

COMPLETING THE PROGRAM OF STUDY FORM (G138)

For MA and PhD students

1. Navigate to gradstatus.uga.edu and log in using your UGA credentials.
2. Search for the Program of Study Form (G138) in the search bar or scroll to find it. Select the link.

The screenshot shows the top navigation bar of the Grad Status Graduate School website. The header includes the university logo, the text "Grad Status Graduate School UNIVERSITY OF GEORGIA", and a session timer "Session: 58:48 • UGA ID: [lock icon] Reveal". Below the header is a red navigation bar with links for "Events", "My Submissions", and "Approvals". The main content area has a search bar with the text "Program of Study (G138)" entered. Below the search bar, there is a link to "Program of Study (G138)" with a subtext "Ends: 09/03/2021 11:59 PM". At the bottom of the page, there is a footer with contact information and a privacy policy link.

3. Enter your information (name, UGA ID [81X], UGA email). Select either **Political Science** or **International Affairs** as your department. *Do not select Political Science & International Affairs as your department! This will cause processing and routing delays.*

The screenshot shows the "Program of Study (G138)" form. At the top, there is a warning banner: "DO NOT include Social Security Numbers, Credit Card Numbers, and/or other restricted information on the forms or any of the attached documents. Always redact sensitive content from the documents before uploading them. The documents that include sensitive information will be deleted without a notification. If there are any questions, please contact the Graduate School office." Below the banner is the "Student" section with the following fields: "Name" (first name: Ima, last name: Student), "UGA ID" (123456789), "Email" (myemail@uga.edu), "Department" (Political Science), and "Degree Objective" (a dropdown menu). At the bottom of the form, there is a footer with contact information and a privacy policy link.

4. Select your degree objective. You can choose from Master of Arts (for thesis MA students), Master of Arts, Non-Thesis, or Doctoral. The Course Information section will populate once you select a degree objective (see below).

The screenshot shows the "Program of Study (G138)" form with the "Degree Objective" dropdown menu selected. The dropdown menu shows "Master of Arts" as the selected option. Below the dropdown menu, there is a link "Change Dept/Degree Objective | Resets all form fields". The "Major/Degree" dropdown menu is also visible, showing a red asterisk. The "Area of Emphasis" field is empty.

5. Select your Major/Degree. This should correspond to the degree objective you have selected. Use PhD for Doctoral degrees, MA for Master of Arts degrees, and MA,NT for Master of Arts, Non-Thesis degrees.

Program of Study (G138)

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Student

Name: * Ima Middle: * Student

UGA ID: * 123456789 Email: * myemail@uga.edu

Department: Political Science Degree Objective: Master of Arts, Non

Major/Degree: * Political Science & International Affairs - PhD

Important Notes

Please click the link below to view the instructions for this form: <https://ad.uga.edu/index.php/current-students/forms/form-instruction/>

All graduate programs require the completion of a degree objective. On this form, list all graduate level courses that have been taken or will be taken to complete this form to make sure the student has listed all degree requirements. Doctoral students typically complete this form. All other students are not required to submit the form until the deadlines posted on ad.uga.edu/index.php/current-students/important-dates-deadlines/.

The following courses cannot be listed under course information: GRSC 7770, GRSC 9270, LLED 7768/7769, or 7005/9005. You can list these courses under Departmental Requirements or Research Skills Requirement.

For students matriculating Fall 2022 or after, GRSC 7001 should be listed as under GradFIRST requirement. Students matriculating before Fall 2022 or enrolled in programs exempt from GradFIRST may note they are exempt.

6. Add your course information. **Do not include POLS 7005/9005, POLS/GRSC 7770, LLED 7768/7769, or POLS 9000.** Tick the “Grad Students Only” box next to each 6000- or 7000-level class (e.g., POLS 6100, INTL 6200, POLS 7010). If a course is still in progress, leave the Grade box blank.

Course Information

- Click on the green plus sign to add additional courses.
- 'Grad Student Only?' is only for Masters of Science and Master of Arts degree objectives.
- Click the Grad Student only box for any 6000/7000 level course open only to graduate students

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
* POLS7010	* 3	A	Spring	2023	<input checked="" type="checkbox"/>	
* POLS8500	* 3	A	Spring	2023	<input type="checkbox"/>	-
* POLS9300	* 3		Fall	2023	<input type="checkbox"/>	-

7. For **PhD students**:
- Under Research Skills Requirement, type “Methods sequence complete”
 - Under Departmental Requirements, type “Comprehensive exams, prospectus defense, dissertation defense”
 - If you matriculated (i.e., started your degree) **before Fall 2022**, type “exempt” in the GradFIRST Requirements box. Otherwise, list GRSC7001.
 - If you entered the Fast-Track PhD directly from undergrad, please select “No” from the dropdown menu for Completed Masters Degree. If you have a master’s degree, either from UGA or another institution, select “Yes”

Course Information

- Click on the green plus sign to add additional courses.
- 'Grad Student Only?' is only for Masters of Science and Master of Arts degree objectives.
- Click the Grad Student only box for any 6000/7000 level course open only to graduate students

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
* POLS7010	* 3	A ▾	Spring ▾	2023	<input checked="" type="checkbox"/>	
* POLS8500	* 3	A ▾	Spring ▾	2023	<input type="checkbox"/>	-
* POLS9300	* 3	▾	Fall ▾	2023	<input type="checkbox"/>	-

Research Skills Requirement

Departmental Requirements

GradFIRST Requirements

Completed Masters Degree

Submit

8. For MA Thesis students:

- Under Research Skills Requirement, type "Methods sequence complete."
- Under Departmental Requirements, type "Thesis defense"
- If you matriculated (i.e., started your degree) **before Fall 2022**, type "exempt" in the GradFIRST Requirements box. Otherwise, list GRSC7001.
- List your Major Professor (do not include "Dr." or "Professor").
- Check the box acknowledging human subjects research requirements.

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

Research Skills Requirement

Departmental Requirements

GradFIRST Requirements

Major Professor Name

Submit

9. For MA Non-Thesis students:

- Under Departmental Requirements, type "Article defense"
- If you matriculated (i.e., started your degree) **before Fall 2022**, type "exempt" in the GradFIRST Requirements box. Otherwise, list GRSC7001.
- List your Major Professor (do not include "Dr." or "Professor").

Prefix and Course Number	Hours	Grade	Term	Year	Grad Students Only?	+ Add
* POLS7010	* 3	A ▾	Spring ▾	2023	<input checked="" type="checkbox"/>	
* POLS8500	* 3	A ▾	Spring ▾	2023	<input type="checkbox"/>	-
* POLS9300	* 3	▾	Fall ▾	2023	<input type="checkbox"/>	-

Departmental Requirements

GradFIRST Requirements

Major Professor Name

Submit

10. Click Submit.
11. Email the Graduate Advisor (meganjs@uga.edu) to let me know that you've submitted your Program of Study form.

Updated January 2023