

## Instructions for completing the Program of Study form for MA students

1. Please go to the final program of study form for Master of Arts degree, [http://www.uga.edu/gradschool/forms&publications/body\\_mateach.pdf](http://www.uga.edu/gradschool/forms&publications/body_mateach.pdf) print it out (ONLY PRINT **ONE COPY**) have your chair and other two committee members sign the form, (BE SURE TO SIGN WHERE YOUR SIGNATURE IS REQUIRED) then bring it to me in 104 Baldwin Hall No later than the first day of class the semester you plan to graduate.. I will proof it and obtain the graduate coordinators signature as well as get it to Graduate School by the semester deadline.

**2. BEFORE YOU BEGIN GO TO OASIS AND PRINT YOURSELF A COPY OF THE COURSES YOU HAVE TAKEN. IT WILL ALSO INCLUDE THE GRADE AND TERM.**

**3. Include your methods courses, 3 hours of thesis (POLS 7300) and your substantive courses for a minimum total of 30 hours.**

For TERM, the abbreviations are as follows.

Spring 2007	S07
Fall 2007	F07
Summer 2007	SS07

4. For courses outside POLS or INTL be sure to use the proper prefix.

5. The grade for POLS 7300 is always "S". **POLS 7005, nor GRSC 7770** cannot be used on a program of study. Do **not** include any undergraduate courses that you may have taken while working on your graduate degree. There will be more blocks than you will need, leave them blank.

6. Finally, if you had a course that transferred to UGA from another institution you will need to complete a transfer credit form if you have not already done so to be submitted with your program of study form. Prior approval from the graduate coordinator is required. [http://www.uga.edu/gradschool/forms&publications/body\\_reqtrfcre.pdf](http://www.uga.edu/gradschool/forms&publications/body_reqtrfcre.pdf)

7. TYPE YOUR COMMITTEE MEMBERS FULL NAMES ( see departmental web sites for accuracy)

8. If the graduate coordinator waived a required methods course or other required courses you will need to attach a note reminding me of that, AND adjust your program of study to remove the required POLS course from the template that is attached.. YOU MUST STILL HAVE A MINIMUM OF 30 TOTAL HOURS.

**Any questions, email me at: [geneva@uga.edu](mailto:geneva@uga.edu)**

# Program of Study for Master of Arts and Master of Science Candidates

The University of Georgia  
Graduate School, Room 552 Boyd

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

Name SS# - -

Address Degree

Major

**Please use \* to designate 6000 and 7000 level courses open only to graduate students.**

Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term	Course Prefix-#	Hours	Grade	Term
--------------------	-------	-------	------	--------------------	-------	-------	------	--------------------	-------	-------	------

## TOTAL NUMBER OF HOURS

HOURS OPEN ONLY TO GRADUATE STUDENTS: exclude thesis and research courses in this total.

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 GSRC, 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.

Student's Signature (all students must sign)

Date

Research Skills Requirement (if applicable)

Departmental Requirements

**Master's Advisory Committee:** (Please type all names, sign and date.)

Name (Typed)

Signature

Date

Graduate Coordinator

Date

## APPROVAL

Graduate Dean

Date

Courses start to expire at  
the beginning of

GPA

Copy	Student	Graduate School	Major Professor	Graduate Coordinator
------	---------	-----------------	-----------------	----------------------