



UNIVERSITY OF
GEORGIA

School of Social Work

Advocates for positive social change

PHD PROGRAM STUDENT HANDBOOK

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School of Social Work
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**UNIVERSITY OF
GEORGIA**
School of Social Work

PHD PROGRAM STUDENT HANDBOOK

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USEFUL LINKS

UGA COVID-19 Response – Information and Resources: <https://coronavirus.uga.edu/>

PhD Program Links:

- **Webpage:** <https://ssw.uga.edu/academics/phd/>
- **Forms and Resources:** <https://ssw.uga.edu/academics/phd/forms-resources/>
- **PhD Student Profiles:** <https://ssw.uga.edu/academics/phd/phd-student-profile/>
- **SSW PhD Graduates and Dissertations:** <https://ssw.uga.edu/academics/phd/phd-student-dissertations/>

ELearning Commons (ELC): <elc.uga.edu>

ATHENA: <athena.uga.edu>

SSW Web Site: <ssw.uga.edu>

Graduate School

- **Web Site:** <grad.uga.edu>
- **Email Addresses:**
 - Enrolled Student Services: gradinfo@uga.edu.
 - Admissions: gradadm@uga.edu
- **Quick Links**
 - Important Dates and Deadlines: <https://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
 - Policies and Procedures: <https://grad.uga.edu/index.php/current-students/policies-procedures/>

UGA Web Site: www.uga.edu

Center for Social Justice, Human and Civil Rights: <https://ssw.uga.edu/about/center-for-social-justice-human-and-civil-rights/>

EITS – Enterprise Information Technology Services

Information for wireless, wired networks, email, software, student information systems and more.
eits.uga.edu

Institute for Nonprofit Organizations: <https://ssw.uga.edu/about/institute-for-nonprofit-organizations/>

UGA Emergency Preparedness and Safety

- UGA Emergency Preparedness
prepare.uga.edu

Academic complaints information [UGA Complaints Portal](#)

UGA Registrar – Calendars, Registration, Transcripts: reg.uga.edu

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I. ABOUT THE SCHOOL OF SOCIAL WORK AND PHD PROGRAM

School of Social Work Mission Statement

The School of Social Work at the University of Georgia prepares culturally responsive practitioners and scholars to be leaders in addressing social problems and promoting social justice, locally and globally, through teaching, research, and service

PhD Program Mission Statement and Objectives

Mission Statement

The mission of the University of Georgia School of Social Work PhD Program, founded in 1990, is preparing social work scholars to situate their teaching and research in history, philosophy, and theories of social work and social welfare, with two-fold emphasis: (1) Producing scholars who have the capacity to work interdisciplinarily through an epistemologically diverse, research-intensive program of study, and (2) producing social work educators through instructional and mentored experiential learning opportunities.

Objectives to Meet the Mission on Research

Students will be able to:

1. Develop knowledge in their particular field of study.
2. Situate research and ideas in the philosophical, ideological, and historical perspectives that have shaped the field of social welfare and the profession of social work.
3. Develop theory-informed conceptual models
4. Conduct research that is guided by theory.
5. Identify and articulate philosophical assumptions of their research
6. Conceptualize research questions that have implications for persistent and emergent social problems.
7. Critically synthesize and evaluate the strengths and limitations of published work
8. Understand and apply technical aspects of a broad range of methodological approaches
9. Use data analytical software
10. Design and/or conduct ethical research.
11. Disseminate knowledge that contributes to the advancement of social work research, practice and policy
12. Demonstrate the ability to work on collaborative research teams.

Objectives to Meet the Mission on Teaching

Students will be able to:

1. Understand the place of social work education within the larger context of higher education.
2. Understand the ways in which social, political, economic and historical contexts bear upon social work education.
3. Develop a teaching philosophy.
4. Facilitate discussions on issues related to social justice.
5. Understand and use/apply a variety of instructional strategies.
6. Create a classroom climate that is inclusive of diverse students and learning styles.
7. Teach social work courses.

School of Social Work/PhD Program Faculty and Staff

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SCHOOL OF SOCIAL WORK FACULTY

Complete information including a short bio, research interests, CV, and photo for each faculty member may be found on the [School of Social Work website](#).

SCHOOL OF SOCIAL WORK STAFF

For a complete listing of the School of Social Work staff go to <https://ssw.uga.edu/people/staff/>

II. PHD PROGRAM CURRICULUM

Requirements

The PhD program requires that the student complete two full years of core and elective courses, followed by comprehensive examinations, and completion of the dissertation research project. During the first year, students complete core courses in the history and philosophy of social work, theory, and philosophy of science, research methods, and statistics. During the second year, coursework topics include additional research methods, a research practicum, social work education, elective courses centered on the student's areas of interest, and preparation for completing the comprehensive examination. All students will complete a collaborative research study in the research practicum course prior to undertaking the dissertation, and will also have opportunities to engage in independently driven research projects with faculty supervision. After fulfilling coursework requirements, students complete their comprehensive examinations, and (upon their admission to doctoral candidacy) begin their dissertation research. The research dissertation is the capstone of the student's educational experience. Dissertation topics are proposed by the student and require approval from the student's Doctoral Advisory Committee. At least 60 credit hours are required to graduate.

Coursework Time Limit

As per the University of Georgia Graduate School, all requirements for the degree, excluding the dissertation and final oral examination, must be completed within a period of six years. This time requirement dates from the first point of registration for graduate courses on a student's program of study.

A candidate for a doctoral degree, who fails to complete all degree requirements within five years after passing the comprehensive examination, and being admitted to candidacy, will be required to take the comprehensive examinations again and be admitted to candidacy a second time.

SOCIAL WORK PHD PROGRAM CURRICULUM

YEAR ONE

<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
SOWK 8217 History & Philosophy of Social Welfare (3)	SOWK 8022 Theory (3)	No required coursework (students who receive a Graduate School Research Assistantship and some fellowships must take 9 credits). Students may take electives.
SOWK 8116 Quantitative Research Methods in Social Work (3)	SOWK 8166 Qualitative Research Methods in Social Work (3)	
SOWK 8176 Data Analysis and Statistical Inference I (3)	SOWK 8186 Data Analysis and Statistical Inference II (3)	<i>If awarded an assistantship for the fall and spring semesters, students are eligible for the reduced summer tuition rate of \$25.00 plus applicable fees. Students must register for at least 9 credit hours to receive this tuition reduction.</i>
SOWK 8176L Data Analysis and Statistical Inference I Lab (2)		
SOWK 8417 Integrative Seminar (3)	SOWK 8417 Integrative Seminar (3)	
14 credit hours	12 credit hours	

YEAR TWO

<i>Fall</i>	<i>Spring</i>	<i>Summer</i>
SOWK 8227 Social Work Education and Pedagogy (3)	SOWK 8315 Social Work Education Practicum (3)	No required coursework (students who receive a Graduate School Research Assistantship and some fellowships must take 9 credits). Students may take comprehensive exams and/or electives.
SOWK 8306 Doctoral Research Practicum (3)	SOWK 8307 Doctoral Research Practicum (3)	
Research methods or statistics course 1 (3)	Research methods or statistics course 2 (3)	
Elective 1 (3)*	Elective 2 (3)*	<i>If awarded an assistantship for the fall and spring semesters, students are eligible for the reduced summer tuition rate of \$25.00 plus applicable fees. Students must register for at least 9 credit hours to receive this tuition reduction.</i>
12 credit hours	12 credit hours	

The following additional courses are required to graduate:

GRSC 7001 – GradFirst <https://grad.uga.edu/gradfirst/>

SOWK 8428 – Comprehensive Exams (3). *Repeatable for a maximum of 6 hrs.*

SOWK 8240 – Dissertation Prospectus (3). *Repeatable for a maximum of 9 hrs.*

SOWK 9000 – Doctoral Research (3). *Repeatable for a maximum of 30 hrs.*

SOWK 9300 – Doctoral Dissertation (3). *Repeatable for a maximum of 24 hrs. **Students must be registered for at least 3.0 credit hours of SOWK 9300 during the semester in which the dissertation is submitted.***

*At least one of the two required electives must be taken outside of the School of Social Work. Electives may be in the form of either a traditional course or an independent study. If taken as an independent study, the student, in collaboration with the faculty supervising the independent study will create a course plan to be submitted by the student to the PhD program director for approval prior to the course.

Suggested Actions to Complete by Semesters

COMPLETE BY SEMESTER	ACTION
EACH SPRING SEMESTER	<ul style="list-style-type: none"> Annual Progress Report for Doctoral Students At the end of each spring semester, all PhD students will meet with their advisor to complete the Annual Progress Report for Doctoral Students. The form should be submitted to the PhD program office by April 30th of each year. <i>See page 41 for additional information.</i>
Semester 1 & 2 FALL & SPRING	<ul style="list-style-type: none"> Coursework. <i>No summer coursework required in the first year</i> (Students who receive Graduate School Research Assistantship and some fellowships must take 9 credits)
Semester 3 – FALL	<ul style="list-style-type: none"> Selection of Major Professor (MP) Complete the Preliminary Program of Study form, have it signed by your MP and submit it to the program office.
Semester 4 – SPRING	<ul style="list-style-type: none"> Selection of Advisory Committee. MP will email the program office with committee member's names. Have the MP inform the program office of any changes. Final Program of Study. Students submit the final program of study online. <i>The oral comprehensive exam cannot be announced until the Final Program of Study has been submitted to the Graduate School at least two weeks prior.</i>
Semesters 5/6 SUMMER/FALL	<ul style="list-style-type: none"> Completion of Written Comprehensive Examination Completion of Oral Comprehensive Examination <i>Please have your MP notify the program office of the date and time for the event at least 2 weeks prior to the oral comprehensive exam.</i> Submit Application for Admission to Candidacy form online. https://gradstatus.uga.edu/
Semesters 6/7 FALL/SPRING	<ul style="list-style-type: none"> Approval of Dissertation Prospectus. Your MP must notify the program office of the prospectus date.
Semester before graduation	<ul style="list-style-type: none"> Application for Graduation* - submit this form online in ATHENA. <i>*Note: Students must register for a combined minimum of 10 hours of dissertation or other appropriate graduate credit during the completion of the degree program.</i>
Varies	<ul style="list-style-type: none"> Approval of written Dissertation by committee
Last semester	<ul style="list-style-type: none"> Dissertation Format Check. See the Grad School website for deadlines and instructions. Please have your MP notify the program office of the date and time for the defense at least 2 weeks in advance for the graduate school announcement. Submit Approval Form for Doctoral Dissertation and Final Oral Examination to Grad Status at least two days before the dissertation oral defense. Approval of Oral Defense. Final preparation of dissertation for electronic submission and acceptance by the Graduate School. Submit the updated CV and contact information (personal email address, phone number and mailing address of new position) to the program office.

Course Descriptions

SOWK 8022 - Theory

(3 hours, graded A/F)

This course emphasizes a critical perspective on theory and a pragmatic approach to development, grounded in recognition of theory's complex and dynamic interrelationship with research and social work practice. Students will critically analyze theories designed to address persistent and emerging social issues and will develop theory construction and model-building skills. Prerequisite: SOWK 8217

SOWK 8116 –Quantitative Research Methods in Social Work

(3 hours, graded A/F)

This course provides instruction in the assumptions, underlying logic, and methods of social work research. The course emphasizes examination of a range of methods of data collection, criteria that determine selection of specific methods, understanding of the strengths and limitations of various methods, and translational relevance of research methods.

SOWK 8166 - Qualitative Research Methods in Social Work

(3 hours, graded A/F)

Theories and methodologies of qualitative social work research, including ethnography, case study, interview, document analysis, and life history studies. The relationships between qualitative and other research traditions are examined. Techniques for data collection, analysis, and presentation are studied.

SOWK 8176 – Data Analysis and Statistical Inference in Social Work I

(3 hours, graded A/F)

First of two courses in applied statistics emphasizing applications in social work research, including, univariate, bivariate, and multivariate analyses of quantitative data. Topics include frequency distributions, central tendency and dispersion, cross tabulation, mean differences, simple linear regression, statistical inference, hypothesis testing, and use of statistical software to conduct analyses.

SOWK 8176L – Data Analysis and Statistical Inference in Social Work I Lab

(2 hours, graded S/U)

Companion lab course for Data Analysis and Statistical Inference in Social Work I. The two broad goals of this course are to enable students to understand statistical theory and its relevance to social work and to enable students to perform and interpret basic bivariate and multivariate statistical analysis.

SOWK 8186 – Data Analysis and Statistical Inference in Social Work II

(3 hours, graded A/F)

This is the second sequence of courses in applied statistics emphasizing development of skills in a range of multivariate procedures and programs, emphasizing how statistical

analysis is incorporated within social work, which statistical techniques to use, and types of questions that can be answered using multivariate statistical analysis. Topics covered include linear and logistic regression, mediation/moderation, multiple analysis of variance/covariance, exploratory and confirmatory factor analysis, survival analysis, discriminant analysis, person/variable-centered classification, and introductions to longitudinal data analysis, multilevel modeling, and structural equation modeling. Prerequisite: SOWK 8176

SOWK 8186L – Data Analysis and Statistical Inference in Social Work II Laboratory

(2 hours, graded S/U)

Companion lab course for Data Analysis and Statistical Inference in Social Work II, focusing on the application of statistical concepts using statistical software (SAS). Combines in-class instruction and in-class exercises, which are complemented by weekly problem-sets that help build students' competence and comfort with applying statistical concepts.

SOWK 8217 – History & Philosophy of Social Welfare and Social Work

(3 hours, graded A/F)

This seminar presents the major philosophical, ideological, and historical ideas, values and assumptions that have shaped the field of social welfare and the profession of social work.

SOWK 8227 - Social Work Education and Pedagogy

(3 hours, graded A/F)

Overview of social work education, including the structure of the educational continuum, foundation and concentration courses, and accreditation standards and issues. Preparation for effective teaching within social work degree programs, including syllabi development, assessment of student learning, instructional methods, grading, and ethical issues. Completion of this class with a grade of 'B' or higher is a prerequisite for a PhD student to receive a Teaching Assistantship.

SOWK 8240 - Dissertation Prospectus

(3 hours, graded S/U, repeatable for a maximum of 9 hours)

Preparing the student's doctoral dissertation prospectus. Taken individually as an independent study with the student's major professor.

SOWK 8247 – Critical Social Theory

(3 hours, graded A/F)

A general introduction to contemporary critical social theory. The diverse perspectives offered by these theoretical currents will be leveraged to explore the nature of persistent and emergent social issues and the ways in which critical theory informs social transformation.

SOWK 8306 – School of Social Work Doctoral Research Practicum I

(3 hours, graded A/F)

This is the first semester in a two-semester applied course sequence. Students collaboratively design and implement a social work focused research study including navigating topic selection, literature review, gathering, managing, analyzing and interpreting data. Conceptual discussions and readings emphasize survey research methodology, research topic selection, and best practices. Prerequisites: SOWK 8116, 8166, 8176 and 8186

SOWK 8307 – School of Social Work Doctoral Research Practicum II

(3 hours, graded A/F)

This is the second semester in a two-semester applied course sequence. Building on collaborative research done in first semester, students will engage in scholarly collaborative writing, will consider questions of co-authorship, and will focus on the mechanics of writing for publication. Students will complete multiple submission ready manuscripts. Prerequisite: SOWK 8306

SOWK 8309 – Independent Study

(1-3 hours per semester, graded S/U, repeatable for a maximum of 12 hours)

Research under the supervision of a faculty member. This course may be used to complete independent research, prepare manuscripts for publication, and/or to work on other non-dissertation related work under faculty supervision.

Students pursuing an independent study must submit the [Independent Study Syllabus form](#) before they may register for the course. The form should be completed in collaboration with the faculty member who will be supervising the independent study (see Appendix A).

SOWK 8315 - Social Work Education Practicum

(3 hours, graded S/U)

The teaching practicum offers doctoral students the opportunity to work closely with a faculty mentor. The purposes of the teaching practicum are to provide students with teaching experience in a classroom setting, and to provide instruction and feedback from faculty mentors who are responsible for the courses in which the practica take place. Students' practica will vary in the extent to which emphasis is placed on instructional time, course development (e.g., preparation of syllabus, assignments, and bibliography), assignment grading, and other curriculum review and planning issues and tasks. Students must complete this class with a grade of 'S' in order to be eligible to receive a Teaching Assistantship. Prerequisite: SOWK 8227

SOWK 8417 – Integrative Seminar

(3 hours, graded A/F)

This first-year PhD seminar introduces students to the culture of doctoral studies within the context of a Research-Intensive University and orients them to their role as developing social work scholars. Through readings, discussions, presentations, and experiences, students integrate the philosophy of science with theory and research.

SOWK 8428 - Comprehensive Examinations

(3 hours, graded S/U, repeatable for a maximum of 6 hours)

This course is for students preparing to undertake their comprehensive examinations.
Taken individually as an independent study with the student's major professor.

SOWK 9000 - Doctoral Research

(3-6 hours, 3 hours required, graded S/U, repeatable for a maximum of 30 hours)

Research while enrolled for a doctoral degree under the direction of faculty members.

SOWK 9300 - Doctoral Dissertation

(3-9 hours, 3 hours required, graded S/U, repeatable for a maximum of 24 hours)

Dissertation writing under the direction of the major professor.

Statistics Skills Requirements

1. SOWK 8176 - Data Analysis and Statistical Inference in Social Work I
2. SOWK 8186 - Data Analysis and Statistical Inference in Social Work II
3. 3rd research methods or statistics course – ***approval required by advisor***
4. 4th research methods or statistics course – ***approval required by advisor***

Electives

In addition to core social work courses, all students are required to complete no less than two 3-hour electives at the graduate level (one of which must be in a non-social work discipline). The function of electives is to ensure that the student is exposed to interdisciplinary training on substantive topics related to the student's research interests. Electives may be taken from a single discipline, from several fields or in the form of independent study. They are chosen and scheduled with the advice and consent of the advisor. **Students must turn in their advisement form and be cleared by the PhD Program Office before they may register for electives.**

Students may explore a list of past PhD student electives on our website at <https://ssw.uga.edu/academics/phd/forms-resources/>.

Courses Taken at another Accredited Institution – Transfer of Credit

If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor, advisory committee, graduate coordinator, and when approved by the dean of the Graduate School. Such transfer of credit cannot exceed nine (9) semester hours and must fall within the time limit of the degree. No grade below B may be transferred. The courses to be transferred may not have been used to fulfill the requirements of a degree program at another institution. The complete guidelines may be found on the following Graduate School web page: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/acceptance-of-credit-by-transfer/>

Certificate Programs

The University of Georgia Graduate School offers numerous graduate certificate programs. Certificates are considered a supplement to the PhD program of study and do not take precedence in the curriculum planning process. The School of Social Work does not control the scheduling of non-social work certificate courses. For a complete listing of the graduate certificate programs, go to the [Grad School website](#).

Program Grade Requirements

The SSW PhD program requires a grade of B- (2.7) or higher in all courses, including those taken within the School of Social Work as well as those taken outside the School of Social Work. It is very important to note that the Graduate School at the University of Georgia specifies that, to be eligible for graduation, a student must maintain a 3.0 (B) average on the graduate transcript and a 3.0 (B) average on the program of study.

<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/cumulative-graduate-average/>

III. REGISTRATION AND ENROLLMENT POLICY

How to Register

Steps in the registration process include the following:

1. Make an appointment to meet with your Advisor. For first-year students and all others who have not yet identified a major professor, this will be the PhD program director.
2. Make course selections and complete the Advisement Form. **Advisement forms are available [online](#).**
3. After consulting with your advisor, obtain his/her signature on the Advisement Form.
4. Email or take your signed advisement form to the program office to be cleared for registration.
5. **You are now ready to register in ATHENA (<http://athena.uga.edu>).** ATHENA is the student information system and is where students register for classes.
6. Remember to **PRINT YOUR CLASS SCHEDULE AND INVOICE**. Please pay your fees by the date shown on the invoice. You also have the option in ATHENA of paying by credit card. If you have a student loan, that will also appear as an option.
7. Students taking popular electives outside of the SSW should turn in their advisement form before the beginning of registration for the next semester. **Students must be cleared by the program office before they can register.**

[Graduate Enrollment Policy](#)

Graduate students must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or staff time. A student who holds an assistantship must register for a minimum of 12 hours of credit during each fall and spring semester. If a student chooses to take summer courses and has been on an assistantship for the previous fall and spring semesters, the tuition for the summer semester is reduced to \$25 plus required student fees. The student must register for a total of 9 credit hours to take advantage of the tuition reduction.

Minimum Enrollment

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of 3 credits in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of *Graduate* credit that is required for registration during the semester in which degree requirements are complete, until the degree is attained or status as a degree-seeking graduate student is terminated.

For more information on the **Graduate Enrollment Policy**, including leave of absence, monitoring and compliance, and program exemptions visit the [Grad School website](#).

IV. RESEARCH WITH HUMAN PARTICIPANTS – IRB APPROVAL

Research with Human Participants

As a matter of University policy, all research projects involving human participants must be submitted to the Human Subjects Office for review and approval by the Institutional Review Board (IRB). Human participation is involved any time data are collected on individuals for research purposes. This policy applies to all research, whether funded or not, whether conducted by faculty, staff, students, or visitors, both on and off-campus. Projects involving minimal risk to human participants can usually be approved expeditiously, but it is recommended that the application forms and all the supporting documents be submitted well in advance, allowing at least 4-6 weeks for processing. Failure to obtain IRB approval for research with human subjects is a violation of University policy and federal regulations. Students cannot be the Primary Investigator (PI) of any studies, and only PIs can submit the IRB application. Therefore, the faculty member who supervises the student's research will be the PI of the study.

The detailed guidelines and the necessary application forms are available on the [OVPR website](#), and questions regarding these may be directed to the Human Subjects Office at (706) 542-3199 or IRB@uga.edu. There are five OVPR units located across campus. [Click here for a list of locations.](#)

V. THE DOCTORAL ADVISORY COMMITTEE

Faculty Advisor

The PhD program director will serve as the advisor for all students in their first year, and for those students beyond their first year who have not yet identified a major professor. Once confirmed, the major professor will serve as the student's advisor. The person in the advisory role will offer suggestions and guidance to the student regarding courses and research opportunities. The advisor will also assist the student in forming the membership of their advisory committee. During the first 3 semesters, it is important for the students to initiate planning for their committees by seeking the advice of their advisor as well as other faculty.

Choosing a Major Professor

At the end of your third or fourth semester of coursework, the PhD program requires you to select a faculty member designated as your "Major Professor" (MP). The MP has manifold functions. He or she serves as chair of your doctoral advisory committee (DAC), which is charged with advising you, monitoring your progress, approving your program of study, and evaluating your written and oral comprehensive examinations, dissertation prospectus, and the final dissertation.

The first step in constituting your committee is selecting an MP who will assist you in selecting the other members. **The Graduate School requires that the MP be a member of the Graduate Faculty. The MP may be of any professorial rank; however, he or she must have successfully moved through the third-year faculty review process.**

The MP will have knowledge about the backgrounds and skills of the other faculty, and may have some prior experience in working with other faculty on advisory committees. Here are some issues you may consider in selecting an MP:

1. Has the potential MP ever chaired a dissertation to completion? How many?
2. Does the potential MP possess some background in the areas of your interest? Either knowledge of your substantive area or the necessary conceptual and/or research skills to advise you?
3. What is the potential MP's reputation among the more advanced PhD students? Supportive? Respectful? Competent? Available? Approachable? Responsive?
4. Can the potential MP provide you with examples of dissertations he or she has chaired in the past? Most dissertations can be found on the University of [Georgia Electronic Theses and Dissertation web page](#). There is also a selection of dissertations in the PhD Program Office that may be checked out.
5. Have publications been developed out of dissertations chaired by the MP (after the student graduated)?

6. Do the potential MP's prior or current students complete their degrees in a timely manner?
7. Consider the potential MP's supervisory style. Is s/he non-directive, saying, in effect, "Proceed at your own pace, and see me if you need anything." Or is s/he more directive and structured, asking you to meet regularly, establishing do-able goals for you over the time period till the next meeting? What approach best meets your needs?

How Can I Find Out About Potential Major Professors?

There are a number of ways to find out about faculty members. A few are listed here:

- Look at their curriculum vitas on the School of Social Work's website.
- Make an appointment to talk with them about their research interests and committee participation styles.
- Investigate the faculty member's publication history using library search engines.

Form Required when Choosing a Major Professor

Preliminary Program of Study

Once you have chosen an MP, you must fill out a [preliminary program of study form, signed by your MP](#), and turn it into the program office. Work with your MP to complete the form, include any courses that you have taken, those you will be taking, and also include the required comprehensive exam, dissertation prospectus, and dissertation defense courses. Completing this form in this way will help you and your MP define a possible timeline for completion of your PhD.

At this point, you may or may not have decided on the remaining members of your advisory committee. The program office will inform you of the deadline for submitting the remaining names.

Major Professor Checklist

The Major Professor Checklist is designed to aid the MP and student in policies, procedures, and timelines of the program. The form may be found on the PhD resources page of the website <https://ssw.uga.edu/academics/phd/forms-resources/>. (see APPENDIX A).

Guidelines in Selecting a Committee

With assistance from the MP, the student will form a Doctoral Advisory Committee (DAC), which consists of a minimum of three members of the graduate faculty, including the student's MP, who will serve as chair of the committee. Advisory Committee members should be selected on the basis of substantive and methodological expertise in the area of the student's dissertation. There must be at least one member with expertise in the substantive area being

examined, the methodology being used, and the statistical or data analytic strategies being employed.

Committee Configuration

1. A PhD student's committee must consist of a Major Professor and, at a minimum, two additional committee members. All of them must have UGA Graduate Program faculty status (members from SSW must have the PhD program faculty status). For a three-person committee, the Chair and one committee member must be from the SSW.
*** Starting with the 2020 cohort, one committee member must be from a discipline other than social work.**
2. Committees with more than three members: For committees that have more than three members, at least three, including the Chair, must have UGA Graduate Program faculty status (members from SSW must have the PhD program faculty status) and be the School of Social Work faculty.
3. Non-affiliated members: Some students choose to include a committee member from an academic institution outside of UGA. In this case, one non-affiliated member may serve as a voting member on the committee in addition to the three UGA Graduate Program faculty members from UGA (for committees that have more than three members, at least three must be SSW faculty). For non-affiliated members to serve, they must hold a terminal degree in their field. Also, the Graduate School must receive a letter of appointment signed by the Graduate Coordinator and the PhD Program Director, along with a current vitae of the non-affiliated committee member.
4. Non-voting members: If a student chooses to include non-voting members on the committee, the same policy, and procedures for non-affiliated members will apply.
5. Committees with Co-Chairs: Although done rarely, any two Members of the PhD Faculty may serve as Co-Chairs of a dissertation committee. In this case, the committee still needs two more members who have a PhD Faculty status, thus creating a four-person committee. As stated in point 2 of committee configuration, committees with more than three members must have at least three members, including the Chair, who are SSW faculty.

Advisory Committee Approval

Once the DAC has been formed, the MP should contact the program degree office and confirm the DAC committee members. The program office will obtain approval of the committee from the program director and submit the advisory committee members' names to the Graduate School.

Changes in Committee Membership

The membership composition of Doctoral Advisory Committees may change over the course of time that students are in the Doctoral Program. There are many factors that could necessitate this change. For example, faculty members may retire, resign from UGA, or have significant changes occur in their obligations and assignments. Generally, faculty members do not ask to step down from committee service unless circumstances require it. If a faculty member asks to be replaced, the student should confer with his/her MP and proceed to find another faculty member to step in. If the faculty member who is leaving is the MP, the student should confer with other faculty members and/or the PhD program director.

Alternatively, students may decide that the Doctoral Advisory Committee composition needs to be modified based on their own changing research interests or experiences with faculty members. If the student desires a membership change, the procedure should be conducted as follows. First, the student should confer with his/her MP. If the student still wants to proceed with changing committee membership after this discussion, s/he should talk directly with the faculty member in question to inform him or her of the desire to have the faculty member step down from the committee. Finally, the student should ask another faculty member to join the committee.

If the student wants to replace their MP, again, the first step is to talk directly with that faculty member. Sometimes issues can be clarified or circumstances altered to avoid the necessity of replacing the MP. If, after the discussion, there is mutual agreement that the change would be beneficial for the student's progress, the change may proceed. On the other hand, if an agreement cannot be reached, the student and/or faculty member should consult the PhD program director. The Director, at that point, may choose to talk with both the MP and the student or to take other action as needed to clarify the issues before proceeding with the replacement of the MP.

If there is a change in committee membership, the MP should email the PhD program office with the names of the new members.

VI. FINAL PROGRAM OF STUDY

[A Final Program of Study](#) (including any revisions in the initial form described above) will be submitted to the Graduate School in the semester prior to the comprehensive exams. The final program of study should be filled out by the student and [submitted online to the Graduate School](#). The program office will check the form once it is submitted and let you know if any revisions need to be made. The form will then be sent to all committee members and the Graduate Coordinator for approval.

This form should include all graduate courses relevant to the doctoral program in the order in which they were taken:

- All completed courses;
- Required courses that have not been taken. A minimum of three hours each of SOWK 8428 (comprehensive exams), SOWK 8240 (dissertation prospectus), SOWK 9000 (doctoral research), and SOWK 9300 (doctoral dissertation) must be included on the final program of study.

PLEASE NOTE: *The final program of study must be submitted for approval at least two weeks before the comprehensive exam.*

VII. COMPREHENSIVE EXAMINATIONS

The Purpose of Comprehensive Examinations

The comprehensive exams (comps), written and oral, are a faculty-conducted appraisal of the student's mastery of the content expected and deemed essential for PhD students, and the student's readiness to begin dissertation research. Comps are taken when the student has completed all required coursework within the doctoral program.

PLEASE NOTE: The Graduate School requires that they are provided with 2 weeks' notice prior to conducting the Oral Comprehensive Exams. Please have your MP notify the PhD program office BEFORE the 2-week deadline.

Both a written and an oral examination are required for all prospective candidates. After completion of the written examination, the oral examination is announced by the Graduate School on the [Graduate School Website](#); **therefore, the MP should notify the program office of the date, time, place, and names of the committee members at least two weeks prior to its administration.** An approved advisory committee form and program of study must be on file prior to this notification. The Graduate School will initiate the Written and Oral Comp Exam form after the Comp Announcement in GradStatus. The graduate coordinator and Graduate Coordinator Assistant will receive an email notification when a Comp Exam results form has been submitted. The scheduling of the oral examination must be arranged when all members of the student's advisory committee can be available for the entire examination. If for a good reason, a member cannot be present, the student must choose one of the following options:

1. The absentee member may participate via a teleconference or video conference in which all participants can hear each person's comments. The MP will need to sign the report of the exam for the absentee member and register his/her vote and indicate that the member participated by telecommunication or video conference (the MP signs the absentee member's name followed by the major professor's initials).
2. A substitution may be made with another faculty member who can replace the former member in the expertise of the subject field and who has knowledge of the student's research project. A revised advisory committee form must be submitted to the Graduate School prior to the examination.
3. The examination may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified. The written comprehensive examination, although administered by the advisory committee, may be prepared and graded according to the procedures and policies in effect in the student's department. The oral comprehensive examination will be an inclusive examination within the student's field of study.

Your oral defense cannot take place until you pass the written comprehensive examination. Following each examination, written and oral, each member of the advisory committee will cast a written vote of a pass or fail on the examination. To pass each examination, the agreement of the advisory committee is achieved with no more than one dissenting vote. The MP's/co-MPs' vote of approval is required for the student to pass the examination. An abstention is not an appropriate vote for the comprehensive examination. The results of both examinations will be reported to the Graduate School within two weeks following the oral examination.

If there is more than one dissenting vote on the written comprehensive examination, you will retake the failed section(s) of the written comprehensive examination. In case of retaking the written comprehensive exams, the dissenting members will submit their rationale for dissenting votes and provide feedback on the areas of dissatisfaction to the MP, within three weeks of receiving the written comprehensive exam, who will then forward it to you. The comprehensive exam questions will be the same as the original ones, and you will have 10 days per section to complete the exam. For example, if you fail two sections of the written comprehensive examination, you will have 20 days to complete the two sections. Students can retake each comprehensive exam (written and oral) once.

In summary, the comprehensive examination is a pivotal element in your program of study. Approach your comps in a step-by-step manner, seeking guidance and support from your MP and Committee members. It is also helpful to attend the oral comprehensive examinations of other doctoral students.

The Take-Home Written Comprehensive Examination

The purpose of this model is to advance the conceptualization of your dissertation topic. It consists of three questions, one in each of the areas of theory, practice/application, and research/methods. The following steps are suggested.

1. You will be asked to meet with your committee in order for them to learn more about the area of interest for your dissertation and to establish a time-line for the examination. After meeting with the Committee members, you should have a good idea of the questions that will be asked, although the exact questions will not be known until you receive the exam. Prior to this meeting, some MPs may require you to present the committee with a 3-5 page statement of your research interests, including theory, practice/application, and research/methods, as well as a bibliography.
2. You and your Committee will determine which members of your Committee, based on their areas of expertise, will write which questions.
3. If Committee members are in agreement, the MP may schedule the Oral Examination at this time. It is important to remember, however, that **the Oral Examination may be postponed or canceled if the written portion of the exam is not accomplished**

satisfactorily. The Oral Defense should be scheduled no less than five weeks after the written materials are due, allowing time for Committee Members to read the written comprehensive exam and for the MP to notify the program office of the date, time, and names of the committee members at least two weeks prior to its administration.

4. Committee members are to submit their questions to the MP at a time determined at the meeting referred to above, with a suggested minimum of two weeks prior to the exam date. The MP will look over the questions, confer with Committee members if there are concerns about the questions or if clarification is needed, and compile the questions in a single document and send them to you.
5. You will have 30 days maximum to complete the exam. Exam time will be extended only in extreme, unforeseen circumstances.
6. Page limitations are from 15 to 20 pages per question (excluding references). The document should be written according to the guidelines set forth in APA, the latest edition. References are to be compiled in a single reference list at the end of the exam.
7. Committee members may have an agreed-upon length of time, with a suggestion of a minimum of 2 weeks, to read the completed exam and provide feedback to the MP, including a recommendation about student's readiness to proceed with the Oral Defense.

The exam should reflect your work and yours alone. During the exam period, you are not to seek the assistance of others in any way, including editing your work. Exceptions will be made for students for whom English is a second language and for those with documented learning disabilities. You will need to confer with your MP if this is the case. If questions should arise, they are to be addressed only to the MP. After you complete and pass the written portion, you will proceed with the oral defense.

Sample Notification Memo to Student Regarding Written Comprehensive Examination

MEMORANDUM

Date: April 1, 2017
To: Student
From: Major Professor of Committee
Re: Doctoral Comprehensive Exam
CC: Committee Members

Attached, you will find three questions comprising your doctoral comprehensive exam. Hopefully, you will find that the questions reflect your research interests and require a level of scholarship sufficiently high to advance the conceptualization of your dissertation research. In addition to this examination document, you are expected to be thoroughly familiar with the

information pertaining to the take-home examination option in the Doctoral Student Handbook.

Per our agreement (with your committee's input), you will have 30 days to complete the examination. It is your responsibility to see that each member of your committee receives a copy of your examination on May 1, 2017. The completed examination will be read by the committee members prior to your oral examination, which has been tentatively set for June 1st, 2017 from 10:00 A.M. - 12:00 P.M. However, the Oral Examination will be held only if your written examination is deemed adequate.

I want to emphasize a few points:

- Exam time will be extended only in extreme, unforeseen circumstances.
- Committee members have agreed that you are to have (15 – 20) pages maximum per question (excluding references). Although your response to each question must be free-standing, the three questions should be packaged as a single, consecutively paginated document. Your response to each question should begin with a verbatim restatement of the question asked, and it should be written according to the guidelines set forth in *APA*, latest edition. References are to be compiled in a single reference list at the end of the exam.
- During the exam period, you are not to seek the assistance of others in any way, including editing your work. (Exceptions may be made, with permission of the chair, for students for whom English is a second language and for those with documented learning disabilities.) If questions arise, they are to be addressed only to me.
-

Question #1: Theory (name of committee member who wrote the question)

Identify three theories of domestic violence that can be used to explain both the problem of domestic violence and the potential mechanism(s) for change. Prepare a critique of the three theories paying particular attention to the following sub-set of questions. Based on your critique, which theory(s) best suits your interest in measuring outcomes of intervention with perpetrators of domestic violence? Why?

- What are the major tenets and strategies of each theory?
- What are the underlying epistemological assumptions of each theory?
- What are the strengths and weaknesses of each theory related to the following:
 - Ability to explain the problem
 - Ability to describe how change may occur through intervention
 - Compatibility with social work values and ethics
 - Applicability for domestic violence within diverse cultural groups

Question #2: Practice/Application (xxxx)

Describe the different ways in which the three theories that you wrote about in the Theory question would approach the process of change in men who have used violence against their

partners. Choose one of these theories to describe an intervention that you would create for working with men who batter. Make sure to include the following points in your discussion:

- Why did you choose this particular theory?
- How will culture be incorporated into the intervention?
- How would the process of acculturation be addressed (differences between immigrants and second-generation men)?
- What are the goals of the intervention?
- What elements of your intervention will create change?
- What ethical issues will you need to consider?
- How will you know if your intervention is effective?

Question #3: Research/Methods (xxxx)

You have expressed to us your interest in developing an instrument with which to measure a variable related to the treatment for perpetrators of domestic violence. The following questions are related to the development of such an instrument.

- Clearly articulate a research problem statement, i.e., what is the gap in knowledge that you wish to fill? Be sure to address the following questions:
 - What is it that you wish to measure?
 - Why is there a need to develop such a measure?
- Conceptually define what you wish to measure.
- How will you go about operationalizing the concept for the measure?
- How would you go about developing a Table of Specifications for the measure?
- Describe the procedures you would use for data collection.
- Describe data analysis procedures.
- How will you establish the reliability and validity of the new measure? (See *The Standards for Educational and Psychological Testing*, 1999. AERA/APA/NMCE, Washington, DC: American Education Research Association. To order, call 1-800-628-4094 if not in a book store.)

The Oral Defense

The written component of the comprehensive examination must be followed by an oral defense. Each committee member must be present and should participate for the entire length of the process. This may be difficult to schedule, so allow ample time.

Timing and completion of comprehensive examinations, including the Oral Defense, varies from student to student for a variety of reasons, including the fact that students vary in the length of time needed to complete coursework. It is also important to note that most faculty members are on a 10-month contract and may be unavailable during the summer months. Most students do not complete the Oral Exam during the summer months. Instead, students utilize the summer to

prepare for the written examination and schedule the oral comps as soon as possible after the Fall semester begins.

Scheduling the Oral Defense

In general, the MP should take the initiative in scheduling your oral defense with the other faculty committee members. Provide him/her with dates and times (the more, the better) when you are available. Faculty may tend to respond better to emails from a faculty colleague about scheduling these important meetings.

Once you have settled upon a time, notify the PhD Program Office of the date and time. S/he will email the Graduate School and will request the grade sheet for the oral comprehensive defense.

Guidelines for Conducting Comprehensive Examinations & Dissertation Defenses

Students, MPs, and Committee Members should adhere to the following guidelines when conducting comprehensive exams and dissertation defenses.

1. The scheduling of comprehensive examinations and dissertation defenses is the responsibility of the MP, not the doctoral student.
2. The final program of study form must be on file at the Graduate School before the comprehensive exam may be announced.
3. The Graduate School must be given two weeks' notice before holding an oral comprehensive examination or Dissertation Defense.
4. These oral defenses are open to all members of the university community, faculty, staff, and students. Others (e.g., friends, guests, family members) may attend at the discretion of the MP.
5. These meetings are chaired by the MP of the Doctoral Advisory Committee.
6. Only faculty who are members of the student's advisory committee may participate in conducting the oral examination. At the discretion of the MP, other faculty may be invited to ask questions of the candidate. Students and guests may not participate in examining the candidate.
7. All participants (the doctoral student, advisory committee members, and guests) are asked to silence cell phones for the duration of the defense.
8. The format of the oral defense is determined by the MP with the consent of the other members of the Advisory Committee. Common formats include having the doctoral

student make a formal oral or audio-visual presentation about the work, followed by each member of the advisory committee questioning the candidate about a given exhibit/dissertation chapter until all committee members wish to move on to a subsequent exhibit/chapter. When all exhibits/chapters have been reviewed in order, the MP may open the questioning/discussion to more comprehensive, analytic, or synthetic questions that cover a broader range of issues. Another approach is to have the MP invite each Committee member to pursue a line of questions until he or she is finished, and then to move on to another Committee member.

9. It is the MP's responsibility to ensure that each Committee member is allowed sufficient time to examine the candidate, while at the same time remaining aware of the importance of staying on schedule.
10. The MP should keep the examination focused on an appraisal of the Candidate's knowledge, as opposed to being an open forum for the expression of the faculty's expertise and opinions.

Oral Comprehensive Examination Grade Sheet (given to the MP before the exam).

This form, given to the MP from the PhD program office, includes an area in which members of the advisory committee will indicate whether the student has passed or failed the oral and written comprehensive exams. It is emailed to the Graduate School following the exam from the program office. The grade sheet must be turned in to the Graduate School within two weeks after the oral exam.

VIII. Admission to Candidacy

Under ordinary circumstances, admission to candidacy for a doctoral student is requested immediately after successful completion of the comprehensive oral examination. The following is a complete list of requirements for admission to candidacy:

1. All prerequisites set as a condition of admission have been satisfactorily completed;
2. Research skills requirements, if applicable, have been met;
3. The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School;
4. A GPA average of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the program of study (no course with a grade below C may be included on the final program of study);
5. Written and oral comprehensive examinations have been passed and reported to the Graduate School;
6. The advisory committee, including any necessary changes in the membership, is confirmed and all members have been notified of their appointment; and
7. The [residence requirement](#) has been met.

The Application for Admission to Candidacy

This form must be submitted online as soon as possible by the student to the Graduate School after the student has successfully completed the above requirements. Candidacy begins on the date the form is received in the Graduate School.

1. Sign in to Grad Status, <https://gradstatus.uga.edu/>.
2. Under Forms select Application for Admission to Candidacy for Doctoral Degrees (G162).
3. Select the following:
 - a. Department: Social Work
 - b. Major/Degree: Social Work PhD
4. Read the human subject research statement and check the box.

You will receive a confirmation message on the screen, as well as a confirmation email. The Graduate School will receive the form and route it to the Major Professor for approval.

Requirements after Receiving Candidacy

After admission to candidacy, a student must register for a combined minimum of ten hours of dissertation or other appropriate graduate credits during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. The student must also meet all other deadlines for graduation in that semester. A student must register for a minimum of three hours of credit in any semester when using UGA facilities and/or faculty or staff time.

Time Limit on Candidacy

The dissertation must be completed within five years following the admission to candidacy in order to qualify for graduation. If a doctoral student's candidacy expires the first week of classes in the final semester of the fifth year, the student is granted the remainder of the semester to complete degree requirements without special permission of the dean of the Graduate School.

IX. DISSERTATION PROSPECTUS

Following approval of the comprehensive examination, the student will prepare the dissertation prospectus. It usually will consist of:

- statement of the problem;
- review of literature and significance of the proposed research;
- research questions or hypotheses to be tested
- research methods and design
- sample
- data collection plan
- data analysis plan
- The format in which the dissertation will be written
- a letter of support or agreement from the research site, including an agreement about authorship, ownership of the data, etc., if applicable.

Because the dissertation prospectus will constitute an agreement about what the student will and won't do, it should be explicit on all major points.

If the dissertation research is based on a faculty member's project, issues about co-authorship of material to be published from the dissertation are to be discussed and an agreement specified in writing as part of the dissertation prospectus. If circumstances change during the course of the dissertation research, the written agreement will be revised.

When the MP and the student agree that the prospectus is complete, it will be circulated to committee members who will provide feedback and suggestions to the student. When the MP ascertains that all committee members agree the prospectus is complete, s/he will arrange a meeting of the committee for final oral defense and approval of the prospectus. There must be a formal meeting to discuss and approve the prospectus. This meeting will be open to the student body and faculty to attend.

Approval of the dissertation prospectus signifies that members of the dissertation advisory committee believe that it sets forth a satisfactory plan for the research study. **Approval of the prospectus requires the unanimous approval of all members of the student's committee, as evidenced by their signing an appropriate form which is filed with the PhD Program Director.**

While students can start preparing the IRB application forms and supporting documents before the prospectus is approved, the actual submission of IRP application forms and supporting documents should occur after the prospectus has been approved.

X. DISSERTATION

The dissertation is the most important single requirement for the doctoral degree. According to the [UGA Graduate School](#), “This degree will be granted in recognition of proficiency in research, breadth and soundness of scholarship, and thorough acquaintance with a specific field of knowledge, not upon completion of any definite amount of work prescribed in advance. Evidence of such attainment must be provided through the presentation of an acceptable dissertation based upon independent research and the passing of such written and oral examinations as may be prescribed.”

The dissertation should be the beginning of a student’s body of scholarly work, not its culmination. Dissertation research should provide students with hands-on, directed experience in the primary research methods of the discipline, and should prepare students for the type of research/scholarship that will be expected of them after they receive the PhD degree.

Suggested Guidelines for the Dissertation

The dissertation is the final component of a series of academic experiences, which culminates in the awarding of the doctoral degree. The dissertation fulfills four major functions: (1) It presents original research or scholarship. (2) It demonstrates the student's ability to understand and critically evaluate the literature of the field. (3) It reflects the student's mastery of appropriate research methods and tools. (4) It shows that the student can address a major problem, arrive at successful conclusions, and report in a literate fashion. The findings of a dissertation should be worthy of publication in a refereed journal or other scholarly medium.

The dissertation must demonstrate unity and purpose. All parts of the dissertation must contribute to the stated objectives of the research. The methods used in the research must be described adequately to permit an independent investigator to repeat the work. Within the context of our program, the dissertation should represent an original and independent piece of work contributing to the social work body of knowledge.

The Question of Collaboration

In those disciplines where doctoral research efforts are typically part of a larger collaborative project, it is crucial that an individual student’s contribution is precisely delineated. Whether the collaboration is between faculty and student, or among students, PhD candidates are expected to be able to demonstrate the uniqueness of their own contributions and to define what part of the larger work represents their own ideas and individual efforts.

In the context of the doctoral program of the School of Social Work, this means that the dissertation research may be part of a larger project, but the student should demonstrate in the

dissertation prospectus how the specific thesis or research question, and the development of the means of testing or answering it, are uniquely the student's own.

Standards for a Dissertation in Social Work

1. The dissertation experience is to expand students' knowledge and expertise. It is to stretch students to move beyond what they already know and are able to do.
2. Students demonstrate an understanding and synthesis of theory and empirical research that pertains to their studies.
3. The dissertation must lead to knowledge building and, in doing so, must comprehensively address the implication questions of "why" and "so what."
4. Students understand and use the most rigorous methods and procedures appropriate to their study.
5. The dissertation informs social work and related disciplines.

Advice Regarding the Dissertation

In presenting oneself as a doctoral applicant, and in defining an individual area of study, a student is encouraged to begin defining the questions she or he has some interest in answering. A criterion for the scope of the dissertation is manageability; this will be difficult for the novice to judge, and the student will need to rely on the guidance of the MP, with consultation from other committee members, for delineating a manageable scope for the dissertation project.

Another criterion is that the dissertation project leads to a significant contribution to knowledge, from the collective perspective of the MP and the student's committee. A dissertation question should lead to answers that will make a difference, and contribute something new that is also of use. The dissertation should be the source of student-authored journal articles.

Dissertation Styles

The dissertation may be written in either the traditional or the manuscript (journal article) style described below. The dissertation must include an introduction and a literature review with the purposes of defining the problem, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. There must also be a concluding chapter or section which unites the preceding chapters or sections and may include a general discussion integrating the major findings. All dissertation research must be original and can't have been previously completed in a prior class or via a prior project. Dissertation research proposed and defended in the prospectus stage must, then, be *proposed* research, rather than research that has been previously generated and/or begun.

Traditional Style

In addition to an introduction, literature review, and conclusion, this style includes materials and methods, results, discussion, references, and figures and tables as appropriate to the student's

discipline. Documentation and format must be consistent throughout the dissertation and adhere to APA format, as well as Graduate School specifications.

Manuscript (Journal Article) Style

The manuscript style in the School of Social work requires that the introduction, literature review, and concluding chapters be presented separately and that three manuscripts be prepared to be submitted to scholarly journals as chapters or sections of the dissertation. Each manuscript must be prepared in APA style.

The three manuscript dissertation must be conceptualized and structured so that each of the three manuscripts generates new knowledge. The three manuscripts must also be contextualized by the introduction, literature review, and concluding chapters. All three manuscripts must then be clearly tied together in some way in the introduction, literature review, and conclusion, but also be stand-alone manuscripts that are as close to publication-ready as possible. Students will submit the full product to their doctoral dissertation committee (DAC) and the Graduate School. Continuous pagination is required throughout the dissertation. The usual requirements for margins, consistency in chapter or section titles, and other mechanics specified in the Graduate School dissertation and thesis guide will apply. When students submit the full product to their DAC for dissertation defense, the name of the journal to be submitted must be given as a footnote to the title on the first page of each manuscript.

Students may not publish any of the three manuscripts before defending their dissertation. However, if there is an exceptional circumstance, the student must write to their DAC asking for permission to publish one manuscript before defending their dissertation. This manuscript has to be a sole-authored manuscript without contributions of others conceptually or textually, including the DAC members. The Graduate School must receive proof of permission to use an article that has been published or accepted for publication.

Manuscript Formatting

The [Theses & Dissertation Guidelines](#), available on the Graduate School website, establishes a set of standards designed to ensure consistency, legibility, and professional appearance of dissertations. These standards are not intended to comprehensively address all the minutiae of style and formatting. Social work students should refer to the [APA Publication Manual](#) for such specifics.

Manuscript Format Check

Submitting your dissertation

You must submit your dissertation to the Graduate School for a [format check](#) before you may submitting the final version. [The deadline for format check is listed on the Graduate School website](#). If it is apparent that you have not made a reasonable attempt to do so, your document

will not be checked, and your graduation may be delayed until a future semester. For complete instructions regarding formatting and submitting your dissertation, go to [Theses and Dissertations Overview](#).

ProQuest ETD Administrator Guidelines

The Graduate School uses the ProQuest ETD Administrator site to format check your dissertation. After you have completed all of the tasks in the [Theses and Dissertations Overview](#), click on the [Proceed to the Format Check link](#) at the bottom of the webpage. This will take you to the ProQuest website to submit your dissertation.

Approval of Dissertation for Defense by the Advisory Committee

When the MP is satisfied with the completed dissertation, he or she will certify that it has his or her approval and is ready to be read. The student will then distribute copies of the dissertation to the remaining members of the advisory committee and schedule a final oral defense. The graduate coordinator must notify the Graduate School at least two weeks prior to the defense. Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the University community. The committee members must have three weeks to read and evaluate the completed dissertation.

Notifying the Program Office and Graduate School of the Final Defense

The MP should notify the PhD program office **at least two weeks** before the final defense so the office can announce it to the Graduate School. The notification must include the following:

1. Student name
2. Date
3. Time
4. Place of defense
5. List of committee members
6. Title of the doctoral dissertation
7. IRB approval number and approval date (if applicable)

The program office will announce the defense to the School of Social Work and the Graduate School.

Submission of Approval Form for Doctoral Dissertation and Final Oral Examination

A few days before the oral defense, the student will submit the Approval Form for Doctoral Dissertation and Final Oral Examination to the Graduate School. The process is as follows:

1. Go to Grad Status, <https://gradstatus.uga.edu> and log in.
2. Click on Forms
3. Select **Approval Form for Doctoral Dissertation and Final Oral Examination (G164)**
4. Fill in the required information and submit.

Once the form is submitted by the student, it will be routed to the PhD program office. The program office will send it to the committee members for approval after the defense. When all committee members have signed off on the form, it will be sent to the Graduate School for final approval.

Attending the Final Defense - Public & Private

The defense of the dissertation will be chaired by the student's MP and attended by all members of the advisory committee simultaneously for the entire defense period. *The defense will consist of a public presentation followed by a private defense during which only the student and advisory committee will be in attendance. The public presentation is open to anyone who wishes to attend.* The student and committee chair must appear in person for both components of the defense, but other committee members can participate via teleconference or videoconference, provided that the comments of all participants can clearly and consistently be heard. If the MP is not able to attend the defense in person, they can designate a substitute chair who is a current member of the committee.

Advisory Committee Attendance

All of the members of the advisory committee should be present for the entire defense. If for a good reason, a member cannot be present, the student must choose one of the following options:

1. The absentee member may participate via a teleconference or video conference in which all participants can hear each person's comments. The chair of the committee must sign the approval form for the absentee member, register his/her vote, and indicate that the member's participation was by teleconference or video conference (the MP signs the absentee member's name followed by the MP's initials).
2. A substitution may be made with another faculty member who can replace the former member in the expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.
3. The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.

Final Approval of the Defense

The advisory committee must approve the student's dissertation and defense with no more than one dissenting vote and must certify their approval in writing by signing the dissertation approval form provided by the program office. An abstention is not allowable for the final defense. The results of the defense of the dissertation must be reported to the Graduate School at least two weeks prior to graduation for the current semester. The student must have been registered for at least 3 credit hours during the semester in which the dissertation is submitted.

Final Submission of Dissertation to the Graduate School

All requirements for the dissertation must be completed no later than two full weeks prior to graduation. The final copy will not be accepted as the official copy until the Graduate School has received the signed electronic approval form for the thesis or dissertation defense and the ETD submission approval form. Both are due by the same [deadline](#) as the final copy of the dissertation. The Graduate School will not accept dissertations for any student graduating in future semesters between the final copy submission deadline for the current semester and late registration for the following term.

ETD Submission of Dissertation

As stated above, students must submit the ETD Submission Approval Form to the Graduate School when submitting the final version of their dissertation.

Release Options

There are three Electronic Theses and Dissertations (ETD) options on the ETD Submission Approval Form:

1. Provide open and immediate digital access to the dissertation. *Select option 1 on the ETD submission form.*
2. Restrict digital access via UGA Library to authorized UGA users only, for a period of two years. This option does not require written justification and is non-renewable. *Select option 2 on ETD submission form.*
3. Embargo (withhold) from UGA Library, for a period of two years from the date of degree conferral. Requires written documentation of patentability, confidentiality agreements, or restrictive pre-publication/post-publication policies. ***This option requires PRIOR approval by the Dean of the Graduate School. Select option 3 on ETD submission form and submit with documented approval at least four weeks before the deadline for final submission.***

Embargo

Why would I want to embargo my dissertation? According to a [USG Librarian](#), some reasons you may decide to restrict your dissertation from public accessibility include:

- The author wants to patent something described in the work.
- The author wants to publish the work in whole or in part *in the future* and is concerned that making the work public will interfere with this.
- The author has *previously* published the work in whole or in part, and the publisher is restricting public release of the work in some way.

- The dissertation includes data covered by a nondisclosure agreement for a specified period of time, including personal information, company secrets, or intellectual property.

Requesting an Embargo

To request an embargo, a letter from the major professor must be submitted to the Dean of the Graduate School well in advance (at least four weeks) of the ETD submission date. The letter should include detailed documentation of the need for embargo.

Extension of an 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.

Bound Copies

If you choose to have a hard copy of your dissertation, [Print and Copy Services at the Tate Student Center](#) will print and bind your dissertation in the traditional black hard cover with gold lettering. Please do not make copies or pay for binding before contacting the Tate Center Print and Copy Services to compare pricing.

Dissertation Abstracts (UMI)

Doctoral students may elect to submit the abstract of their dissertation or the entire dissertation to Dissertation Abstracts for processing and distribution. Students should discuss this option with their MP prior to making a decision to utilize this service. Students choosing this option may access the [Proquest \(UMI\) website](#) for more information or to obtain the appropriate agreement form. The Graduate School is no longer involved in this process.

Survey of Earned Doctorates

The [Survey of Earned Doctorates \(SED\)](#) gathers data from all doctorate graduates each year. The responses become part of the Doctorate Records File, a virtually complete databank on doctorate recipients from 1920 to the present. These data serve policymakers at the federal, state, local and university levels. **Privacy:** Information you provide is kept confidential and is safeguarded in accordance with the Privacy Act of 1974, as amended. The survey data are reported only in aggregate form or in a manner that does not identify information about any individual. Your information is vital to future program development and funding. Please register for the survey on the SED Registration Website. You will receive a pin and password to complete the secure survey.

SSW PhD Graduates, Committees and Dissertations

A complete listing of the School of Social Work's PhD Graduates, along with their dissertation titles and committee members, is available on the [SSW website](#).

Full text of PhD graduate's dissertations are also available on the [UGA Libraries Dissertations and Theses database](#).

Checklist/Timeline for Completion Of Dissertation

Following is the suggested order of events leading up to and post defense. Check the [Important Dates and Deadlines](#) on the Grad School website for specific semester dates. A PDF of the checklist is available in the Appendix, as well on our website under [PhDForms and Resources](#).

- ☐ **MP approves dissertation.** Allow up to 3 weeks for committee members to read the dissertation.
- ☐ **Schedule the defense.** After all the committee members consent, the MP schedules the oral defense and notifies the PhD program office of the date, time and place. The announcement must be made at least 2 weeks prior to the event.
- ☐ **[First format check](#).** Consult the Graduate School website for the [deadline](#) to submit your completed dissertation for a format check. If a dissertation is not submitted by the deadline your graduation date will be moved to the next semester. Changes may be made after the first format check.
- ☐ **[Final Defense Approval Form](#)** submitted to the Graduate School one week prior to the dissertation.
- ☐ **Conduct the oral defense.**
- ☐ **Make textual changes to dissertation** (if applicable). Allow 1-2 weeks to make changes in the dissertation.
- ☐ **[Final ETD submission of dissertation](#)** by the Graduate School [deadline](#).
- ☐ **[ETD Submission Approval Form](#)** by the Graduate School [deadline](#).
- ☐ **Bind copies of dissertation** (optional).

Note: The student must have been registered for at least 3 credit hours during the semester in which the dissertation is submitted.

XI. GRADUATION

Application for Graduation

An application for graduation must be submitted online and 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 find the application for Graduation in [ATHENA](#).

Late Filing of Application for Graduation

A PhD student who misses a graduation deadline by failing to file the Application for Graduation in Athena 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.

Final Registration Requirement

Students must be registered at the University of Georgia for a minimum of 3 hours of credit the semester in which they complete all degree requirements. Once degree requirements have been completed, no further registration is required, even if the official graduation date is in the following semester.

A graduate course, GRSC 9270 (Graduate Study Completion), is designed for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate. Permission to register for this course must be granted by the Graduate School. Students will not be approved for graduation if they have a grade of I or NR which, when changed to a recorded grade, could cause the graduate grade point average to fall below the minimum required for graduation.

Submit CV to the PhD Program Office

Students should submit a copy of their post-dissertation defense CV to the PhD program office before the end of their final semester.

Commencement

Formal commencement exercises are held in May and December. Candidates for degrees are urged to participate in graduation exercises, but they are not required to attend.

For more information regarding graduation, go to the [Graduate School web site](#).

XII. REQUIREMENTS, PROCEDURES AND POLICIES

[Annual Progress Report for Doctoral Students](#)

The annual progress report serves a number of essential purposes: 1) it is designed to provide a consistent mechanism to anchor your own critical self-reflection regarding your development as a scholar; 2) it provides an opportunity for an ongoing discussion with your advisor/MP regarding your goals, your accomplishments, your timeline, and your expectations as you move through the program; 3) it provides feedback to enable us to improve the program, and 4) it provides the PhD program with the opportunity to celebrate your accomplishments.

[You may find the form on the PhD program website under forms and resources](#) (see APPENDIX A). Complete the form, share it and your CV with your MP (PhD Program Director for those without an MP yet), and then schedule a meeting to discuss your progress. Your MP may then provide additional information and feedback on the form itself. Once you have met with your MP, please be sure you have both signed the form and then submit all materials to the PhD program office via email to kfarlowe@uga.edu by April 30.

General Academic Regulations and Information

For complete information about UGA academic regulations and policies, visit the [UGA Bulletin web site](#). For information about Graduate School policies and procedures, visit their [website](#) and click on Current Students for a listing of available links.

School of Social Work Wide Grade Appeals and Academic and Professional Performance Policy

Approved by full faculty on November 18, 2011; revised November 16, 2012

The fundamental recommendations are to 1) have one grade appeals and student academic and professional performance policy for each of our four academic programs, and 2) have two standing committees that resolve grade appeals and student academic and professional performance matters. One committee will be responsible for student grade appeals only, and the other with matters associated with a student's academic and professional performance. The following is a non-exhaustive list of possible academic and professional performance concerns:

- Student receives a grade of B- or lower in field practicum or a highly negative mid-term or final semester field evaluation;
- Student receives an overall cumulative grade point average below 3.0 for graduate students
- Student is dismissed from field practicum;
- Student receives a grade of B-minus or below in a required social work course; and

- Student exhibits a pattern of behavior that is judged to hinder the student's development as a professional. Behaviors prescribed in the Code of Ethics of the National Association of Social Workers will be used by faculty as a guide.

Each committee will comprise three school of social work faculty, including chairpersons, who serve three-year staggered terms to ensure committee continuity. The chairperson and members will be elected by the full faculty, and the chairperson of each committee will be at the rank of associate professor or higher and be tenured.

Grade Appeals Committee

Student appeals of course grades should be directed to the chairperson of the grade appeals committee.

Appeals must be filed with the committee chairperson within one calendar year from the end of the term in which the grade was recorded. Grade appeals must be made in writing by the student and must include the following information:

1. The decision that is being appealed;
2. Rationale for the appeal;
3. Expected outcome of the appeal; and
4. Documentation of efforts to resolve the issue at a lower level (i.e., with the course instructor). Students must include supporting documentation (i.e., syllabi, graded assignments, copies of e-mail communication, etc.) with the letter of appeal. The committee chairperson will gather information from the Instructor of Record and others and consult with the committee to determine if a full committee review is needed. Primary criteria for a successful grade appeal are the demonstration that the grade was the result of a factual error, capricious or arbitrary grading, or that it was influenced by improper or unprofessional bias on the part of the instructor. The committee chairperson will poll the committee about the legitimacy of the grade appeal and communicate this decision to the student in writing within 14 days of receiving the request for an appeal. If the appeal is decided to be appropriate for a full committee review, the chairperson will convene the committee to review the appeal, to hear both the students and faculty member's perspective separately, and to render a decision on the matter. The committee's decision will be communicated in writing to the student and professor by the committee chairperson within 10 working days.

The committee can decide to either support the existing grade or recommend a modification. Grade appeal decisions can be appealed by the student to successive levels as listed:

- 1) Dean's Office of the School of Social Work,
- 2) Graduate School (for Graduate Students), and
- 3) Educational Affairs Committee of the University Council (for all students).

Academic and Professional Performance Committee

Concerns raised by faculty and/or a specific academic program about a student's academic status or professional conduct will be reviewed by this committee. Referrals of concerns initiated by faculty members or a program are to be made to the committee chairperson who, in turn, will collect information from appropriate faculty members, student's faculty advisor, and referring faculty member. Once the information has been collected, the committee chairperson will poll the committee to determine whether to initiate a full committee review. In the case that a full committee review is not recommended, the committee chairperson may recommend that the student, referring faculty member, and Program Director develop and document a plan to resolve the concern. Progress on goals should be monitored and documented. However, if a full committee review is recommended, the student, faculty advisor, and individual faculty member filing the concern will be notified in writing by the committee chairperson that a full review will occur. Additionally, the committee chairperson will notify the student of the specific concern being raised. A full committee review will require the committee to do the following:

1. Collect and review written and other materials related to the student's academic or professional performance;
2. Have the option of requesting to speak with the student and faculty member filing the concern separately (Likewise, the student and faculty member have the option of meeting with the committee, but separately);
3. Have the option of speaking with other relevant persons such as the faculty advisor or other faculty member chosen by the student for support; the faculty liaison, the field instructor or other representative of the field agency, field coordinator, and field director if it is a field education performance issue; and/or the course instructor if it is a classroom or course performance concern; and
4. Render a decision, which may include, but is not limited to: a) No action, b) Modification of program of study; c) Remediation plan, d) Placement on probationary status, e) Field placement change with or without remediation, f) Leave of absence, or g) Dismissal from the program.

Finally, an unfavorable decision can be appealed at a series of successive levels. A committee's decision can be appealed to 1) The School of Social Work Program Director (of the program in which the student is enrolled); Program Directors' decisions can be appealed to 2) the Dean of the School of Social Work; the Dean's decision can be appealed at the University level to 3) the Graduate School (for graduate students only), and 4) to the Educational Affairs Committee of the University Council (for all students). To appeal decisions within the School of Social Work, students should adhere to the following procedures:

- Appeals must be made within 14 days of receiving a ruling
- Appeals must be made in the form of a written letter that clearly and concisely explains the appeal and includes all supporting information and accompanying documentation

- Appeal letters must include the student's full name, postal address, UGA email address, and phone number
- Appeals may not be prepared on behalf of the student by another party
- If an appeal is based on a medical or personal hardship, supporting documentation of that particular hardship must be provided

Once all appeal documents are submitted by the student, the party to whom the appeal is being made will do his/her best to render a decision within 30 days. However, if for some reason additional time is needed, the student will be informed by letter.

For appeals at the University level outside the School of Social Work, please visit the website for the [Office of the Vice President for Instruction](#).

Excluded from the above procedures is any allegation involving discrimination or harassment in violation of the University of Georgia's Non-Discrimination and Anti-Harassment Policy and Sexual Orientation Policy. Those matters shall be referred to the University's Equal Opportunity Office as required by University policy.

Graduate School Grade Appeals Policy

The complete policy on Graduate School appeals may be found on the Grad School website under [Appeals](#).

School of Social Work Dismissal Policy

Students may be dismissed by their program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Termination of students will follow the policies and procedures adopted by the program. The program must immediately notify the Graduate School of a dismissal. A program may dismiss a student for:

- Failure to pass comprehensive or other required examinations
- Inadequate academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical standards in individual program's handbook

Program dismissal triggers dismissal from the UGA Graduate School. The student will be prevented from enrollment in future terms. 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 or college level. This should be completed within 30 calendar days of the decision at the previous level.

If students are terminated, they may reapply to the Graduate School for admission to a graduate program in a different degree-granting unit unless the dismissal was triggered by:

- Failure to adhere to the honor code
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical standards in individual program's handbook

Graduate School Probation and Dismissal Policies

The complete Graduate School policy on probation and dismissal may be found on the Grad School website under [Probation and Dismissal](#).

Non-Discrimination and Anti-Harassment Policies

For procedures and official policy statements relating to all phases of living, working and studying at the University of Georgia, see the important information provided by the UGA Office of Legal Affairs at <http://legal.uga.edu/>.

This site includes information on the University of Georgia's **Non-Discrimination and Anti-Harassment Policy**, which includes official policy statements on discriminatory harassment, sexual harassment, academic freedom, student-to-student complaints and the right to appeal. For a direct link to UGA's **Non-Discrimination and Anti-Harassment Policy**, see <http://eoo.uga.edu/policies/NDAH-Policy.html>.

Academic Honesty

The UGA policy on academic honesty may be found on the [Office of the Vice President for Instruction](#) website.

XIII. FINANCIAL ASSISTANCE

Academic Financial Assistance

Graduate School Funding

The Graduate School announces awards, fellowships, and scholarships throughout the academic year. The PhD program office will announce any opportunities as they arise through email to all PhD students. For more information, go to the [Funding from the Graduate School](#) section on their website.

Departmental Research and Teaching Assistantships

Assistantship funding is available to PhD students in the School of Social Work for the time designated in the student's assistantship agreement. Assignments are made by the Associate Dean and PhD Program Director in consultation with faculty. Typically, students admitted to the PhD program are offered a research assistantship for their first two years in the program, which currently pays an annual stipend of approximately \$20,000 over the fall and spring semesters, and a tuition reduction to \$25 for the fall, spring, and summer semesters.

During the third year of study, students will be offered teaching assistantships. Teaching assistantships involve teaching a course in our BSW degree program for the Fall and Spring semesters of your third year in the PhD program. Starting with the 2020 cohort, during the fourth year of study, students will be offered teaching assistantships, which involve teaching a course in our BSW/MSW programs for the Fall, Spring, and Summer semesters.

To serve as a TA you must have satisfactorily completed (grade of 'B-' or higher) SOWK 8227, *Seminar in Social Work Education* and SOWK 8315, *Social Work Education Practicum*. You must also attend the Center for Teaching and Learning Teaching Assistant Orientation, which is held each fall before the start of the semester. For more information, please visit their [website](#).

International Students and Teaching

All international students who have been admitted to the doctoral program and desire to be a teaching assistant must meet the language proficiency requirement stated by the [UGA Center for Teaching and Learning](#) on their website.

In order to hold TAships at UGA, international students from non-English speaking countries ([as determined by the Graduate School](#)) must demonstrate English proficiency. UGA is committed to providing training to international students who do not meet minimum requirements.

International students who have completed a four-year undergraduate degree at an accredited institution in a country where English is the primary language (as recognized by the Graduate

School) no more than four years prior to beginning your degree at UGA are exempt from this requirement. Use the charts in the [Guide to Demonstrating English Language Proficiency \(PDF\)](#) to determine your next steps for holding a TAship position at UGA.

PLEASE NOTE: Assistantship funding is available to PhD students for the time designated in the students' letter of offer. Other SSW funding opportunities occasionally arise, and information about these will be distributed to all students as it becomes available.

Procedures for Research and Teaching Assistantships

Research assistantship procedure:

1. The associate dean's office asks faculty members to indicate their need for a RA for the coming year academic year by submitting a Faculty Request for PhD Research Assistant form.
2. The associate dean's office asks eligible PhD students to submit the Student Information Form for PhD Research Assistantship Assignment.
3. The Associate Dean and PhD Program Director meet to assign students to faculty members based on need and fit.
4. Students will receive a letter indicating the faculty member to whom they are assigned for their RA. Students will indicate by their signature if they accept or decline the offer.
5. Students may remain assigned to the same faculty member for both their year 1 and year 2 RA; however they may also receive a different assignment moving from year 1 to year 2.

Teaching assistantship procedure (pending successful completion of SOWK 8227 and 8315):

1. Students indicate interest early in the spring semester of their second year of study by completing an application that requests information about teaching experience and preferences, as well as availability for teaching.
2. The applications are collected by the associate dean's office.
3. The Associate Dean and PhD Program Director meet to make instructional assignments for TAs. A letter of offer stating the teaching assignment is sent to the student.
4. The student replies to accept or reject the offer.

Council on Social Work Education Teaching Policy

All students should be aware of the *Council on Social Work Education's* accreditation standard 3.2.2, which reads:

"The program documents that faculty who teach social work practice courses have a master's degree in social work from a CSWE-accredited program and at least 2 years of post-master's social work degree practice experience."*

(<http://www.cswe.org/File.aspx?id=81660>)

PhDs lacking this post-MSW or BSW work experience may teach non-required practice (e.g., elective) classes and non-practice classes (e.g., research, HBSE, cultural diversity, ethics, etc.).

However, it is important to note that most schools of social work wish to hire faculty who can potentially teach the greatest variety of courses. Thus some PhD students may need to obtain their post-BSW/MSW work experience during and after their doctoral program prior to seeking a position in social work academia. Individuals seeking non-social work academic positions, practice, research, or consulting positions post-PhD are unaffected by the CSWE standard.

*Post-social work degree practice experience

- The minimum requirement of 2 years of post-baccalaureate or post-master's social work practice experience is calculated in relation to the total number of hours of full-time and equivalent professional practice experience.
- Social work practice experience is defined as providing social work services to individuals, families, groups, organizations, or communities.
- Social work services can include work in professional social work auspices under the supervision of professional social work supervisors, volunteer practice experience in a social service agency, and paid experience as a consultant in the areas of the individual's practice expertise.

Council on Social Work Education. *2015 Educational policy and accreditation standards*. Retrieved from <https://www.cswe.org/getattachment/Accreditation/Standards-and-Policies/2015-EPAS/2015EPASandGlossary.pdf.aspx>.

Other Funding Opportunities

NASW Scholarships and Fellowships

The NASW offers a number of scholarships and fellowships to social work students. To learn more about these offers, visit their website: <http://www.naswfoundation.org/fellowships.asp>.

Council on Social Work Education

CSWE offers a number of opportunities for students.

<http://www.cswe.org/CentersInitiatives/ScholarshipsandFellowships.aspx>

National Institutes of Health

Various entities within the National Institutes of Health (e.g., National Institute of Mental Health, National Institute on Drug Abuse, National Institute on Alcohol Abuse and Alcoholism, National Institute on Aging, etc.) offer individual pre-doctoral training fellowships and individual doctoral dissertation awards, which pay generous stipends, tuition benefits, travel funds, etc. All PhD students are *strongly urged* to submit a grant application for such awards. Check out www.nih.gov for information.

Grant Funding: Pivot Database

Pivot is a grant-finding database funded by UGA's Office of the Vice President for Research, which makes identifying potential funding sources much easier. Pivot is divided into two sections: Funding and Profiles. Funding allows searching and setting up alerts for funding opportunities, and Profiles allows you to "claim" your personal profile and update your information. You will need to create an account to use these features. [Click here to visit the website.](#)

Other Sources of Extramural Support

Opportunities for other fellowships, awards, and grants are available to PhD students. The PhD program will disseminate information whenever it is available, but students should begin to familiarize themselves with possible funding sources when they begin the PhD program. One useful place to begin is the SWRnet listserv. Follow this link: <http://www.bu.edu/swrnet/> to request to be signed up for listserv membership.

Also, the UGA Sponsored Projects Administration provides resources and support for those seeking extramural research funding. Information about the Sponsored Projects Administration can be found at this link: <http://research.uga.edu/spa/> and particular details related to extramural research funding can be found at this link: <http://research.uga.edu/spa/funding-resources/external/>

Students are also encouraged to consult with their MP and advisory committee members, with other faculty, with the doctoral program director, and with the SSW's Director of Research to discuss approaches to seeking funding.

Employment Opportunities

On-Campus Employment

Domestic and international students who are enrolled full-time and are receiving a research or teaching assistantship are limited to 20 hours per week or less of UGA employment. For example, if an assistantship is for 16 hours, the student may work an additional 4 hours per week in an on-campus position.

[Handshake](#) is the University of Georgia Career Center's online job/internship posting and campus recruiting system. It contains listings posted by prospective employers both on- and off-campus. A [student employment fair](#) will be held yearly for students seeking part-time jobs both on and off-campus. All students

Off-Campus Employment

Some PhD students maintain off-campus employment, which can be a professionally enriching opportunity for growth.

International Students

International students who are maintaining lawful student immigration status in the U.S., and who are maintaining normal progress toward their degree completion, are eligible for certain employment benefits in the U.S. Students must follow the specific requirements of their individual visas to obtain employment off-campus. You may find complete information on the [Office of Global Engagement](#) website.

Domestic Students

There is no official UGA or PhD program policy restricting off-campus employment for domestic doctoral students.

XIV. TRAVEL

Graduate School and Office of the Vice President for Research Travel Funding

The Graduate School offers travel funding for students presenting at conferences and meetings within the United States. Only students who obtained the doctoral candidacy are eligible for the Graduate School travel funding. Students should apply before the request deadlines listed below. The Office of the Vice President for Research offers funding for students presenting internationally. For more information on either of these resources, including eligibility criteria, go to [Travel Funding](#) on the Grad School website.

Travel Dates	Request Deadline
July 1–September 30, 2023	June 9, 2023
October 1 – December 31, 2023	September 8, 2023
January 1 – March 31, 2024	December 8, 2023
April 1 – June 30, 2024	March 8, 2024

School of Social Work Travel Fund Policy and Procedures

In addition to Graduate School travel funding, total travel support by the School of Social Work is for the academic year, not by conference. The School of Social Work usually has limited funding available to support student travel to professional conferences. Preference will be given in the following order to: 1) students who are presenting competitively reviewed papers or posters at major national social work conferences (e.g., Council on Social Work Education, Society for Social Work and Research) and 2) students who are approaching graduation and will be interviewing for academic positions. All students who receive SSW funding to attend SSWR and CSWE APM are expected to help staff the School of Social Work exhibit booth. As appropriate, students are encouraged to seek supplemental funding from their research mentors or considering volunteering at conferences that offer free or reduced registration in exchange for volunteer service.

Procedures for Applying for Travel Funding

All applications for travel funding from the Graduate School or the SSW must go through the Doctoral Program Office for approval.

All requests are to include:

- 1) A brief cover letter stating the time and location of the conference, reasons for attending the conference, your student identification number ("810"), your current GPA, the current number of registered class hours, and your status as a doctoral candidate;
- 2) A brief itemized statement of expenses;
- 3) Evidence that your paper has been accepted for presentation such as a copy of the program or letter confirming the presentation; and
- 4) A copy of the abstract of the paper to be presented.
- 5) Unofficial transcripts

Submit these materials to the Director of the PhD Program no later than 10 days prior to the Graduate School's request deadline. Once the Director has approved the request, the student and SSW business office will be notified. At that point, the student should contact Christina Autry (clautry@uga.edu) at the school's business office who will work with the student to complete their first Travel Authorization in the new One Source system. For future trips, go to the following website to complete Travel Authorizations: <https://onesource.uga.edu/>

The following link includes step-by-step instructions on **how to complete Travel Authorizations**.

https://training.onesource.uga.edu/UPK_Training/OneSourceOL/Publishing%20Content/PlayerPackage/data/toc.html

Travel Expense Reimbursement

Students must complete a travel expense report within 30 days of travel. Go to One Source website <https://onesource.uga.edu/> and login to the UGA Financial Management System. Once logged in, follow the step-by-step instructions to complete Expense Reports.

The step-by-step instructions on how to complete Expense Reports can be found at the PhD Program website under Forms & Resources <https://ssw.uga.edu/wp-content/uploads/2019/11/HOW-TO-ENTER-EXPENSE-REPORT.pdf>

If you have questions about completing Travel Authorizations and/or Expense Reports, please contact Christina Autry (clautry@uga.edu).

XV. RESOURCES

PhD Student Office Space

The PhD Program offers limited office space to PhD students who currently have research and/or teaching assistantships. Students will need to coordinate how they will share their office space. If a student is not receiving an assistantship but would like the use of desk space in the designated PhD office, please contact the PhD program office for consideration.

Technology and Internet Services

PhD Program Listserv

The majority of the time, students will be contacted about important information, deadlines, and/or announcements by email. Therefore, the School of Social Work has a “PhD Program Listserv” containing all email addresses of doctoral students. It is imperative that you provide us with your current UGA email address so that you do not miss out on any important information.

It is our policy to request that you use your UGA email address when corresponding with the PhD Program Office or any faculty or staff members at the School of Social Work. Although every effort will be made to read all incoming emails, we are not responsible for emails that have been forwarded to a junk mail folder because of a non-university email address.

School of Social Work Computer Lab

The second floor in the School of Social Work houses the [Information Technology Services](#) (ITS) computer lab, which includes a printer. [ITS](#) is located on the 2nd floor of the School of Social Work building.

Accessing UGA Internet Services

The School of Social Work is connected to the [UGA PAWS Wi-Fi service](#).

EITS Computing and Networking Services Information Desk

For UGA email assistance or any other UGA ID concerns, call the EITS Help Desk at 706-542-3106 or email sswhelp@uga.edu.

[SSW Student Life](#)

At the School of Social Work, you are part of a community that is passionate about creating a better world. Whether organizing social justice events or participating in student organizations,

you have many opportunities for professional and personal growth while engaging in activities that advance well-being for all. We provide the resources and a home base from which you can engage with the world. Explore our [student life webpages](#) and contact an advisor if you have any questions.

Student Financial and/or Hardship Support

SSW Student Supply Closet - Assistance for Basic Day-To-Day Supplies

If you are having financial stress right now and cannot afford some of the basics day-to-day life necessities, please feel free to take what you need from the toiletry supply drawers located in the bathrooms on the first and second floors of the School of Social Work building. Office and school supplies can be found in the closet in room 131. It is open anytime. If you have a need for something but can't find it, please contact the Dean's assistant, Mandi Herrin Albanese at mandih@uga.edu.

At this time, we are not able to provide food or clothing. However, UGA has a food pantry for students and more information can be found here: <https://greeklife.uga.edu/uga-food-pantry/>.

There is also a professional clothes closet and more information can be found here:

<https://sga-professional-clothing-closet.myshopify.com>

Gwinnett students can access a supply closet through Professor Constance Wooden-Smith.

The School of Social Work Student Emergency Fund Policies and Procedures:

Purpose: The purpose of the Fund is to provide one (1) time financial assistance to students enrolled in a degree program at the UGA School of Social Work who are facing temporary hardship related to an emergency situation. This could include hardships such as an unexpected housing expense, car repair, medical bills, death of a family member, natural disaster, or other unforeseen circumstance, where this hardship puts them at risk of dropping out of their program.

Request Process: Requests for support will be made in writing to the dean and should include:

- 1) explanation of the request and how the temporary hardship places the student at risk of dropping out of their program;
- 2) documentation of the unexpected expense (e.g. car repair bill);
- 3) evidence that the student has sought support from the other resources available at UGA, such as the Office of the Dean of Students and the Student Care and Outreach Office (<http://dos.uga.edu/sco/about/services>) or the Graduate School Emergency Fund (<https://grad.uga.edu/index.php/current-students/financial-information/graduate-school-basedfinancial-assistance/unexpected-financial-hardship/graduate-student-emergency-fund/>).

If the request is determined by the dean to meet criteria, and then the process below will be implemented.

Process for awarding assistance from School of Social Work Student Emergency Funds:

- Dean emails Office of Student Financial Aid (OSFA) with the student's full name and 81#, and the dollar amount or range, to ask whether the student has been awarded Federal financial aid up to Cost of Attendance (COA) or whether their financial need has been met.
- If no aid, then the interaction is between the School and student, and the dean asks SSW finance officer to submit the award through the Scholarship Workflow Process.
- If yes: OSFA notifies the dean that student is awarded up to COA or has their need met and that the student must communicate with Mandy Branch in OFSA (mzweig@uga.edu) to see if they have eligibility for a COA increase. (This can usually happen within 1-2 business days if the student submits timely appropriate documentation.)
- To adjust COA:
 - Student completes form from OSFA to demonstrate new costs within the allowable categories, and provides documentation of the costs.
 - Form and documentation submitted to OSFA.
 - OFSA reviews and lets dean and student know the outcome of request to adjust COA (this can happen within one day of receiving all needed documentation).
 - If COA can be adjusted, OSFA tells dean and student the amount of adjustment.
- Once this is all clear, dean has business manager submit award through Scholarship Workflow process.
- If there is no amount due (e.g., fines or other charges) on the student's account, the student is issued a credit for the amount of award. (This can happen in two business days once the request in SWF is at the OSFA Processing Pending level). The student will need to have updated their student account in Athena regarding their preference for direct deposit or a mailed paper check. If there is an amount due, it is paid from the award.

Graduate School Emergency Fund

The intent of the Graduate Student Emergency Fund is to provide limited, one-time financial assistance, up to \$2,000, to enrolled degree-seeking graduate students who, due to circumstances beyond their control, have suffered a temporary crisis. The fund supports the needs of current UGA students. Unfortunately, it cannot be used to support a student before enrollment or beyond graduation.

UGA Student Emergency Fund

This fund is available to provide one-time, limited financial assistance to enrolled students who are unable to meet immediate essential expenses because of temporary hardship related to an emergency situation.

Student Care and Outreach

SCO can help students during a range of crises, financial and otherwise. They have support services that include everything from food vouchers to community support referrals, and keep a list of all pantries (food, clothing, supplies) on campus at

https://financialhardship.uga.edu/content_page/uga-resources-funding-and-food

UGA Student Food Pantry

The UGA Student Food Pantry is the main food pantry on campus, and provides non-perishable and refrigerated food to students in need.

Embark UGA

[Embark@UGA](#) is a campus-based effort providing direct support to students who have experienced homelessness and/or foster care. Embark@UGA is a part of a statewide network that seeks to increase college access and retention for homeless or foster care youth in all University System of Georgia or Technical College System of Georgia institutions in Georgia. By connecting with Embark@UGA, students will receive individualized support from members of the Student Care and Outreach team and connections to a resource and referral network, whose aim is to promote success and well-being in and beyond the classroom. Each student at the University of Georgia has a unique story and educational experience. College can be challenging in many ways. Embark@UGA seeks to provide an extra layer of support for students who face homelessness or have aged out of foster care. Definitions of homelessness and foster care are provided below to guide an understanding of what homelessness or foster care may look like.

- Being homeless or at risk of homelessness may include:
- Losing your housing
- Sharing rooms with others
- Sleeping on friend's couches
- Residing in hotels or motels not paid for by the government or charitable organization
- Eviction
- Lacking resources or support networks needed to obtain permanent housing
- Persistent instability due to frequent moves

Graduate School Resources List

The [UGA Graduate School Resources List](#) is a comprehensive listing of services that includes information on:

- Academics
- International Student
- Graduate Student Organizations
- Student Affairs
- UGA Services
- Athens Community
- Things to Do
- Other Useful Links

Grammarly Writing Assistant

The School of Social Work has a school wide subscription to [Grammarly](#), a useful tool that enables users to proofread and edit documents for grammar and spelling. Both a web version and one that integrates with MS Word are available and users can choose editing input based on six different styles of writing: business, academic, casual, technical, creative and general.

To Create Your Account:

1. Add info@send.grammarly.com and donotreply@grammarly.com to the list of contacts.
2. Go to <http://grammarly.com/enterprise/signup>.
3. Provide your name, @uga.edu email, and set up a password.
4. Check your inbox for the email and click on the activation link.
5. Apply the access code **TOaxfWPGyToYVTbP**

If you already have a free Grammarly account associated with your institutional email:

1. Log out of your individual account https://auth.grammarly.com/logout_redirect.
2. Go to <https://www.grammarly.com/enterprise/signin> and log in to your account again.
3. Check your email (Inbox and spam folder) for a confirmation email and click the link inside. It will redirect you to the right page for the next step.

Download the Apps

To make sure you get the most out of Grammarly, there are some additional helpful features for Microsoft Word, Internet browsers, emails, and the desktop! You can find all Grammarly products listed at <https://gram.ly/HSJ9>.

Student Centers

[Tate Student Center](#). As the “living room” of the UGA campus, the Tate Student Center provides a safe and welcoming space for students through entertaining and educational programs, efficient and courteous customer service, and opportunities for students to learn and

develop. Tate is also home to many programs and services offered through the [Dean of Students](#). For more information, visit the website: <http://tate.uga.edu/>.

[Recreational Sports](#). The Ramsey Student Center houses a wide variety of physical activities for students, such as swimming, aerobics, handball, walking path, and a rock-climbing wall. Students can take advantage of this wonderful facility and a multitude of options if they have paid their activity fee. Please call (706)542-5060 or visit the website at <http://recsports.uga.edu>.

[Zell B. Miller Learning Center](#). The Zell B. Miller Learning Center (MLC) is located in the central campus, next to the UGA bookstore and Tate Center. Its mission is to provide an innovative, technologically-advanced, and comprehensive learning environment. The MLC is a unique combination of library and instruction space, classrooms, the best in campus computing and instructional support for faculty. For more information, visit their website at <http://mlc.uga.edu/>.

APPENDIX A

FORMS

[ADVISING FORM](#)

[PRELIMINARY DOCTORAL PROGRAM OF STUDY](#)

[INDEPENDENT STUDY SYLLABUS FORM \(SOWK 8309\)](#)

[PHD STUDENT ANNUAL PROGRESS REPORT FORM](#)

[MAJOR PROFESSOR CHECKLIST](#)

CHECKLIST/TIMELINE FOR COMPLETION OF DISSERTATION

PRINT

CLEAR FORM

Social Work PhD Student Advising Form

Semester and Year:

Name:		8XX#	
Prefix and Number	Call No.	Hours Credit	Instructor
Total Hours:		Advisor Signature _____. Date:	

Preliminary Doctoral Program of Study
The University of Georgia Graduate School
210 S. Jackson St., Athens, GA 30602

This form is for Departmental Use only – Do Not Submit to the Graduate School

Name ID # (8xx)

Address Degree

Major

Relevant Master's or Other Graduate Degree Courses

Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours	Course #	Hours

Doctoral Courses

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

Student Name

Student Signature

Date

Major Professor Name

Major Professor Signature

Date

Approved by
PhD Director Name

PhD Director Signature

Date

CLEAR FORM

INDEPENDENT STUDY SYLLABUS FORM

PRINT

SOWK 8309 (3 credit hours)

The University of Georgia School of Social Work PhD Program

An independent study is an individually-tailored research project that connects to the learner's research topic and/or extends the learner's training beyond what is offered in the existing curriculum. Learners considering an independent study must consider the need for and the value of an independent study as it relates to their research training and professional development. At a minimum, an independent study should provide complementary learning/training in relation to the existing curriculum. As such, learners must describe how the proposed project is an extension of the current program of study.

Complete the sections below and obtain the signature of the faculty member with whom you will be studying. Sign and date the form and return to the PhD Program Office.

STUDENT NAME: _____ ID # _____

FACULTY MEMBER NAME: _____ SEM/YEAR _____

COURSE DESCRIPTION: The course description must be in abstract format to include 1) a problem statement/purpose statement; 2) how the proposed project fills a knowledge/research gap; 3) how the faculty mentor's expertise, interests, and/or pedagogy supports the development and implementation of your proposed study; and 4) how the proposed project is an extension of the current program of study.

EXPECTED LEARNING OUTCOMES AND TIMELINE: Provide a minimum of two learning outcomes. The timeline must include three meeting dates with the faculty mentor during the semester (i.e., beginning, middle, end) and a tentative date for the mandatory deliverable (see below; contact Dr. Orion Mowbray for scheduling).

DELIVERABLES: A minimum of two deliverables are required. One mandatory deliverable is a presentation for the SSW Research Colloquium series before the end of the semester during which the independent study is taking place. You may present on the project's intended outcomes (to include background and progress to date) or the final product/results. Other acceptable deliverables include, but are not limited to, a submission-ready paper, conference presentation, or grant proposal.

APPROVALS

_____ Faculty Member Name (PRINT)	_____ Signature	_____ Date
_____ Student Name (PRINT)	_____ Signature	_____ Date
Tiffany Washington _____ Program Director Name (PRINT)	_____ Signature	_____ Date

Program Office Use Only – Do Not Write Below this Line

SEMESTER/YR _____ CRN _____

Updated 8/15/2022

CLEAR FORM

PRINT

**University of Georgia
School of Social Work
Annual Progress Report for Doctoral Students**

PART 1: BACKGROUND, COURSEWORK & DEVELOPMENT

Name: _____ Today's date: _____

Name of major professor/chair or advisor: _____

Year you entered the PhD program: _____

Were you employed outside of the university in the past academic year? (Note year & number of hrs/wk)

Were you on leave of any type in the past academic year? _____

Please report the year, semester and earned grade for the required courses listed. If you have not yet completed these courses, please indicate the year and semester (F/S) you intend to complete them.

Course	Year	Semester	Grade
SOWK 8127 History & philosophy of social welfare			
SOWK 8116 Quantitative research methods in social work			
SOWK 8176 Data analysis and statistical inference I			
SOWK 8417 Integrative seminar			
SOWK 8022 Social work theory			
SOWK 8166 Qualitative methods in social work			
SOWK 8186 Data analysis and statistical inference II			
SOWK 8417 Integrative seminar			

[1]

Course	Year	Semester	Grade
SOWK 8227 Social work education and pedagogy			
SOWK 8306 Doctoral research practicum			
SOWK 8315 Social work education practicum			
SOWK 8307 Doctoral research practicum			

Advanced Research Methods or Statistics Course	Year	Semester	Grade
Course name:			
Course name:			

If you have completed any other course work (independent studies, electives, etc.), please list them below:

Course Department & Name	Year	Semester	Grade

Please list any certificates outside of the School of Social Work you have completed or are pursuing (qualitative certificate, statistics certificate, etc.)

Certificate	Expected completion date

During the past year, please report whether you have engaged in any of the following activities in any of your PhD related work by checking the box [x]:

Development	First time	Ongoing	No opportunity	Not interested
Research				
Received training in the responsible conduct of research (CITI)				
Developed a coherent research question				
Wrote a comprehensive literature review				
Utilized bivariate descriptive and inferential statistical analysis				
Utilized multivariate statistical analysis				
Utilized advanced statistical analysis (HLM, SEM, etc.)				
Designed a research study				
Implemented a research study/design				
Increased proficiency of one or more analytical software tools (Nvivo, SPSS, STATA, etc.)				
Scholarly development				
Submitted materials to present at a conference				
Presented at a conference				
Delivered an oral presentation on research				
Wrote a manuscript for submission to a peer review journal				
Collaborated with others outside of the school of social work				
Wrote a grant proposal to a foundation, federal agency or internal award to UGA?				
Teaching				
Guest lectured/spoke in a BSW/MSW class				

[3]

Development	First time	Ongoing	No opportunity	Not interested
Taught a course within the BSW program at the school of social work				
Advised BSW students on matters outside the focus of required course work				
Community outreach/engagement				
Developed a partnership with community members to address social issues and/or conduct research				
Designed a program evaluation process				
Implemented a program evaluation				
Provided feedback to community stakeholders				
Wrote a report for community members/agencies				
Practiced clinically with supervision				
Clinically supervised other students				
Engaged in developing political advocacy skills				

Please list any activities in any of your PhD related work not included above:

Other Activity	Description

The next section pertains to work usually completed following the first year of the program. If work in this section has not yet begun, please answer with “N/A” when necessary.

	Year	Semester
Have you completed your program of study form?		
Who is your major professor:		

If you completed the comprehensive exams, please list exam title, comprehensive exam committee and pass date:

Exam title	
Exam committee members	1. (Chair/Co-chairs)
	2.
	3.
Optional	4.
Optional	5.
Pass date	

If you have completed comprehensive exams, what is the remaining timetable for completion of the dissertation prospectus, including the target date for your next milestone? (Please indicate specific timelines for tasks and milestones.)

If you have completed the dissertation prospectus, please list dissertation prospectus title, dissertation committee, and expected defense date:

Dissertation prospectus title	
Dissertation committee members	1. (Chair/Co-chairs)
	2.
	3.
Optional	4.
Optional	5.
Expected defense date	

If you have completed the dissertation prospectus, what is the remaining timetable for completion of the dissertation, including the target date for your next milestone? (Please indicate specific timelines for tasks and milestones.)

PART 2: OVERALL PROGRESS

These are a set of questions that you should review and comment on before your annual progress report meeting. These should be used as a means of discussion with your chair.

1. Are you on track in terms of progress in the program? Please expand upon your response to provide support for your answer.
2. Please discuss your sense of the support you got from your major professor/chair or advisor. And also from your advisory/dissertation committee. Did you get the support you felt you needed? If not, please discuss what would be useful for you in the future.
3. What support do you expect to need from your major professor/chair in the upcoming year? Your advisory/dissertation committee?
4. Have you had any academic or professional concerns brought to your attention (academic standing, conflicts with peers/instructors/GA supervisors/committee members)? If so, how have you addressed them?
5. Are there any issues hindering your process in the program? Please identify.
6. Your goals for the upcoming year include:
7. To meet these goals what help/support/resources from your major professor/chair, committee, and/or the School of Social Work do you anticipate?

PART 3: RESEARCH, TEACHING & SERVICE ACTIVITY

Please attach your CV to your progress report. The list below outlines items that may be placed in a CV. Example CVs, may be found on faculty member profiles

http://ssw.uga.edu/faculty/faculty_directory.html

RESEARCH ACTIVITY

1. **PUBLICATIONS.**
List all publications that are currently in press or have appeared in print. Do not include published abstracts for paper/poster presentations at scientific meetings.
2. **MANUSCRIPTS UNDER REVIEW.**
List all manuscripts that have been submitted for publication. Give authors, year, and title for each manuscript, as well as journal name.
3. **MANUSCRIPTS IN PREPARATION.**
List manuscripts you are currently preparing or are helping to prepare for publication by giving the authors, and tentative title of the paper. In a few sentences, describe your contribution to the writing that has been accomplished. Be prepared to show all work completed to date for manuscripts in preparation.
4. **PRESENTATIONS AT INTERNATIONAL, NATIONAL OR REGIONAL CONFERENCES.**
Give complete citation including presenter name, year, title of presentation, conference name, and geographic location. Include presentations already accepted or submitted for future meetings.
5. **ABSTRACTS.**
List abstracts submitted (but not yet accepted) for future conference presentations.
6. **INVITED PRESENTATIONS.**
These should include presentations of your research for brown bags, local groups, etc.
7. **OTHER RESEARCH ACTIVITY.**
Describe all other research activities not listed above. Appropriate examples include: a) studies you designed or helped design, b) data you collected, c) materials, software, etc. which you prepared, d) data analyses you conducted, e) supervision activities of others related to research, f) literature searches/reviews, g) writing not described above, and h) any other research-related activities. This may include work you did with faculty via mentorship, fellowships or paid work.
8. **GRANTS.**
List all grant proposals you submitted or grants you were awarded this semester. For each, list the following information: Year, title, granting agency/organization, and status (pending, funded, etc.).

9. **AWARDS**

Include any non-grant related academic or research awards

10. **AFFILIATIONS.**

Provide information on memberships in professional organizations including year joined and organization name.

TEACHING ACTIVITY

1. **COURSES.**

List any courses for which you have been the primary person responsible for teaching and where the course was taught. List number of students enrolled and semester it was offered. Provide a summary of your teaching evaluations.

2. **OTHER TEACHING OPPORTUNITIES.**

List other opportunities and your role. For example, if you were a teaching assistant or provided guest lectures, or had a teaching mentorship, list those activities.

3. **CONTINUING EDUCATION.**

List workshops that you conducted, number of participants, and evaluation of these workshops.

4. **RELATED ACTIVITIES.**

List and describe any other teaching activities such as attending workshops on teaching, preparing course outline for proposed course, etc.

SERVICE/PROFESSIONAL DEVELOPMENT ACTIVITY

List committees where you have served in the School and University and any other service activities in the larger community. List any professional development activities; these could include events that promoted engagement within the non-academic community, brown bag lunches you attended, colloquia for faculty candidates, special programs, etc.

LICENSURE

List any current licenses you hold (e.g. LMSW, LCSW), license number, and state of origin

PART 4: MAJOR PROFESSOR (MP) FEEDBACK SECTION

Please use this section for any comments or additional information from the MP.

PLEASE SIGN AND DATE THIS FORM

Doctoral Student

Date

Major Professor

Date

[10]

MAJOR PROFESSOR (MP) CHECKLIST

STUDENT NAME _____

☐ **Annual Progress Report**

The student should complete the annual progress report and schedule a meeting to discuss with you at the end of every spring semester. You may provide additional information and feedback on the form. It serves a number of essential purposes: 1) it is designed to provide a consistent mechanism to anchor the students' critical self-reflection regarding their development as scholars; 2) it provides an opportunity for an ongoing discussion with the advisor/major professor regarding the students' goals, accomplishments, time line, and expectations as they move through the program; and 3) it provides feedback to enable us to improve the program.

☐ **Preliminary Program of Study**

The preliminary program of study form should be filled out by the student for your signature when you agree to be the student's MP. We do not need signatures from the rest of the committee members for this in-house form. The student should turn it into the PhD program office.

☐ **Advisory Committee**

Once you and the student have agreed on an advisory committee, please email the PhD program office with the names of the committee members. We will not send in the advisory committee form until the MP has verified all the members. The PhD program office will handle this online form.

☐ **Final Program of Study**

The final program of study (POS) is due to the Graduate School no later than two weeks before announcement of the oral comprehensive exam, preferably in the prior semester. The form is filled out by the student and submitted online to the Graduate School. It will be reviewed by the PhD program office and when satisfactory, forwarded to committee members via email by the Graduate School for online approval.

☐ **Announcement of Oral Comprehensive Exam**

The announcement of the oral comprehensive exam will be sent to the Grad School from the PhD Program Office **no later than two weeks before the date of the exam**. *This deadline is strictly enforced by the Grad School.* When the committee has decided on the date and time of the exam the MP will email the PhD program office with this information. *This information will only be accepted from the MP.* The program office will secure a room for the exam and announce it to the PhD students, faculty and staff. A folder will be prepared by the program office that will contain the comprehensive exam approval form and the admission to candidacy form. Please have all committee members sign and then turn both forms into the PhD program office when the exam is completed.

☐ **Prospectus Defense**

The MP will email the PhD program office with the date and time of the prospectus defense. The program office will set up the form, secure a room for the defense, and make an announcement to PhD students, faculty and staff. Only the MP may send this information to the program office. This is an in house form so there is no deadline for announcement.

☐ **Dissertation Defense**

The announcement of the dissertation defense will be sent to the Grad School from the PhD Program Office **no later than two weeks before the date of the exam**. *This deadline is strictly enforced by the Grad School.* When the committee has decided on the date and time of the defense the MP will email the PhD program office with this information. *This information will only be accepted from the MP.* The program office will secure a room and announce the defense to the PhD students, faculty and staff. A folder will be prepared by the program office that will contain the dissertation defense grade sheet. Please have all committee members sign and then turn the form into the PhD program office when the defense is completed. If there are changes to be made to the dissertation, the MP may wait to sign the final approval line. Please let the program office keep the form until that time.

CHECKLIST/TIMELINE FOR COMPLETION OF DISSERTATION

Following is the suggested order of events leading up to and post defense. Check the [Important Dates and Deadlines on the Grad School website](#) for specific semester dates.

- ☐ **MP approves dissertation.** Allow up to 3 weeks for committee members to read the dissertation.
- ☐ **Schedule the defense.** After all the committee members consent, the MP schedules the oral defense and notifies the PhD program office of the date, time and place. The announcement must be made at least 2 weeks prior to the event.
- ☐ **First format check.** Consult the Graduate School website for the [deadline](#) to submit your completed dissertation for a format check. If a dissertation is not submitted by the deadline your graduation date will be moved to the next semester. Changes may be made after the first format check.
- ☐ **Final Defense Approval Form** submitted to the Graduate School one week prior to the dissertation.
- ☐ **Conduct the oral defense.**
- ☐ **Make textual changes to dissertation** (if applicable). Allow 1-2 weeks to make changes in the dissertation.
- ☐ **Final ETD submission of dissertation** by the Graduate School [deadline](#).
- ☐ **ETD Submission Approval Form** by the Graduate School [deadline](#).
- ☐ **Bind copies of dissertation** (optional).

Note: The student must have been registered for at least 3 credit hours during the semester in which the dissertation is submitted.

Updated 9/16/2021

APPENDIX B

SOCIAL WORK LICENSURE

PhD students are encouraged to obtain or retain their licensure as a social worker in Georgia or other states where they may wish to relocate in the future. Licensure at the highest level available is a hallmark of professional competence and individuals possessing the LCSW in Georgia or other states with similar qualifications will be in full compliance with the Council on Social Work Education's requirement that individuals who teach required 'practice' classes must have had at least two years of post-MSW work experience.

Individuals with less than 3 years of post-MSW work experience should apply for the Licensed Master Social Worker (LMSW) credential; those with 3 or more years of post-MSW work experience in direct practice may qualify for the higher level called Licensed Clinical Social Worker (LCSW). Georgia possesses some of the highest standards required of licensed social workers, and a license earned here in Georgia as a PhD student may be readily transferable to another state. Similarly, if you are already licensed, see if you can obtain your GA license via reciprocity, which greatly streamlines the process.

Visit the Georgia Board of Professional Counselors, Social Workers, Marriage and Family Therapists website for information: <http://sos.ga.gov/index.php/licensing/plb/43>

Contact the Association of Social Work Boards (ASWB) to learn about licensure requirements in other states. <http://www.aswb.org/>.

APPENDIX C

The School of Social Work Student Emergency Fund Policies and Procedures

Purpose

The purpose of the Fund is to provide one (1) time financial assistance to students enrolled in a degree program at the UGA School of Social Work who are facing temporary hardship related to an emergency situation. This could include hardships such as an unexpected housing expense, car repair, medical bills, death of a family member, natural disaster, or other unforeseen circumstance, where this hardship puts them at risk of dropping out of their program.

Request Process

Requests for support will be made in writing to the Dean and should include:

1. Explanation of the request and how the temporary hardship places the student at risk of dropping out of their program.
2. Documentation of the unexpected expense (e.g. car repair bill).
3. Evidence that the student has sought support from the other resources available at UGA, such as the Office of the Dean of Students and the Student Care and Outreach Office (<http://dos.uga.edu/sco/about/services>) or the Graduate School Emergency Fund (<https://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/unexpected-financial-hardship/graduate-student-emergency-fund/>).

If the request is determined by the Dean to meet criteria, and then the process below will be implemented.

Process for Awarding Assistance from School Of Social Work Student Emergency Funds

- Dean emails Office of Student Financial Aid (OSFA) with the student's full name and 81#, and the dollar amount or range, to ask whether the student has been awarded Federal financial aid up to Cost Of Attendance (COA) or whether their financial need has been met.
- If no aid, then the interaction is between the School and student and Dean asks SSW finance officer to submit the award through the Scholarship Workflow Process.
- If yes: OSFA notifies the Dean that student is awarded up to COA or has their need met and that the student must communicate with Mandy Branch in OFSA (mzweig@uga.edu) to see if they have eligibility for a COA increase (This can usually happen within 1-2 business days if the student submits appropriate documentation timely).

- To adjust COA:
 - Student completes form from OSFA to demonstrate new costs within the allowable categories, and provides documentation of the costs.
 - Form and documentation submitted to OSFA.
 - OSFA reviews and lets Dean and student know the outcome of request to adjust COA (this can happen within 1 day of receiving all needed documentation).
 - If COA can be adjusted, OSFA tells Dean and student the amount of adjustment.
- Once this is all clear, Dean has business manager submit award through Scholarship Workflow process.
- If there is no amount due (e.g., fines or other charges) on the student's account, the student is issued a credit for the amount of award. (this can happen in 2 business days once the request in SWF is at the OSFA Processing Pending level). The student will need to have updated their student account in Athena regarding their preference for direct deposit or a mailed paper check. If there is an amount due, it is paid from the award.