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**University of North Georgia**  
**Graduate Student Handbook**  
**Regulations and Procedures 2025-2026**

Statements set forth in this Handbook are for informational purposes only and should not be construed as the basis of a contract between a student and the institution. While every effort is made to provide accurate and current information, the University of North Georgia reserves the right to change, without notice, rules, policies, fees, curricula, courses, calendar, or other matters. Students enrolled at the University agree to comply with the University's rules and regulations and to accommodate changes as necessary.

Students have the responsibility of keeping themselves apprised of current graduation requirements for their particular degree program. Be sure to check [ung.edu](http://ung.edu) for the latest policy and procedure.

## Contents

<b>Academic Honesty and Code of Conduct</b>	<b>3</b>
<b>Academic Standing Policy</b>	<b>3</b>
<b>Graduate Program Probation &amp; Dismissal</b>	<b>4</b>
Readmission following dismissal	4
<b>Appeals</b>	<b>5</b>
Admission Decision Appeals	5
Dismissal Decision	6
Grade Appeals	7
Change of Degree Program	7
<b>Admission Procedures</b>	<b>7</b>
General Admission Procedures	7
Entrance Test Requirements	9
Graduate Admissions Grade Point Average Calculation	10
Transcripts	10
Final Transcripts	11
<b>Cumulative Grade Average Requirement</b>	<b>11</b>
<b>Graduate Assistantships (See Policy 4.4.3 and 8.1.1a)</b>	<b>11</b>
Graduate Assistant Qualifications	13
Graduate Assistant Eligibility While on Academic Probation	14
<b>Tuition Waivers</b>	<b>15</b>
<b>Research with Human Subjects</b>	<b>15</b>
<b>Responsible Conduct of Research</b>	<b>15</b>
<b>Student Education Records</b>	<b>15</b>
<b>Thesis Option</b>	<b>17</b>
<b>Dissertation Option</b>	<b>18</b>
<b>Double-Counting of Credits and Cross-Leveled Credits</b>	<b>19</b>
<b>Time to Complete a Graduate Degree</b>	<b>20</b>

## **Academic Honesty and Code of Conduct**

The University of North Georgia (the "University") strives to educate Students and develop leaders who are prepared for community, state, and global service. Consistent with University System of Georgia policies, the University's Student Code of Conduct Policy seeks to protect the safety, rights, and privileges afforded to Students and other members of the community. This policy serves to establish the expectations for student conduct, to prohibit unacceptable conduct, and to educate Students about Student Conduct processes.

Students are expected to be model citizens, and their actions and behavior should reflect the core values of the University. Students are expected to adhere to national, state, and local laws; respect the rights and privileges of others; be forthright and honest in all their social and academic conduct; and in general, conduct themselves in a manner that brings credit to themselves and the University.

**The University recognizes that students enrolled in advanced post-baccalaureate and pre-professional programs may be held to a 'higher standard' to include professional standards, ethics, and behaviors as prescribed in their individual program regulations, procedures, and/or handbooks. Violations of program-specific standards will be considered Code of Conduct violations and may be investigated internally by the applicable Department prior to being referred to the Office of Student Integrity.**

Link to University Code of Conduct:

<https://ung.edu/student-integrity/conduct-policies/index.php>

## **Academic Standing Policy**

Graduate Academic Standing reflects the academic progress status of currently enrolled graduate students.

Good Academic Standing for graduate students typically means they meet the minimum GPA for enrollment (3.0) and any other academic requirements as defined by their individual graduate program.

Academic Probation refers to a warning provided to students who fail to meet the minimum academic requirements for continued enrollment (cumulative GPA below 3.00 or other requirements set forth by their program).

Academic Suspension refers to students who fail to maintain the minimum GPA (or the minimum academic requirements set forth by the program) for a second semester after being placed on academic probation. Academic Suspensions are for a minimum of one semester (including summer).

## **Graduate Program Probation & Dismissal**

Program Dismissal typically results when students do not meet the minimum requirements of academic probation or suspension. It may also result from a violation of professional/behavioral standards.

Graduate students may be placed on probation, suspension, or dismissed by their graduate program at the end of any semester if they have not made sufficient academic progress to warrant continuance of study or for code of conduct and/or professional policy violations. Suspensions or dismissals of graduate students in these cases will follow policies and procedures adopted by the program and communicated in the program handbook and may be stricter than University policies. The program must immediately notify the Office of Graduate Studies and the Office of Enrollment Management of a dismissal.

A program may dismiss a student for:

- Failure to pass comprehensive or other required examinations
- Unsatisfactory academic progress
- Failure to meet program requirements (academic, professional)
- Failure to adhere to the Student Code of Conduct
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical (professional) standards in program's handbook (or professional society)
- Other reasons as detailed in the program handbook (See Code of Conduct above)

### **Readmission following dismissal**

If a graduate student is dismissed by a program and it is otherwise allowed by that program or others, they may reapply to the Graduate Admissions Office for readmission to the same graduate program or a different degree-granting unit AFTER the three following semesters have elapsed. Dismissals triggered by the following may result in expulsion from the university:

- Failure to adhere to the Student Code of Conduct
- Title IX/ Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Violation of ethical/professional standards in program's handbook (or professional society)

Students who are expelled from the university for these or other reasons are not allowed readmission to the university.

Should there be extenuating circumstances that contributed to the student's poor academic performance, the student may appeal to the Graduate Appeals Committee prior to the start of the following semester. See appeals section above.

## **Appeals**

University of North Georgia students have the right to appeal certain academic and behavioral decisions. The appeals process starts at the unit responsible for the decision (ex. grades will start with the department that offered the course). For most appeals, an unfavorable ruling at one level can be appealed to the successive level. Grade appeals will follow published University guidelines, but appeals committee members will be made up of graduate faculty. For behavioral and system-level appeals, the appellant must submit a letter of appeal. Appellants are also allowed to submit up to 10 pages of supporting documentation beyond the appeal letter. Appellants do not need to submit any documentation that is already in their student record. Appeal letters, supporting documentation, and questions about the appeals process should be submitted to [graduatestudies@ung.edu](mailto:graduatestudies@ung.edu).

The Graduate Appeals Committee shall hear appeals from (a) students denied a change of degree Program by Graduate Studies, (b) students sanctioned or dismissed by the academic unit and/or Graduate Studies, and (d) students who have violated the Continuous Enrollment Policy. The committee shall make recommendations to the dean and report its activities to the Council. During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision.

Below are the most common types of appeal. All except admissions appeals are heard by the Appeals Committee:

### **Admission Decision Appeals**

A candidate whose application is denied has the right to appeal the decision. In order to appeal the decision, the prospective student must email a letter of appeal as a PDF attachment to [grads@ung.edu](mailto:grads@ung.edu). The written letter of appeal must include strong evidence to support the basis for the appeal (up to a maximum of 10 pages only). It should consist of information beyond what was previously submitted in the original admissions file and detail the candidate's ability to be successful in graduate studies. The Program Coordinator will rule

on all initial admissions appeals followed by the Department Chair and then Dean of College. If the appeal is granted, the Graduate Admissions Office will notify the candidate of the change in status. Students admitted under the provisional status may not appeal for regular admission.

### **Dismissal Decision**

There are two types of dismissal appeals: departmental dismissals and Graduate Studies dismissals. Students wishing to appeal a departmental dismissal must first appeal to their department and then their college. After an unfavorable decision at the college level, the student has 30 days to contact the Office of Graduate Studies to initiate an appeal. Students dismissed by the Dean of Graduate Studies must appeal to the Office of Graduate Studies first. Dismissal appeals decisions made by the Appeals Committee can be appealed to the Vice Provost for Academic Affairs.

Students subject to Graduate Studies dismissal may, with the support of their department / program, take advantage of an expedited review of a dismissal decision. Within two business days of the release of grades, the Office of Graduate Studies will contact the program of each student subject to dismissal, giving the program two days to request an expedited review. (Any later review requests would go through the normal appeals process.)

The program will work with the student to develop supporting documents that must be submitted by four days prior to the first day of the next semester. These documents should include a letter of support from the program (including a development plan outlining how the student will come into compliance and make satisfactory progress toward graduation with appropriate GPA) and a letter from the student (describing any mitigating or extenuating circumstances for consideration by the Appeals Committee). All documentation should total no more than five pages. The student's transcript will also be available for review.

An Expedited Review Committee will be composed of at least three members of the Graduate Council. This committee will be populated from the Appeals Committee, with additional volunteers solicited from the Graduate Council as needed. The chair of the Expedited Review Committee will ordinarily be the chair of the Appeals Committee. Committee meetings (in-person or remote) will be scheduled up to three times per year on the First Day of term of each semester.

The Expedited Review Committee will review the requests each semester. As in the traditional appeals process, the student may appear on their own behalf. The department / program is encouraged to send (in-person or virtually) a faculty or staff member to serve as

an advocate for the student. Each involved party will be granted not more than ten minutes to present their case.

Any Expedited Review Committee decision to reinstate a dismissed student will be available in time for the student to register for classes during the semester following dismissal. If the dismissal is upheld, the standard appeals process is still available to the student. A student may only request an expedited dismissal review one time.

### **Grade Appeals**

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the department in which the course is offered, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the program/department, the student can then appeal to the college.

After the decision at the college Dean's level, the student has 30 days to initiate an appeal to the Office of Academic Affairs. Grade appeal decisions will be reviewed by an appeals committee commissioned by the Vice Provost for Academic Affairs following university policy.

### **Change of Degree Program**

A student wishing to change his or her degree program may do so with the approval of the departmental graduate coordinator and the Dean of Graduate Studies. A form requesting a change in degree program may be submitted to Graduate Admissions Office if a student has registration eligibility and is 1) changing from provisional admission status to the status of a prospective candidate for a degree within the same department or program; 2) changing from one degree program to another degree program within the same department or program; and/or 3) changing from one program to another within the same department.

A non-degree student or a transient student is not eligible to request a change of degree or program and must apply for admission to be considered for a graduate degree program. A currently enrolled student wishing to change from one degree and department/college to another degree and department / college must reapply for admission to the new department/college; however, admissions will attempt to maintain currently supplied records and credentials so that the student does not have to resubmit prior submitted documents.

### **Admission Procedures**

## **General Admission Procedures**

Admission requirements change periodically in response to mandates by the University System of Georgia Board of Regents (USG), the University of North Georgia (UNG), or the Georgia Professional Standards Commission (GPSC). Prospective students are encouraged to check the Graduate Admissions website for updates on the general admission process, to check for program-specific updates, and application materials. Please note that review committees may occasionally request materials in addition to those listed. You will be contacted if additional materials are necessary to complete a thorough review of your application.

Applicants must pay a non-refundable application fee, submit a Graduate Admissions application, and other application materials required by the program.

Applicants to the entry-level Doctor of Physical Therapy apply through Physical Therapist Centralized Application Service (PTCAS). Applicants to the Master of Science with a major in Athletic Training (MSAT) apply through the Athletic Training Centralized Application System (ATCAS). These CAS applications allow physical therapy and athletic training applicants to use a single, web-based application and one set of materials to apply to multiple programs. It is the applicant's responsibility to follow all CAS and program instructions.

To be considered for graduate admission to University of North Georgia, applicants must hold at least a bachelor's degree (or be a bachelor's degree candidate) from an institution accredited by Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC), Higher Learning Commission (HLC), Middle States Commission on Higher Education (MSCHE), New England Commission of Higher Education (NECHE), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), or WASC Senior College and University Commission (WSCUC). This requirement does not apply to University of North Georgia undergraduates in linked bachelors-masters degree programs. However, all applicants must meet other program admission requirements.

Graduate admission is program specific. In general, applicants should contact the program before applying for graduate admission.

Applicants who are currently in the last semester of undergraduate work when applying will be evaluated based on their completed academic work and their current course enrollment. Final admissions decisions for these students will be contingent upon the confirmation of their bachelor's degree. Applicants applying to programs in which a graduate degree is



required and are currently in the last semester of graduate work when applying will be evaluated based on their completed academic work and their current course enrollment. Final admissions decisions for these students will be contingent upon the confirmation of their master's degree.

Notification from Graduate Admissions in collaboration with the graduate program verifies official acceptance or denial to the university. Students who are admitted but do not enroll for the term in which they were accepted will have their applications canceled. Students who wish to enroll in a future term can contact Graduate Admissions and request that their applications be updated. Students who do not request an updated application within three semesters of acceptance must reapply to Graduate Admissions for readmission to the program. Students who were previously enrolled but have not been in attendance within the last three semesters must also reapply to Graduate Admissions for readmission to the program. In addition, currently enrolled students wishing to change graduate programs must reapply by submitting an application to Graduate Admissions for the new program and meet all admission requirements for the new program. Documents and materials submitted to fulfill application requirements at UNG become the property of the university and will not be returned.

### **Entrance Test Requirements**

Graduate admission may require that the applicant submit qualifying scores on an appropriate entrance exam. These exams are the Graduate Record Exam General Test (GRE), the Miller Analogies Test (MAT) (discontinued after November 2023), and the Graduate Management Admission Test (GMAT).

Only those scores that are less than five years old will be considered.

Student copies of test scores are not considered official. However, pdf score reports from the online test provider will be accepted for conditional admittance. Final, official test scores will be required for admittance and matriculation.

The entrance exam and qualifying score depend on the program the prospective candidate wishes to enter.

Several teacher education degree programs require Georgia Assessments for the Certification of Educators (GACE) tests. GACE tests requirements and exemptions depend on the education program.

Several entrance tests required for admission to graduate programs are administered by the University Testing Center. Visit the Testing Center website [www.ung.edu/testing/](http://www.ung.edu/testing/) for tests administered, test dates, costs, and registration.

Several, but not all, UNG graduate programs allow an exemption for the entrance test requirement if evidence of a graduate degree is submitted. Several, but not all, UNG graduate programs allow an exemption for the entrance test requirement if the applicant's overall cumulative undergraduate and beyond grade point average meets a determined grade point average requirement established by the graduate program calculated per UNG's Graduate Admissions procedures (see GPA section below). Please check the program's general admission requirements section of this catalog, or contact the Graduate Admissions, 706-864-1543, or email [grads@ung.edu](mailto:grads@ung.edu) for additional information.

### **Graduate Admissions Grade Point Average Calculation**

Unless otherwise stated, the number of completed grade point average credits is the total of completed units taken at the collegiate level for which students received a letter grade A-F or WF (plus and minus points are not used). If a student repeated a course, all attempts are used to calculate the graduate admission grade point average. For entry-level DPT applicants, grade point average is calculated by PTCAS, the application submission process through which all entry-level physical therapy applicants to the University of North Georgia must apply.

### **Transcripts**

Unofficial copies of transcripts may be accepted for initial, conditional acceptance to any graduate program to ensure a timely admissions decision. However, official transcripts are required to be submitted prior to enrollment and matriculation. To ensure sufficient time for processing, official transcripts reflecting degrees awarded should be submitted as soon as possible before the start of the intended semester of enrollment. If this is not possible, Graduate Admissions will place a hold on the student's record and the student will not be allowed to proceed in the program beyond the first semester until an official transcript with the degree conferred is received by Graduate Admissions.

Physical Therapy applicants must submit transcripts per PTCAS application instructions.  
Athletic Training applicants must submit transcripts per ATCAS application instructions.  
Official transcripts should be mailed directly to University of North Georgia and addressed to:  
*University of North Georgia Admissions Imaging Center PO Box 1358  
Gainesville, GA 30503-1358*

Graduate Admissions accepts electronic transcripts if submitted from the issuing institution to [grads@ung.edu](mailto:grads@ung.edu).

Official transcripts submitted by students are accepted only when issued to the student in a sealed envelope and submitted to Graduate Admissions unopened. Transcripts that have been forwarded by email are not official and will not be accepted.

### **Final Transcripts**

To ensure sufficient time for processing, official copies of final transcripts reflecting degrees awarded should be submitted as soon as possible before the start of the intended semester of enrollment. If this is not possible, Graduate Admissions will place a hold on the student's record and the student will not be allowed to proceed in the program beyond the first semester until a final transcript with the degree conferred is received by Graduate Admissions.

### **Cumulative Grade Average Requirement**

To be eligible for admission to candidacy and graduation, a student must maintain the minimum average GPA required by the graduate academic program and published in the Student Program Handbook both on the graduate transcript and on all courses on the program of study. No grade below C (2.0) will be accepted as part of a program of study for a graduate degree, though some programs may have higher/stricter requirements.

When a graduate course is repeated, the last grade received will be used in calculating the cumulative graduate average that is used for probation, dismissal, admission to candidacy, and graduation.

### **Graduate Assistantships (See Policy 4.4.3 and 8.1.1a)**

A Graduate Assistant is a graduate-level student awarded a graduate assistantship, stipend, and/or tuition waiver through the Graduate Studies Office and the specific College or Graduate Program within the University. UNG provides for the following 5 types:

1) Graduate Teaching Assistantship- Graduate teaching assistants (GTAs) are students enrolled in a graduate program who are primarily assigned instructional duties in an academic course(s). All GTAs are required to fulfill the requirements set forth in the Instructor of Record Policy (8.1.1a) including attendance at the GTA Orientation, and demonstration of language requirement (international students). GTAs should work under the supervision of experienced faculty members as a means of developing teaching skills in the academic discipline. GTAs with appropriate academic credentials may be assigned as an Instructor of Record for a course or a

section (including laboratory sections) that is part of a regularly scheduled course. As an Instructor of Record, the graduate student may have autonomy for teaching and assigning grades as IOR policy, BOR policy, and SACSCOC standards for teaching faculty. Departments are responsible for verification of academic credentials and language requirements for GTAs assigned as Instructors of Record and for annual evaluation of the GTA's teaching. Contact the Graduate Studies Office with questions about Instructor of Record requirements for GTAs. All GTAs are considered exempt/salaried employees.

Graduate Research Assistantship and Graduate Research Fellow Assistantship – Graduate research assistants (GRAs) are students enrolled in a Graduate Program who are primarily assigned to assist one or more faculty members in the conduct of research. In most instances, research assistants are assigned a variety of duties such as library searches, data collection and analysis, and laboratory experiments under the close supervision of faculty mentors. Per IOR policy, GRAs cannot be assigned as an Instructor of Record and cannot have instructional duties. Graduate Research Fellow Assistants (GRFAs) are typically students who are recipients of external fellowships or grants that do not provide tuition benefits. Students are eligible for GRFA support if their external support is equivalent to a half-time assistantship at the minimum tuition waiver rate set for students at the doctoral or masters level in their program (as appropriate). Like GRAs, GRFA students are enrolled in a Graduate Program and assigned to assist one or more faculty members in the conduct of research specific to their fellowship program. Students must provide documentation that their sponsoring agency allows them to accept paid work at UNG while on the fellowship and are subject to the same conditions of employment as other UNG Graduate Assistants. Per IOR policy, GRFAs cannot be assigned as an Instructor of Record and cannot have instructional duties.

Graduate Assistantship - Graduate assistants (GAs) are all other students enrolled in Graduate Programs who receive assistantships that are not primarily designated for teaching or research. Duties assigned to this category of graduate assistants may include assisting faculty with a variety of academic tasks, including but not limited to: providing technical support for courses taught by faculty; working on grant funded projects related to program development, evaluations, outreach, among others; gathering, organizing, and analyzing data for faculty; or working in a non-academic unit of the university, such as Student Affairs. GAs awarded outside of their academic department should provide some opportunities that are directly related to their graduate program of study and/or career preparation. Per IOR policy, GAs may assist faculty with instructional duties but an approved and valid faculty member must be listed as the Instructor of Record in the Course Offerings Database and must be responsible for all aspects of the course.

Graduate Assistant (Hourly) - Generally to perform administrative support functions in an office setting. May not exceed more than 25 hours per week.

Graduate Assistant (Salary) - GA positions that require exempt status.

Graduate assistantships (GAs, GTAs, GRAs, GRFAs) are awarded by various departments or units on campus. On full-time assistantships, students work up to 25 hours per week (in teaching, research, or other areas) OR may teach up to two, 3 credit hour courses. Total hours worked (including teaching, if IOR) may not exceed 25 hours per week. Students on half-time assistantships will work up to 12.5 hours per week or if the Instructor of Record (IOR), may teach one 3 credit hour course.

### **Graduate Assistant Qualifications**

To qualify for an assistantship, graduate students must be regularly admitted and accepted into a graduate degree or certificate program. If the GA is enrolled in an online program, the program coordinator must justify/explain how the GA is working either on-campus or in the online program to achieve the work hours required.

Successful applicants must have required academic credentials, adequate preparation for graduate study in their major field, and must maintain a cumulative grade-point average of at least 3.0 on all work taken for graduate credit, although some departments may require their graduate assistants to maintain a higher grade point average.

Students on a Full-time and Half-time graduate assistantships must enroll in a minimum of 6 graduate hours each Fall/Spring. Graduate assistants serving in summer term must maintain the minimum enrollment of 3 credit hours.

The graduate tuition waiver only covers enrolled graduate program courses and/or its prerequisites. Graduate Studies approval is required for the tuition waiver to pay undergraduate hours, audited hours, or hours outside of the program. Departments have the discretion to limit a waiver to the minimum number of hours required by the assistantship.

Graduate Assistants whose native language is not English and who will be interacting with students in a teaching or tutorial role are required to pass English language requirements for both speaking and writing as specified in the graduate admission process.

### **Graduate Assistant Eligibility While on Academic Probation**

Graduate students who are placed on academic warning may not have their assistantship removed unless it is deemed by the major professor (if applicable), in consultation with the graduate coordinator and unit head, that the activities associated with the assistantship are contributing to the student's unsatisfactory academic performance. In this case, an alternative source of funding that will allow the student to focus on academic performance should be considered. If a student is subsequently placed on probation, the decision to change the source of funding or remove an assistantship shall be determined by the program coordinator (if applicable) in consultation with the department/unit head.

### **GA Resignation, Termination, or Withdrawal**

A graduate assistant who resigns or is terminated from an assistantship appointment, but who remains enrolled, will be required to pay a prorated portion of the university tuition and fees for the remainder of the term. Any termination of a graduate assistant must comply with the Human Resource Employee Manual

(<https://ung.edu/human-resources/uploads/files/Employee-Handbook.pdf>).

Graduate Assistants on Tuition Waiver who withdraw from a course at the start of term before W date will not be penalized. Graduate Assistants on Tuition Waiver who withdraw from a course after the withdrawal with a W date will be assessed a prorated portion of the university tuition and fees for the remainder of term.

Graduate Assistants on Tuition Waiver who withdraw from a program at the start of term before the end of drop-add period will not be assessed a penalty. However, if they apply for re-admittance in the future, they may not be eligible for a graduate assistantship or tuition waiver.

Graduate Assistants on Tuition Waiver who withdraw from a program without significant cause (Act of God, Death of spouse, parent, child, significant other, or documented major illness) at any point after the start of term (beyond the 5th day) will be assessed a prorated portion of university tuition and fees for the remaining portion of term. Students who withdraw without significant cause may be eligible for application and re-admission but will not be eligible for graduate assistantships or tuition waivers in the future. Any questions related to resignation, termination, or withdrawal must be directed to the Dean of Graduate Studies and/or the Bursar's Office.

## Tuition Waivers

Out-of-State Graduate Assistants appointed to a half-time position will be provided a waiver in order to be assessed the equivalent of the in-state rate for tuition purposes. All Graduate Assistants appointed to a full-time position will be provided a waiver to cover all but \$25.00 of the tuition of their graduate program. All other charges (mandatory fees, course fees, miscellaneous fees, books, housing, meal plans and other expenses) are the responsibility of the graduate student.

Out-of-state Graduate Assistants who drop the GA position or lose their waiver may be responsible for out-of-state tuition if they have not established residency. These exceptions will be handled on a case-by-case basis.

Tuition waivers are submitted each semester by the department on behalf of the Full-time appointed graduate assistant and cover in-state graduate tuition for 12 credit hours or more in fall and spring terms, and 6 credit hours or more in summer.

Financial aid is typically dispersed the week before classes begin. **All tuition waivers must be submitted by the department by the fifth day of classes in the spring/fall semesters and by the second day of classes in the summer. The only exceptions will be for pre-approved, late- start GA positions (see below).** Graduate Assistants will be issued a 1098T for tuition, and on the employment side they will pay payroll taxes and will be issued a W2.

## Research with Human Subjects

<https://ung.edu/sponsored-programs/research-compliance.php>

## Responsible Conduct of Research

<https://ung.edu/sponsored-programs/research-compliance.php>

## Student Education Records

The federal Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They include the following:

1. The right to inspect and review the student's education records, subject to certain specific exceptions. A student wishing to review his/her education records should submit to the registrar, academic dean or other appropriate official a written request that identifies the records he/she wishes to inspect. The University official will make

arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official will advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records. A student may ask the University to amend a record that he/she believes is inaccurate or misleading. The student should write the University official responsible for the record, clearly identifying the part of the record he/she wants changed and specifying how it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing as well as the hearing procedures.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception is disclosure to other University officials who have been determined to have a legitimate educational interest in the information. Upon request, the University also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll. In addition, directory information may be disclosed without a student's consent unless the student has advised the registrar in writing and he/she wishes to restrict access to this information. "Directory information" includes, but is not limited to, the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended by the student, as well as the weight and height of members of athletic teams.
4. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without the student's consent. One exception is disclosure to other University officials who have been determined to have a legitimate educational interest in the information. Upon request, the University also discloses education records without the student's consent to officials of another school in which a student seeks or intends to enroll. In addition, directory information may be disclosed without a student's consent unless the student has advised the registrar in writing and he/she wishes to restrict access to this information. "Directory information" includes, but is not limited to, the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received and the most recent previous educational



agency or institution attended by the student, as well as the weight and height of members of athletic teams.

5. The right to file a complaint with the U.S. Department of Education concerning the University's alleged failure to comply with FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202- 4605.

Copies of the complete University policy statement regarding FERPA may be obtained from the Office of the Registrar.

## Thesis Option

The thesis is a report of original research and scholarly work that is shared with the academic community and is made available to the public. Upon completion, the thesis becomes part of the library's collection at the University of North Georgia (UNG).

This [link](#) contains general guidelines for students completing the thesis option as part of their graduate degree at UNG. Final post-defense changes and professional editing and formatting can take 2-4 weeks so timeline planning needs to be considered to meet submission requirements and deadlines.

Final Submission to Institutional Repository Deadline: **Last Day of Classes.**

By the last day of classes, not the last day of finals, students must upload their finalized and approved dissertations, thesis, or program projects to the repository in compliance with the institution's formatting and submission guidelines.

### **Institutional Repository Verification:**

Programs with dissertations, thesis, and program projects that are required as an aspect of the degree, should be registered with Degree Works, and the confirmation of completion of the degree requirement should be verified and completed by the Graduate Studies Staff after all required paperwork has been completed and the student has submitted to NOIR. This verification includes completed document editing as approved by advisor, formatting, and including UNG front matter. Graduate Studies Staff will email the student once compliance verification has been completed.

### **Student Submission to Institutional Repository:**

Once the compliance verification email has been sent to the student, the student is instructed to then submit their dissertation, thesis, or program project to the NOIR repository. Upon completion of upload, Graduate Studies Staff will email the Registrar Office to clear the requirement in Degree Works, cc'ing the student.

## Dissertation Option

This [link](#) contains general guidelines for students completing a dissertation as part of their graduate degree at UNG. Final post-defense changes and professional editing and formatting can take 2-4 weeks so timeline planning needs to be considered to meet submission requirements and deadlines.

Final Submission to Institutional Repository Deadline: **Last Day of Classes.**

By the last day of classes, not the last day of finals, students must upload their finalized and approved dissertations, thesis, and program projects to the repository in compliance with the institution's formatting and submission guidelines.

### **Student Responsibilities:**

Upon completion of the dissertation defense, the student is responsible for obtaining appropriate signatures on all required paperwork required by their department. Format standards have been developed to ensure a degree of consistency in the written presentation of this research across academic disciplines, and to allow for binding and digitization requirements. The student has the primary responsibility for both the content and the format of the dissertation. Upon successful defense of the dissertation, the student is responsible for working with their program to ensure that all appropriate forms are completed, and one final, electronic copy of the dissertation is submitted to the institutional repository (NOIR).

### **Institutional Repository Verification:**

Programs with dissertations, thesis, and program projects that are required as an aspect of the degree, should be registered with Degree Works, and the confirmation of completion of the degree requirement should be verified and completed by the Graduate Studies Staff after all required paperwork has been completed and the student has submitted to NOIR. This verification includes completed document editing as approved by advisor, formatting, and including UNG front matter. Graduate Studies Staff will email the student once compliance verification has been completed.

### **Student Submission to Institutional Repository:**

Once the compliance verification email has been sent to the student, the student is instructed to then submit their dissertation, thesis, or program project to the NOIR repository. Upon completion of upload, Graduate Studies Staff will email the Registrar Office to clear the requirement in Degree Works, cc'ing the student.

## Double-Counting of Credits and Cross-Levelled Credits

- A. Double-counting: Refers to the university policy that allows credit hours earned for a course to satisfy requirements in two separate degree programs.
- B. Degree Plus (4+1, 3+2) and Combined Degree programs. These are graduate programs that allow select undergraduate students to enroll in graduate coursework as an undergraduate and apply it toward both an undergraduate and graduate degree. This could also be applied to a combined master's to doctoral program or specialist to doctoral program. In addition, these programs have separate admission requirements for 'highly qualified' students and processes clearly defined in the graduate catalog.
- C. Cross-levelled courses: Courses which share common learning outcomes but are offered at different levels of rigor and may apply towards undergraduate or graduate degrees based on numbering.
- D. Residency Requirement: The minimum number of credit hours completed at UNG after enrollment in a specific graduate program.

The University of North Georgia will allow double counting of credit hours between degree levels subject to the policies and procedures below unless specifically prohibited by the program's academic policies as outlined in the graduate catalog:

- A. For Degree Plus and Combined Degree Programs, UNG will allow a maximum of one third of the graduate degree's total credit hours to be applied to both the graduate and undergraduate degree, subject to the residency requirements of the graduate degree. (For example, 10 hours of a 30-hour master's program may be applied toward an undergraduate degree.)
  - i. Only cross-levelled courses taken at the graduate level can be counted towards graduate degree requirements. Undergraduate courses numbered 4000-level or below may not be counted towards a graduate degree.
  - ii. For two graduate degrees at the same level (two master's degrees or two doctoral degrees), UNG will allow double counting as long as both program residency requirements are met.
  - iii. For master's and doctoral degrees in the same department and discipline, UNG will allow a maximum of one third of the master's credit hours to count toward a doctoral degree as long as both resident requirements are met.
  - iv. The residency requirement for a master's degree program is 24 credit hours unless specifically defined by the program's academic policies.

- v. The residency requirement for a doctoral degree program is 30 credit hours unless specifically defined by the program's academic policies.

See full policy for more information.

### **Time to Complete a Graduate Degree**

In any graduate program, all work submitted for a degree (including the comprehensive examinations) must be completed within a continuous six-year period. A student called into military service or a student with extraordinary circumstances may apply for an extension of at the time the exception occurs. Retroactive requests may be considered if submitted at least six months prior to time limit expiration.