with prior MA) Course Requirements Checklist



Department of Linguistics  
Franklin College of Arts and Sciences  
**UNIVERSITY OF GEORGIA**

Clear Form

## Linguistics PhD (with prior MA) Course Requirements

Related MA: \_\_\_\_\_ from: \_\_\_\_\_

Courses LING 6021 *Phonetics & Phonology* and LING 8150 *Generative Syntax* must be made up if not on transcript.

Courses cannot be duplicated within the checklist but may be duplicated in other requirements.

✓	Course	Semester	Grade (C or better)
<input type="checkbox"/>	LING 8100 <i>Proseminar</i> (1 hour)	_____	_____
<input type="checkbox"/>	<b>Choose two courses from the list below</b>	_____	_____
	LING 6022 <i>Advanced Phonetics and Phonology</i>		
	LING 6160 <i>Compositional Semantics</i>		
	LING 8120 <i>Morphology</i>		
	LING 8160 <i>Advanced Generative Syntax</i>		
	LING 8170 <i>Seminar in Syntax/Semantics</i>		
	LING 8180 <i>Seminar in Phonetics/Phonology</i>		
<input type="checkbox"/>	<b>Choose one course from the list below</b>	_____	_____
	LING 6170 <i>Second Language Acquisition</i>		
	LING 6690 <i>Historical Linguistics</i> <b>or</b>		
	LING 8680 <i>Seminar in Historical Linguistics</i>		
	LING 6710 <i>Languages in Contact</i>		
	LING 6860 <i>Sociolinguistics</i>		
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 9300 <i>Doctoral Dissertation</i>	_____	_____
	<b>7 Graduate LING electives (non-LING must be approved by Graduate Coordinator)</b>		
	<b>(Exclude LING 9000 and extra LING 9300 hours. LING 9010 only up to 12 hours.)</b>		
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

**Primary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Secondary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Graduate-Only Courses** (16 hours 8000-9000 level plus 4 hours graduate-only, from above, excluding LING 9300):  
\_\_\_\_\_  
\_\_\_\_\_

**Research Skill:** (1) Reading knowledge of a modern language beyond English **AND** (2) (Pick one) **STAT 6210** *Statistical Methods I*, **STAT 6310** *Statistical Analysis I*, **LING 6400** *Quantitative Methods in Linguistics*, **LING 6880** or **LING 8880** *Field Methods in Linguistics*, **OR** a second language

# PhD (without prior MA) Course Requirements Checklist



Department of Linguistics  
Franklin College of Arts and Sciences  
**UNIVERSITY OF GEORGIA**

Clear Form

## Linguistics PhD (without prior MA) Course Requirements

Courses cannot be duplicated within the checklist but may be duplicated in other requirements.

✓	Course	Semester	Grade (C or better)
<input type="checkbox"/>	LING 8100 <i>Proseminar</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 6021 <i>Phonetics &amp; Phonology</i>	_____	_____
<input type="checkbox"/>	LING 8150 <i>Generative Syntax</i>	_____	_____
<input type="checkbox"/>	<b>Choose two courses from the list below</b>	_____	_____
<input type="checkbox"/>	LING 6022 <i>Advanced Phonetics and Phonology</i>	_____	_____
<input type="checkbox"/>	LING 6160 <i>Compositional Semantics</i>	_____	_____
<input type="checkbox"/>	LING 8120 <i>Morphology</i>	_____	_____
<input type="checkbox"/>	LING 8160 <i>Advanced Generative Syntax</i>	_____	_____
<input type="checkbox"/>	LING 8170 <i>Seminar in Syntax/Semantics</i>	_____	_____
<input type="checkbox"/>	LING 8180 <i>Seminar in Phonetics/Phonology</i>	_____	_____
<input type="checkbox"/>	<b>Choose one course from the list below</b>	_____	_____
<input type="checkbox"/>	LING 6170 <i>Second Language Acquisition</i>	_____	_____
<input type="checkbox"/>	LING 6690 <i>Historical Linguistics</i> <b>or</b>	_____	_____
<input type="checkbox"/>	LING 8680 <i>Seminar in Historical Linguistics</i>	_____	_____
<input type="checkbox"/>	LING 6710 <i>Languages in Contact</i>	_____	_____
<input type="checkbox"/>	LING 6860 <i>Sociolinguistics</i>	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 8101 <i>Colloquium</i> (1 hour)	_____	_____
<input type="checkbox"/>	LING 9300 <i>Doctoral Dissertation</i>	_____	_____
	<b>9 Graduate LING electives (non-LING must be approved by Graduate Coordinator)</b>		
	<b>(Exclude LING 9000 and extra LING 9300 hours. LING 9010 only up to 12 hours.)</b>		
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____
<input type="checkbox"/>	_____	_____	_____

**Primary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Secondary Area of Concentration.** Subject: \_\_\_\_\_  
Courses (from above): \_\_\_\_\_

**Graduate-Only Courses** (16 hours 8000-9000 level plus 4 hours graduate-only, from above, excluding LING 9300):  
\_\_\_\_\_  
\_\_\_\_\_

**Research Skill:** (1) Reading knowledge of a modern language beyond English **AND** (2) (Pick one) **STAT 6210** *Statistical Methods I*, **STAT 6310** *Statistical Analysis I*, **LING 6400** *Quantitative Methods in Linguistics*, **LING 6880** *or* **LING 8880** *Field Methods in Linguistics*, **OR** a second language  
\_\_\_\_\_

# Graduate Advisement

Students must meet with their assigned advisor (either the Graduate Coordinator or Major Professor) every semester to discuss their progress in the program.

Students should present a **Linguistics Graduate Student Advisement Form** draft to their advisor at this meeting and discuss any adjustments that need to be made. Students will turn in the final form to the Graduate Coordinator Assistant for registration clearance and creation of individualized courses, such as LING 9010.

Advisement appointments pertaining to Spring semesters should occur by **October 15**, and advising appointments pertaining to Summer and Fall semesters should occur by **March 15**.

**Students who have submitted their Final Program of Study form to the Graduate School are exempt from this form, unless they are requesting LING 9010 research hours, which requires permission and signature from the advisor.**

## INSTRUCTIONS

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
- Download the Advisement Form.
- Submit a draft schedule to your advisor and obtain approval and signature(s).
  - If you are requesting LING 9010, be sure to obtain permission and instructor signature.
- Submit the form to the Graduate Coordinator Assistant for registration clearance.
  - Students may submit a scanned copy of the form or drop the form off in person.
- See sample form below.



**Department of Linguistics**  
*Franklin College of Arts and Sciences*  
**UNIVERSITY OF GEORGIA**

**Graduate Student Advisement Form**

*Advisement deadlines are October 15 for Spring/Summer and March 15 for Fall registration.*

Name: Jane Smith UGA ID#: 811011011  
 Email: janesmith@uga.edu Degree:  MA  PHD Semester Advised:  Fall  Spring+Summer

Discuss potential courses with your Major Professor or the Graduate Coordinator if you have not declared a Major Professor yet. Refer to checklists of your degree plan on the Linguistics Department website to ensure you are taking the correct courses to graduate on time.

Students who have submitted their Final Program of Study Form to the Graduate School are exempt from this form, unless they are requesting LING 9010 research hours.

You may return this completed form to the Graduate Coordinator Assistant for clearance to register. Please note if any courses require Permission of Department (POD), you must have the instructor of the course email their permission to the Graduate Coordinator Assistant for clearance. Students can look up course prerequisites at [bulletin.uga.edu](http://bulletin.uga.edu).

**LING 9010 courses require that instructor's signature in the box beside their name below.**

The courses listed below are only recommendations. The student is responsible for their own registration.

Course Name	Course Number	Hours	Name of Instructor (with signature if 9010)
Colloquium	LING 8100	1	Howe
Morphology	LING 8120	3	Langston
Adv. Phonetics & Phonology	LING 6022	3	Renwick
Second Language Acquisition	LING 6175	3	Harklau
Sem. on Pidgin & Creole	LING 8710	3	Chamorro
Research	LING 9000	3	Howe

If you are requesting to take more than 18 hours, your Major Professor or the Graduate Coordinator must email the Graduate School at [gradinfo@uga.edu](mailto:gradinfo@uga.edu) to request a course overload. For more information, please review the "Course Load" section of the Graduate School website: <https://grad.uga.edu/index.php/current-students/enrollment-policy/course-load/>.

The signatures below only certify that an advisement meeting took place.

Jane Smith  
 Student's Signature

Date: 10/15/20

Chad Howe  
 Graduate Coordinator or Major Professor's Signature

Date: 10/15/20

# Advisory Committee

By the end of the second semester students should choose a Major Professor to chair their Advisory Committee, plus two other faculty members to serve on the committee. The Advisory Committee will help students construct their programs of study, administer the written and/or oral examinations required for the degree, and supervise the student's thesis or dissertation research. For more information, please review the [Department of Linguistics Graduate Handbook](#).

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G130>
- Type your Student Name, UGA ID and Email.
- Select the Department, Degree Objective and Major/Degree from the drop-down menus.
- Type the name and email address of the Committee Members under the **Student's Committee Members** section and select the correct role of the member under "type".
  - All committees must have a minimum of 3 members, and at least one Major Professor or two Co-Major Professors.
  - To add a member, click on the **green plus sign/arrow**.
  - If an outside committee member is included, please attach documentation when requested.
- Click Submit.
- See sample form below.

*Advisory Committee (G130)*

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student**

Name \* Jane Middle \* Smith

UGA ID \* 811011011 Email \* janesmith@uga.edu

Department \* Linguistics Degree Objective \* Doctoral

Major/Degree Linguistics - PhD

**Student's Committee Members**

Click on the green plus sign to add additional committee members.

Name	Email Address	Type	Outside Member? (Member not employed at UGA)	Non-Voting?	
* Keith Langston	* langston@uga.edu	* Major Professor	<input type="checkbox"/>	<input type="checkbox"/>	+ Add
* Chad Howe	* chowe@uga.edu	* Member	<input type="checkbox"/>	<input type="checkbox"/>	-
* Jonathan Evans	* jdmevans@uga.edu	* Member	<input type="checkbox"/>	<input type="checkbox"/>	-

**Submit**

# Program of Study

Students must design and complete a program of study that satisfies all relevant degree requirements (including Graduate School requirements) and constitutes a logical whole. In addition to courses that are required for all Linguistics graduate students, students must choose primary and secondary areas of concentration and design their programs of study around these specializations, in consultation with their Major Professor and the Graduate Coordinator.

For more information or to view sample programs of study, please review the [Department of Linguistics Graduate Handbook](#).

## INSTRUCTIONS FOR MA PROGRAM OF STUDY:

- Go to: <https://gradstatus.uga.edu/Forms/G138>
- Type your Student Name, UGA ID and Email.
- Select the Department, Degree Objective, and Major/Degree from the drop-down menus.
- List all eligible graduate courses you have completed.
- Courses should be listed in order taken.
- The program must list at least 12 semester hours of credit (exclusive of 7000 and 7300) in courses open only to graduate students. A maximum of six semester hours of 7000 may be applied toward the minimum of 30 semester hours listed on the program of study. Minimum number of thesis hours (7300) is 3 semester hours.
- Designate 6000- and 7000-level courses open only to graduate students, exclusive of research and thesis hours.
- Undergraduate courses may only be listed on Departmental Requirements.
- No grade below "C" is acceptable for a course included on a program of study.
- Make sure the Advisory Committee signing the form is the same one on record in the Graduate School or send a revised Advisory Committee form.
- No courses used for another degree may be listed.
- To add additional courses, click the **green + sign** on the right.
- See sample form below.

Student

Name	Smith, Jane	UGA ID	811011011
Email	trey1915@uga.edu		
Department	Linguistics	Degree Objective	Master of Arts
Major	Linguistics	Degree	MA
Area of Emphasis	Language Variation		

Course Information

Subject + Course # (Ex GRSC 8550)	Hours	Grade	Term	Year	Grad Level Only?	Validated? <i>Grad School Only</i>
LING 6021	3	A	Fall	2017	Yes	Yes
LING 6710	3	A	Fall	2017	No	Yes
LING 8100	1	S	Fall	2017	Yes	Yes
LING 8150	3	A	Fall	2017	Yes	Yes
LING 7000	6	S	Spring	2018	Yes	Yes
LING 8101	1	S	Spring	2018	Yes	Yes
LING 8680	3	A-	Spring	2018	Yes	Yes
LING 8980	3	A-	Spring	2018	Yes	Yes
LING 9010	3	B	Spring	2018	Yes	Yes
LING 6860	3	A	Fall	2018	No	Yes
LING 7300	3	S	Fall	2018	Yes	Yes
LING 8120	3	A	Fall	2018	Yes	Yes
LING 6400	3		Spring	2019	No	Yes
LING 6770	3		Spring	2019	No	Yes
LING 6904	3		Spring	2019	No	Yes
LING 7300	6		Spring	2019	Yes	Yes
LING 8101	1		Spring	2019	Yes	Yes

Total Hours: 51

2/8/2019

Total 8000/9000 level hours add (for doctoral student use only):	0
Total Grad Only level courses (for MA/MS students only):	21
Courses start to Expire:	Fall 2023
GPA	3.83
Major Professor	Keith Langston
Research Skills Requirement	STAT 6210 - Intro to Statistical Methods
Human subject agreement	Yes

Advisory Committee Members Information

FullName	Type	Outside UGA	Non-Voting	Email
Keith Langston	Major Professor	No	No	langston@uga.edu
Chad Howe	Member	No	No	chowe@uga.edu
Jonathan Evans	Member	No	No	jdmevans@uga.edu

Current Inbox

📧 Graduate School Approved at 09:02 AM on 01/30/2019

**INSTRUCTIONS FOR PHD PROGRAM OF STUDY:**

- Go to: <https://gradstatus.uga.edu/Forms/G138>
- Type your Student Name, UGA ID, and Email.
- Select the Department, Degree Objective, and Major/Degree from the drop-down menus.
- List all eligible graduate courses you have completed.
- Courses should be listed in the order taken.
- No grade below a "C" is acceptable for a course included on a program of study.
- No courses used for another degree may be listed.
- 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.
- Doctoral students can transfer in 9 semester hours of courses taken at another institution. No courses taken prior to the student's admission to their degree program at the University of Georgia are eligible for transfer.
- A minimum of three semester hours of 9300 must be included on the program of study.
- To add additional courses, click the **green + sign** on the right.
- See sample form below.



*Student*

<b>Name</b>	Smith, Jane	<b>Email</b>	janesmith@uga.edu	<b>UGA ID</b>	811011011
<b>Major</b>	Linguistics	<b>Objective</b>	Doctoral	<b>Degree</b>	PhD
<b>Department</b>	Linguistics			<b>Emphasis</b>	Historical (IE); Syntax

*Course Information*

<i>Subject / Course #</i>	<i>Hours</i>	<i>Grade</i>	<i>Term</i>	<i>Year</i>	<i>Grad Level Only?</i>	<i>Validated? Grad School Only</i>
LING8100	1	S	Fall	2016	Yes	Yes
LING6021	3	A-	Fall	2016	Yes	Yes
LING8150	3	A-	Fall	2016	Yes	Yes
LING6610	3	B	Fall	2016	No	Yes
LING6150	3	B	Fall	2016	No	Yes
LING8101	1	S	Spring	2017	Yes	Yes
LING9010	3	A	Fall	2017	Yes	Yes
LING8800	3	A	Fall	2017	Yes	Yes
LING6210	3	B	Fall	2017	No	Yes
LING8510	3	A-	Spring	2018	Yes	Yes
LING8680	3	B+	Spring	2018	Yes	Yes
LING8101	1	S	Spring	2018	Yes	Yes
LING9010	3	A	Fall	2018	Yes	Yes
LING9010	3	B+	Spring	2019	Yes	Yes
LING6620	3	B+	Spring	2019	No	Yes
LING8101	1	S	Spring	2019	Yes	Yes
LING8160	3	A	Spring	2019	Yes	Yes
LING9300	3		Fall	2020	Yes	Yes

*Other Information*

*Total Hours* 46

5/29/2020

Total 8000/9000 level hours add (for doctoral student use only) 28

Total Grad Only level courses (for MA/MS students only)

Courses start to Expire Fall 2022

GPA 3.54

Research Skills Requirement German & French reading knowledge

Human subject agreement No

Completed Masters Degree N

Advisory Committee Members Information

FullName	Type	Outside UGA	Non-Voting	Email
Keith Langston	Major Professor	No	No	langston@uga.edu
Chad Howe	Member	No	No	chowe@uga.edu
Jonathan Evans	Member	No	No	jdmevans@uga.edu

## Defense/Exam Scheduling

This form is to be filled out by graduate students to schedule a defense or exam.

**Please note:** If you are scheduling a Dissertation Defense, Thesis Defense, or QP2 Defense, please submit this information at least **two weeks** before you plan to hold your defense. This allows enough time to reserve a room and make an announcement to the Graduate School.

### INSTRUCTIONS

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
- Download the Defense/Exam Scheduling Form.
- Type your Student Name, UGA ID, Email, Degree, Major Professor, and Committee Members.
- Select which type of defense/exam you would like scheduled and include the date, time and location.
  - a. If you choose to have your defense/exam in Gilbert Hall 141, Department of Linguistics administrators will be responsible for scheduling the room and adding it to the departmental calendar.
- The form will need to be signed by the Student and Major Professor.
- Submit the form to the Graduate Coordinator Assistant and they will reserve a room.
- See sample form below.



# Department of Linguistics

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

Clear Form

## Defense/Exam Scheduling Form

This form is to be filled out by Graduate Students to schedule a defense or exam with the Department of Linguistics. If you have any questions about this form, please contact the Graduate Coordinator Assistant.

### Student Information

Please fill out your student and committee information below.

Name: Jane Smith UGA ID#: 811011011  
 Email: jan smith@uga.edu Degree:  MA  PhD  
 Major Professor: Dr. Keith Langston  
 Committee Members: Dr. Chad Howe  
Dr. Jonathan Evans

### Defense/Exam Information

Please select the type of defense/exam you would like scheduled and include the date, time and location requested. If you choose to have your defense/exam in Gilbert Hall 141, Department of Linguistics administrators will be responsible for scheduling the room and adding it to the departmental calendar.

Dissertation Defense (PhD Only)  
 Thesis Defense (MA Only)  
 MA Non-Thesis Exam  
 Comprehensive Exam 1  Oral  Written  
 Comprehensive Exam 2  Oral  Written  
 Qualifying Paper #1 Defense  
 Qualifying Paper #2 Defense

Date: 8/28/2020 Time: 1:00pm Location: Gilbert Hall 141

### Approval of Defense/Exam

This form will need to be signed by the student, major professor, and Department of Linguistics administrators. If you are unable to get a signature from your major professor, please have them email the Graduate Coordinator Assistant with their approval of the defense/exam.

Student Signature: Student Signature Here

Major Professor Signature: MP Signature Here

Administrator Signature: Dept of Linguistics Admin Signature Here - Office Use Only

# MA Non-Thesis Comprehensive Exam Approval

Students will take a written exam, normally in the final (fourth) semester of the program. Candidates will choose two areas related to courses they have taken (these will normally correspond to the student's primary and secondary areas of concentration) and will prepare a manageable reading list for each area with the help of the Major Professor. After the two lists have been approved by the Major Professor, they will be e-mailed to the other two professors on the student's M.A. Advisory Committee. It is the responsibility of the student to provide the two finalized reading lists to all three professors on their committee at least two weeks in advance of the exam.

The exam will normally be a take-home exam and will contain separate sections on each of the two reading lists. The student may refer to items on the reading lists or other published sources when writing the exam. The exam will be given to the student at 5:00 pm on a regular operating day of the university and must be turned in at 8:00 am on the third day following (e.g., from 5:00 pm Friday until 8:00 am Monday). The student will write the exam in a format determined by the Advisory Committee and e-mail it to all committee members by the deadline.

If the committee finds it appropriate, based on the areas covered in the reading lists, they may choose to administer a closed-book exam in lieu of the take-home exam. In this case, the exam will last for three hours. The exam may be written by hand or using a computer, at the discretion of the committee.

Committee members will have two weeks to grade the written exam and will inform the Major Professor if the student has passed or failed each portion; a two-thirds majority will determine whether the student passes or fails. Once the student has passed both portions of the written examination, a one-hour oral exam will be scheduled.

The oral examination will begin with a defense of the written exam, but thereafter questions may cover any areas included in the student's program of study. The student's overall performance on the oral and written exams together will be evaluated by the committee on a scale of High Pass/Pass/Fail. A two-thirds majority is required to pass.

Students who fail any portion of the exam may retake it once, no sooner than two weeks after the first attempt but within one additional semester. Students who fail the exam a second time will be dismissed from the program.

## INSTRUCTIONS

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
- Download the MA Non-Thesis Comprehensive Exam Form.
- Type your Student Name, UGA ID, and Address.
- Obtain signatures from the Advisory Committee and Graduate Coordinator.
- Submit the completed form to the Graduate Coordinator Assistant.
- See sample form below.

**Approval Form for Master's Non-thesis Option**

The University of Georgia Linguistics Program  
210 Herty Dr., Athens, GA 30602

(Send this original **TYPED** form and one (1) copy of this form to the Graduate School)

Name:	Jane Smith	ID#:	811011011
Address:	1234 South St. Athens, GA 30602	Degree:	MA
		Major:	Linguistics, Non-thesis

- I) Written Examination**      **Date:** 8/28/2020  
Advisory Committee (name and signature)
- |    |                             |                             | Pass                                | Fail                     |
|----|-----------------------------|-----------------------------|-------------------------------------|--------------------------|
| 1. | Dr. Keith Langston<br>_____ | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <b>(Major Professor)</b>    |                             |                                     |                          |
| 2. | Dr. Chad Howe<br>_____      | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. | Dr. Jonathan Evans<br>_____ | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

- II) Oral Examination**      **Date:** 10/10/2020  
Advisory Committee (name and signature)
- |    |                             |                             |                                     |                          |
|----|-----------------------------|-----------------------------|-------------------------------------|--------------------------|
| 1. | Dr. Keith Langston<br>_____ | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|    | <b>(Major Professor)</b>    |                             |                                     |                          |
| 2. | Dr. Chad Howe<br>_____      | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 3. | Dr. Jonathan Evans<br>_____ | **signature here**<br>_____ | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**Graduate Coordinator**

<u>Dr. Chad Howe</u>	<u>**signature here**</u>	<u>**date here**</u>
<b>Name</b>	<b>Sign</b>	<b>Date</b>

# MA Thesis Defense & Final Oral Exam Approval

When the student and Major Professor agree that the thesis is complete, it must be circulated to the other members of the Advisory Committee at least three weeks before the date of the defense. The defense itself must be scheduled at least one week before the deadline for submission of the completed thesis to the Graduate School prior to graduation and must be announced through the Department of Linguistics at least two weeks prior to the date of the exam.

The final examination will consist of an oral defense of the thesis, together with an oral examination on the program of study. The combined defense/oral exam will last approximately 90 minutes. The student's committee will administer and evaluate the examination on the scale High Pass/Pass/Fail. Two passing votes are required to pass the exam. Students who fail the exam may retake it once, no sooner than two weeks after the first attempt but within one additional semester. Students who fail the exam a second time will be dismissed from the program.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G140>
- Type your name, UGA ID, and email.
- Select your Department and Major/Degree from the drop-down menus.
- Type your Dissertation title and Select "Yes" or "No" for if you used human subjects in your research.
- Click submit.
- See sample form below.

*Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)*

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student**

Name	* Jane	Middle	* Smith
UGA ID	* 811011011	Email	* janesmith@uga.edu
Department	* Linguistics		
Major/Degree	Linguistics - MA		
Title	* Thesis Title Here	Did you use human subjects in your research?	* No

**Submit**

# Doctoral Qualifying Paper Assessment

The written comprehensive exam for Doctoral students can be satisfied with two research (qualifying) papers.

Your first research paper (QP1) will normally be a revised and expanded version of a paper written for a course (usually no more than 25 pages). The paper should be approved by the Major Professor, then submitted to the other members of your committee. Once the paper has passed, a 30-minute oral defense will be scheduled, the purpose of which is to test your understanding of the material covered in the paper and to give you practice for the oral comprehensive examination. At the discretion of the committee, if the student presents this work in

the Linguistics Colloquium or at a conference, the defense of the first paper may be combined with the defense of the second as part of the official oral exam.

Your second research paper (QP2) should be more original and more comprehensive than the first and must be of publishable quality (usually at least 25 pages). While it may also be based on a paper written for a course, it should go well beyond the original course paper in depth and/or breadth. The paper should be approved by the Major Professor then submitted to the other members of your committee. Once the paper has passed, the oral comprehensive examination is scheduled as outlined below.

This form is to be filled out along the way in preparing for each qualifying paper. Please turn in a copy of this form to the Graduate Coordinator Assistant with each qualifying paper.

## INSTRUCTIONS

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
- Download the Qualifying Paper Assessment Form.
- Enter your student information at the top.
- Obtain Approval of your Paper for Presentation and include your Scheduled Presentation information.
- Once you defend your QP, please obtain Approval of the Presentation and turn the completed form in to the Graduate Coordinator Assistant.
- See sample form below.
- **Please note:** If this is a QP2, submit a Defense/Exam Scheduling Form to the Graduate Coordinator Assistant at least two weeks prior to the exam so a room can be reserved, and an announcement can be made to the Graduate School.



Clear Form

**Qualifying Paper Assessment Form**

*This form is to be filled out along the way in preparing of each qualifying paper. Please turn in a copy of this form to the Graduate Coordinator Assistant with each qualifying paper.*

**Student Information**

Name: Jane Smith UGA ID#: 811011011  
 Email: janesmith@uga.edu Degree:  MA  PhD  
 Please check one:  QP#1  QP#2

**Title of Paper**

Insert the title of your paper here  
 \_\_\_\_\_  
 \_\_\_\_\_

**Approval of Paper for Presentation**

*After approval of the document, the exam can be scheduled through the Graduate Coordinator Assistant – provide the form as proof.*

(Co-)Major Professor	<u>Dr. Keith Langston **signature here**</u>	<u>7/28/2020</u>
(Co-)Major Professor	_____	_____
Committee Member	<u>Dr. Chad Howe **signature here**</u>	<u>7/28/2020</u>
Committee Member	<u>Dr. Jonathan Evans **signature here**</u>	<u>7/28/2020</u>
Committee Member	_____	_____
Committee Member	_____	_____
	Name & Signature	Date

**Scheduled Presentation**

*The time that your entire committee has agreed upon that will (if necessary) be announced to the Graduate School.*

Date: 8/28/2020 Time: 1:00pm Location: Gilbert Hall 141

Check: If this is a qualifying paper #2, will the announcement go to the Graduate School at least two weeks prior to this scheduled date?

**Approval of Presentation**

(Co-)Major Professor	<u>Dr. Keith Langston **signature and date here**</u>	<u>Pass</u>	<u>Fail</u>
(Co-)Major Professor	_____	<u>x</u>	_____
Committee Member	<u>Dr. Chad Howe **signature and date here**</u>	<u>x</u>	_____
Committee Member	<u>Dr. Jonathan Evans **signature and date here**</u>	<u>x</u>	_____
Committee Member	_____	_____	_____
Committee Member	_____	_____	_____
	Name, Signature & Date		

Note: Must receive majority passes to advance.



# Doctoral Oral Comprehensive Exam Approval

The comprehensive examination covers two different areas of linguistics (normally corresponding to your primary and secondary areas of concentration) and consists of written and oral components. The written comprehensive may consist of two research papers, two closed-book or take-home exams, or some combination of these. At least one of the two papers or exams should deal with a core area of linguistic theory. The format of the written examination will be determined by your Advisory Committee on the basis of your areas of concentration. When you pass the written examination, you should proceed to the oral portion of the comprehensive within two weeks.

Please visit <https://linguistics.uga.edu/comprehensive-exam-and-dissertation> to see specific details.

The Doctoral Oral Comprehensive Exam must be announced with the Graduate School, as it is technically a public event. You must contact the Graduate Coordinator's Assistant to announce your Oral Comprehensive Exam two weeks prior to the scheduled event.

The oral comprehensive exam lasts for 90 minutes. It will begin with an oral defense of your second research paper (or both the first and second papers if the separate "mini-defense" of the first paper is waved by your committee) or a consideration of your performance on the written exams, but after this, questions may range over any material on the exam reading lists and/or your program of study.

Written and oral exams will be graded on the scale High Pass/Pass/Fail. Two passing votes are required to pass each portion of the exam.

If you should fail any portion of the exam, you may retake it once, no sooner than two weeks after the first attempt but within one additional semester. If you should fail this portion of the exam a second time, you will be dismissed from the program.

## INSTRUCTIONS

- The Doctoral Comprehensive Exam Form will be mailed or emailed by the Graduate School to the Department.
- The Graduate Coordinator Assistant will let you know when the form is ready to use.
- Obtain signatures from the Advisory Committee and Graduate Coordinator.
- Submit the completed form to the Graduate Coordinator Assistant.
- See sample form below.
- **Please note:** You will need to fill out the Application for Admission to Candidacy form shortly after submitting this form. See details in next section.



# UNIVERSITY OF GEORGIA

## Graduate School

The Graduate School has received notice that the Oral Comprehensive Examination of Jane Smith prospective candidate for the Doctor of Philosophy degree in Linguistics is scheduled to be held on April 01, 2023, at 10:00am in Rm 141 at Gilbert Hall.

Announcement of this examination will appear in the SCHEDULE OF ORAL COMPREHENSIVE EXAMINATIONS. The student must be registered for a minimum of three semester hours of credit the semester in which this examination is held.

Major Professor: Keith Langston

**REPORT OF THE WRITTEN AND ORAL COMPREHENSIVE EXAMINATION**  
 (Return original to the Graduate School)

The examining committee of the above named student has administered the written and oral comprehensive examinations and makes the following report.

*Signatures Required of Doctoral Advisory Committee (All committee members must sign and vote.)	Written:		Orals:	
	Pass	Fail	Pass	Fail
Dr. Keith Langston <b>**signature here**</b> Major Professor	x		x	
Dr. Chad Howe <b>**signature here**</b>	x		x	
Dr. Jonathan Evans <b>**signature here**</b>	x		x	

Is the application for Admission to Candidacy attached?  Yes  No

If no, please explain: \_\_\_\_\_

Major Professor: Dr. Keith Langston **\*\*signature here\*\*** Date: 04/07/2023

Graduate Coordinator: Dr. Chad Howe **\*\*signature here\*\*** Date: 04/09/2023

Co-Major Professor (if applicable): \_\_\_\_\_ Date: \_\_\_\_\_

**Please notify the Graduate Enrolled Student Services at [gradinfo@uga.edu](mailto:gradinfo@uga.edu) if this exam is cancelled/rescheduled. This form must be returned to the Graduate School within TWO WEEKS after the date of the oral exam.**

Date Announcement received: 03/15/2023 Date Form Mailed to Department: 03/17/2023

# Application for Admission to Candidacy for Doctoral Degrees

This form should be submitted shortly after you have taken and passed your written and oral comps and submitted the Doctoral Oral Comprehensive Exam Form.

After admission to candidacy, you must register for a minimum of ten semester hours of dissertation credits (LING 9300). Credit hours taken during the semester you are admitted to candidacy count toward this requirement only if you were admitted to candidacy by the deadline posted for that semester.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G162>
- Select Department and Major/Degree from the drop-down menus.
- Check the Human Subjects disclaimer box.
- Click Submit.
- See sample below.

*Application for Admission to Candidacy for Doctoral Degrees (G162)*

**DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.**

You should only submit this form if you have taken and passed written and oral comps. Your department must announce your oral comprehensive exam date at least 2 weeks in advance.

Department \* Linguistics

Major/Degree \* Linguistics - PhD

I understand that if human subjects are involved in my research, it is my responsibility to file a research protocol application with the Institutional Review Board (Boyd GRSC, Room 606) before I begin collecting data. I acknowledge that failure to secure this permission prior to conducting my data collection using human subjects will negate the use of that data for my master's thesis. (Human subjects information available at <http://www.ovpr.uga.edu/hso/>) Please check the box.

Submit

## Doctoral Dissertation and Final Oral Exam Approval

Upon approval of the prospectus by the Advisory Committee, you will prepare a dissertation. The dissertation is based on original research which makes a significant contribution to knowledge in some area of theoretical and/or applied linguistics. Previous dissertations by students in the department are available for your consideration. You must present a bound copy of the completed dissertation to the department.

Theses and dissertations will be submitted electronically to the Graduate School. Consult the UGA Graduate School Policies and Procedures regarding electronic theses and dissertations.

The oral defense of a dissertation must be announced with the Graduate School, as it is technically a public event. You must contact the Graduate Coordinator Assistant to announce your Oral Comprehensive Exam two weeks prior to the date of the defense.

You will defend your dissertation in an oral examination of approximately 90 minutes, and at most two hours. When you and your Major Professor agree that the dissertation is complete, it must be circulated to the other

members of the Advisory Committee at least three weeks before the date of the defense. The defense itself must be scheduled for at least one week prior to the deadline for submission of the completed thesis to the Graduate School prior to graduation.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G164>
- Type your Name, UGA ID, and Email.
- Select the Department and Major/Degree from the drop-down menus.
- Type your Dissertation title and Select “Yes” or “No” for if you used human subjects in your research.
- Click submit.
- See sample form below.

*Approval Form for Doctoral Dissertation and Final Oral Examination (G164)*

DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student**

Name	* Jane	Middle	* Smith
UGA ID	* 811011011	Email	* janesmith@uga.edu
Department	* Linguistics		
Major/Degree	Linguistics - PhD		
Title	* Dissertation Title Here	Did you use human subjects in your research?	* No

**Submit**

# Electronic Thesis & Dissertation (ETD) Submission Approval

## Copyright

Every thesis and dissertation is required to have a copyright page and an abstract that includes key words. These key words will be used in the cataloging and Web search operations.

Students who utilize the manuscript style of a thesis or dissertation must procure copyright release from the publisher of the book or journal for it to be included within their document. The Graduate School cannot put the document on the Web without prior copyright release of these or other copyrighted materials contained within the document.

The Office of Vice President of Research provides information concerning the copyright issue. To view this information, students should refer to the Graduate School Website.

## Release Options

The University of Georgia’s land-grant mission includes sharing scholarly work with other scholars, students, and the public. Pursuant to this, theses and dissertations are made available publicly upon degree conferral. It is anticipated that the majority of graduate students will recognize the value of open access to scholarly work and will elect immediate release of their thesis or dissertation (option 1 on ETD submission form). Under unusual

circumstances, students may request restricted or delayed public access to theses or dissertations for a limited period of time. Two options for restricted or delayed release are available:

- Limited access to authorized users of the UGA Library only, for a period of two years from the date of degree conferral. This option does not require written justification and is non-renewable. *Select option 2 on ETD submission form.*
- Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. This option requires written justification and prior approval by the Dean of the Graduate School. Approval of the Graduate Dean must be obtained well in advance of the submission deadline. *Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.*

The embargo option will be approved when there is a documented need to withhold distribution of the thesis or dissertation because:

- The thesis/dissertation contains patentable materials currently protected by patent application, or being considered for patent application;
- The thesis/dissertation contains sensitive information that is protected by a confidentiality agreement with a research sponsor or funding agency.
- The thesis/dissertation contains materials anticipated for timely publication with a publisher who has restrictive pre-publication or post-publication policies.

To request an embargo, a letter from the Major Professor must be submitted to the Dean of the Graduate School well in advance of the ETD submission date. The letter should include detailed documentation of the need for embargo.

On rare occasions, an extension of an embargo may be considered. A petition for an extension will require an additional letter of justification from the Major Professor (or Department Head in the absence of the Major Professor), and must be submitted along with documentation prior to expiration of the embargo. Such a petition will be reviewed by the Administrative Committee of the Graduate School.

### **Dissertation Abstracts (*Doctoral Students Only*)**

The traditional dissemination of doctoral dissertation research has been through the publication of the abstract in Bell and Howell's (UMI) *Dissertation Abstracts* and the submission of the entire dissertation to University Microfilms for microfilming and distribution. The electronic submission and availability of the dissertation via the Web now makes the dissertation easier to access. The student should discuss the option of submitting the dissertation or the abstract to *Dissertation Abstracts* with their Major Professor. Please refer to the Bell and Howell website: <http://www.proquest.com/hp/Support/DServices/prepare/packets.htm> for additional information, agreement forms and fee requirements.

### **INSTRUCTIONS**

- Go to: <https://gradstatus.uga.edu/Forms/G129>
- Read all the information on the page.
- On the bottom of the page, select your Major/Degree and Department.
- Enter the title of your Thesis or Dissertation.
- Enter the name of your Major Professor.
- Select an ETD Release Option. Refer to the top of the page for information on the different options.
- Click the checkbox under Agreement.
- If you have any supporting documentation to include, upload under the package.

- Click Submit.
- See sample below.

**Student**

Major/Degree: Linguistics - PhD

Department: \* Linguistics

Title: \* Type your Dissertation Title Here

**Major Professor(s)**

Name: \* Keith Middle \* Langston

Name: First Middle Last

**\*ETD Release Option**

1. Provide open and immediate digital access to the ETD.

2. Restrict digital access via UGA Library to authorized UGA users only, for a period of 2 years.

3. Embargo (withhold from library) for 2 years. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. *Requires **PRIOR** approval by the Dean of the Graduate School. Written requests including documentation should be submitted separately to the Graduate School at least 4 weeks before final submission date.*

*Note: If this release option is selected, then a supporting documentation is required. Please include a PDF file with required documentation.*

**\*Agreement**

I, JESSICA GORDY, hereby certify that, if appropriate, I have obtained and submitted with my ETD a written permission statement from the owner(s) of each third party copyrighted matter to be included in my thesis or dissertation, allowing distribution as specified above. I certify that the version I submitted is the same as that approved by my advisory committee.

**Submit**

## Graduate Student Assessment/Annual Report

The university requires departments to report on all active students at different levels in their program of study. The Graduate Coordinator Assistant will send out the Graduate Assessment/Annual Report forms at different times in the year via email. The assessment is in September for MA students and in January for PhD students.

All MA students (except those in their first year) should complete the assessment by the end of September, meet with their advisor to discuss their progress, and have their advisor submit the completed assessment to the Graduate Coordinator and Graduate Coordinator Assistant on or before **November 1st**.

All PhD students (except those in their first year) should complete the assessment by the end of January, meet with their advisor to discuss their progress, and have their advisor submit the completed assessment to the Graduate Coordinator and Graduate Coordinator Assistant on or before **March 1st**.

**Please Note: Beginning Fall 2020, these assessments will be completed via a Qualtrics Survey.**

- [MA Student Annual Report](#)
- [PhD Student Annual Report](#)

# Graduation Forms

## Application for 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. You may apply online via Athena.

**Please Note:** A graduate student who misses a graduation deadline by failing to file the Application for Graduation, Advisory Committee Form, and/or completed Program of Study Form will have the option of paying a single fee of \$50 (check or money order in U.S. dollars) for late processing of all required forms. A completed Late Filing for Graduation Form, all required graduation forms, and the late fee payment must be submitted to the Graduate School Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester.

### INSTRUCTIONS:

- Login to Athena and click on the student tab. Click the Apply to Graduate tab.
- The latest term in which you have registration should be displayed in the Select a Term box. This is not the term in which you plan to graduate. You will select your graduation term later in the application process. Click the submit button to proceed to the next page.
- Select the curriculum in which you are planning to graduate. Your current program of study will display on this page. If you are in multiple programs, all should display on this page. If your program of study is incorrect, please contact the Graduate School at [gradinfo@uga.edu](mailto:gradinfo@uga.edu). Select the program in which you plan to graduate. If you are applying to graduate in more than one program, you must submit a separate application for each program. Click continue after you have selected a program.
- Select the graduation date in which you plan to apply. Please review the application for graduation deadlines at [grad.uga.edu](http://grad.uga.edu). If your application for graduation is submitted after the deadline date for the term, you will be required to pay a \$50 late fee. Once you select the graduation date from the drop-down menu, click continue.
- Select a name for your diploma from the drop-down menu. Current name will display full first name, full middle name and last name. Select current to use your full academic name. Once you select a name, click continue. The name you select will appear, click continue again
- Select the address you prefer for the mailing of your diploma and click continue. The address will appear, click continue again.
- Verify all information in the application for graduation is correct before you hit the submit request button. If all information is correct, hit submit request.
- A confirmation page will appear on the screen. It is important that you print this page for your records. You can also verify submission by clicking “view application for graduation” in the student tab on Athena.

## Late Filing for Graduation

A graduate student who misses a graduation deadline by failing to file the Application for Graduation, Advisory Committee Form, and/or completed Program of Study Form will have the option of paying a single fee of \$50

(check or money order in U.S. dollars) for late processing of all required forms. A completed Late Filing for Graduation Form, all required graduation forms, and the late fee payment must be submitted to the Graduate School Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45-day late period, no students will be added to the commencement roster for the current semester.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G139>
- Type your Graduation term and select your Department and Major/Degree.
- Select Intended Payment Method. The Graduate School cannot accept credit card. You must mail or hand-deliver a check or money order to the Graduate School.
- Click Submit.
- If the form is submitted correctly, you will see a confirmation message in green at the top of the page and receive a confirmation email.
- You must submit payment to the Graduate School as soon as possible to complete the late filing process.
- See sample below.

*Late Filing for Graduation (G139)*

**DO NOT** include **Social Security Numbers, Credit Card Numbers, and/or other restricted information** on the forms or any of the attached documents. Always **redact sensitive content** from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

A graduate student who misses a graduation deadline by failing to file the Application for Graduation, Advisory Committee Form, and/or completed Program of Study Form will have the option of paying a single fee of **\$50** (check or money order in U.S. dollars) for late processing of all required forms. A completed Late Filing for Graduation Form, all required graduation forms, and the late fee payment must be submitted to the Graduate School Office of Enrolled Student Services within **45** days of the original deadline. After the **45** day late period, no students will be added to the commencement roster for the current semester.

Graduation Term	* Spring 2021	Department	* Linguistics
Major/Degree	Linguistics - PhD		
Comments			
	Intended Payment Method	* Check	

**Submit**

## Graduation Ceremony Information (Doctoral Only)

Doctoral students who are planning to graduate should fill out the Doctoral Commencement Information in Grad Status. This will ensure your commencement information, including your dissertation title, are printed in the commencement program.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G120>
- Input your Student Information.
- Select Major/Degree from drop-down menu.
- Type Major Professor and Dissertation Title.
- Click Submit.



- See sample below.

*Doctoral Commencement Information (G120)*

**DO NOT** include **Social Security Numbers, Credit Card Numbers, and/or other restricted information** on the forms or any of the attached documents. Always **redact sensitive content** from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

**Student Information** *(if needed, correct your name)*

Name    Phone

Address

**Commencement Information**

Major/Degree

First Major Professor  Second Major Professor

Dissertation Title

## Additional Graduate Forms

During your time as a graduate student in the Department of Linguistics, you may need to submit other forms that are not mandatory but needed to continue your studies.

## Academic Probation Advisement

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.

### INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G131>
- Select Department and Degree.
- Type Major Professor's Name.
- Select the Academic Year and Semester for which the form is being submitted.
- Select an answer to the Peer Mentor Question.
- List all courses you plan to take in the "prospective courses" field.
- Explain how you plan to improve your GPA so that you are no longer on warning or probation in the "plan of action" field.

- Add any additional information in the “discussion” field.
- If the form is submitted correctly, you will see confirmation on the page and receive a confirmation email.
- Once submitted, your form will be sent to both your Major Professor and Graduate Coordinator for review and approval. **You should discuss your plan of action with your Major Professor before submitting the form.**
- See sample below.

*Graduate Academic Probation Advisement (G131)*

**DO NOT** include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

Student with Academic Probation status who are not taking classes during the summer may register early for Fall Semester. A statement indicating that the student is not registering for summer classes must be submitted in writing (e-mailing this information is not a valid form of submission). Student on Academic Probation may not pre-register for classes. The registration flag will be moved to the next semester only after grades for the current semester have been reviewed.

Department \* Linguistics  
 Degree \* PhD Major Professor Name \* Dr. Keith Langston  
 Academic Year \* 2020-21 Semester \* Fall Peer Mentor Is Needed? \* No  
 Prospective Courses \* Add prospective courses here  
 Plan of Action \* Add Plan of Action Here 23 / 1024  
 Discussion

Submit

## Application for Waiver of Graduate Out-of-State Tuition

This form is only for doctoral students who have advanced to candidacy and thesis-writing master’s students who have satisfactorily completed all required courses. Master’s Students must submit a program of study before submitting this form.

### INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G132>
- Select Department and Major/Degree from the drop-down menu.
- Type the Semester in which you will be eligible for the waiver.
- Select either Master’s Student or Doctoral Student and answer the additional questions.

## Request Leave of Absence from Graduate Enrollment

A leave of absence provides a mechanism for students experiencing unusual circumstances 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. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy,

childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study.

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study.

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.

Please view the [Graduate Enrollment Policy](#) for details regarding the application, student responsibility, deadlines, and limits.

## **INSTRUCTIONS**

- Go to: <https://gradstatus.uga.edu/Forms/G133>
- Read all the information on the page.
- Input the Department, Last Term Enrolled, Student Email, Leave Term, Major Professor Name, Reason, and Explanation.
- Upload any supporting documentation for your leave of absence request.
- Click Submit.
- See sample below.

## Request for Leave of Absence from Graduate Enrollment (G133)

**DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.**

Application for a Leave of Absence must be received by the Graduate School office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

Limits: A student may request a leave of absence for one semester, two consecutive semesters, or three consecutive semesters (Summer semester included). There is a 12-month limit for any one request of leave of absence. A student may submit multiple request for a leave of absence subject to these overall limitation: (a) 3 semesters limit for master's students; (b) 3 semester limit for doctoral students after advancement to candidacy.

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.

Department	<input type="text" value="Linguistics"/>	Last Term Enrolled	<input type="text" value="Spring 2020"/>
Major/Degree	<input type="text" value="Linguistics - PhD"/>		
Student Email	<input type="text" value="janesmith@uga.edu"/>		
	Leave is requested for the following term(s)	<input type="text" value="Fall 2020"/>	
	Major Professor Name	<input type="text" value="Dr. Keith Langston"/>	
Reason	<input type="text" value="Serious medical, health-related issues"/>		
Explain	<input type="text" value="Enter explanation here"/>		

Please upload supporting documentation for your leave of absence request.

Package

## Request for Change of Degree Objective

A student wishing to change his or her degree objective may do so with the approval of the departmental Graduate Coordinator and the dean of the Graduate School. A form requesting a change in degree objective may be submitted to the Graduate School if a student has registration eligibility and is

1. Changing from provisional admission status to the status of a prospective candidate for a degree within the same department
2. Changing from one degree objective to another degree objective within the same department; and/or
3. Changing from one major to another within the same department.

A non-degree student or a transient student is not eligible to request a change of degree objective and must apply for admission to be considered for a graduate degree program. A currently enrolled student wishing to change from one degree and department/college to another degree and department/college must apply for admission to the new department/college.

## INSTRUCTIONS

- Go to: <https://gradstatus.uga.edu/Forms/G136>
- Select the Department and Major/Degree for the Old Degree Objective from the drop-down menus.
- Select the Department and Major/Degree for the New Degree Objective from the drop-down menus.
- Type the Major Professor Name and the reason for the change.
- Click Submit.
- See sample below.

*Request for Change of Degree Objective (G136)*

**DO NOT** include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office.

Old Degree Objective		New Degree Objective	
Department *	Linguistics	Department *	Linguistics
Major/Degree	Linguistics - MA	Major/Degree	Linguistics - PhD
Area of Emphasis		Area of Emphasis	

If requesting a change from master's to doctoral level, I understand that I will be bypassing the master's degree.

Major Professor Name \*

Dr. Keith Langston

Reason \*

Enter Reason Here

Comment

Submit

## Recommended Change in Program of Study

Students who wish to make a formal change to their program of study must submit the Recommended Change in Program of Study form to the Graduate School.

### INSTRUCTIONS:

- [Linguistics Website](#) > Academics > Graduate Program > Resources > Forms
  - Or visit [Graduate School Website](#) > Current Students > Forms > Additional Forms
- Download the Recommended Change in Program of Study form.
- Type your Student Name, UGA ID, Address, Degree, and Major.
- Input the course(s) that need to be added or removed from the program of study and the reason for the change.
- Type the Major Professor, Graduate Coordinator and Graduate Dean names and obtain signatures from the Major Professor and Graduate Coordinator.
- The Graduate Coordinator will submit the form on the student's behalf and obtain the Graduate Dean's signature.
- See sample below.

## Recommended Change in Program of Study

The University of Georgia Graduate School  
210 S. Jackson St., Athens, GA 30602

(Please submit this original TYPED form and one (1) copy of this form to the Graduate School)

Name	Jane Smith	CAN # (810)	811011011	
Address	1234 Sout St.	Degree	PhD	Text
	Athens, GA 30602	Major	Linguistics	

<input checked="" type="checkbox"/> Add	Course Number	Hours	<input type="checkbox"/> Remove	Course Number	Hours
	LING 9300	3			

Reasons: Required to add 3 hours of LING 9300

### APPROVALS

	Name (Typed)	Signature	Date
Major Professor	Dr. Keith Langston	**signature here**	10/30/2022
Graduate Coordinator	Dr. Chad Howe	**signature here**	10/30/2022
Graduate Dean	Dr. Ron Walcott	**signature here**	10/30/2022