

Graduate Manual

The University of Georgia Master of International Policy (MIP) Program

Updated August 2021

PREFACE

The School of Public and International Affairs (SPIA) at The University of Georgia comprises three departments and two centers: the Departments of International Affairs (DIA), Political Science, Public Administration and Policy, the Center for International Trade and Security (CITS), and the Center for the Study of Global Issues (GLOBIS). The Master of International Policy (MIP) program is jointly administered by the Department of International Affairs and the Center for International Trade and Security.

This manual sets forth the policies and procedures for the MIP degree, which is adopted pursuant to regulations of the University of Georgia and its Graduate School. It provides specific information as to the rules and requirements of the MIP degree program. It does not attempt to cover all University regulations relevant to graduate studies, which are available on the Graduate School website. **The University of Georgia's Graduate School Bulletin takes precedence over this Manual should discrepancies exist between them.**

If you have any additional questions that are not answered by the contents of this manual, please email SPIA's Graduate Advisor at polgrad@uga.edu.

Table of Contents

Part I: Program Overview

General Expectations

Program Objective

Program Faculty

Experiential Opportunities

Financial Assistance

Registration and Enrollment

Part II: Degree Program and Requirements

Program of Study

Track Specialization

Capstone Requirements

Part III: Double Dawg Programs

Overview

Eligibility

How to Apply

Graduation

Financial Considerations

Part IV: Additional Information

Academic Honesty

The Graduate Student Role in Governance

Grievance Procedures

Policy Changes

Appendices

MIP Program Timetable

Part I: Program Overview

GENERAL EXPECTATIONS

MIP courses are taught by faculty from across SPIA's departments and centers, as well as Resident and Non-resident Fellows from the Center for International Trade and Security. The faculty expects that each graduate student will have arrived at the decision to pursue graduate work after seriously considering what such work entails. This decision should not be made lightly. A full commitment of talents and energies is required in order to become a professional in one's field of study. Among the qualities that contribute to the successful participation in an advanced degree program are the following:

- dedication to the comprehensive understanding of one's discipline, including its development, its aims, its current direction, and the problems it seeks to address;
- development of the ability to identify significant questions, analyze major alternative positions, and apply relevant methodologies and standards of judgment;
- the understanding that scientific inquiry is an ongoing, collective enterprise in which one's own work must be seen in relation to past and present efforts of others;
- a devotion to the highest standards of scholarly integrity; and
- the utmost respect for colleagues and their work, even as that work is submitted to critical scrutiny.

In addition to the skills that are necessary to pursue research and the presentation of such research, the above are considered critically important to one's development as an international policy scholar and practitioner. SPIA's faculty devotes much of their effort towards developing these qualities in our students.

An additional expectation is that students who enter the MIP program will understand that much more is expected of them than was during their undergraduate careers. Undergraduate study is most often directed to the satisfaction of requirements in particular courses, where students are given quite specific directions in reading and research assignments. Graduate study, by contrast, is directed not so much to the completion of particular courses as to the *mastery of broad fields of study with specialization in particular areas of inquiry*. Although graduate students work under faculty supervision, they must take the initiative to read beyond specific course assignments in order to discover the boundaries of their chosen fields and to identify the questions that are essential to mastering them. Moreover, graduate students must frame and carry out independent research projects and policy proposals that explore some field in considerable depth and detail.

Finally there is the expectation that students admitted to the MIP program will have the maturity, initiative, and intelligence to complete a graduate degree. Mature and highly motivated students will meet program requirements, make plans well in advance of deadlines,

budget their time wisely, and complete assignments in a timely fashion. Those who do not do these things often find themselves struggling to complete the requirements.

SPIA's graduate courses are taught largely as seminars, where students enter fully and actively into discussion. You can expect to have your ideas challenged, just as you, in turn, will be expected to challenge the ideas of your peers and professors. You will participate in an intellectual setting that is engaging, lively, and open.

PROGRAM OBJECTIVE

The MIP program is unique in that it is intended to be a terminal master's degree with the goal of preparing students for careers across the international policy community. This includes careers in the U.S. government, international organizations, nonprofits, consultancies, and multi-national corporations. SPIA's faculty and staff are dedicated to assisting MIP students with attaining the prerequisite knowledge and skills necessary for entering the international policy field. In fact, the MIP program's primary measure of success is student placement. The MIP program, however, is no panacea, and career placement ultimately rests with the student.

Student Learning Objectives

The MIP program has four overarching learning objectives: mastery of scholarship, research proficiency, comprehension of the policy process, and enhancement of professional practices. Although individual courses may focus on specific topic and issue areas, each course is designed with an eye toward these overarching objectives.

Mastery of scholarship: Students must demonstrate a practical understanding of the dominant theories and approaches to studying international policy, as well as develop an in-depth knowledge of the literature regarding an international or human security issue.

Research proficiency: Students must demonstrate the ability to construct a testable research question, develop a theory, derive hypotheses, build a literature review, and statistically analyze data to evaluate the merit of international policy debates.

Comprehension of the policy process: Students must understand the factors affecting policy formation and adoption, the stages of the policy process, methods for communicating complex policy information, and considerations for making decisions about complex policy issues.

Enhancement of professional practices: Students must demonstrate the ability to articulate and promote policy recommendations via professional policy memos, reports, and presentations, as well as interact with members of the international policy community via professional routine correspondence and meetings.

FACULTY AND FELLOWS

MIP courses are taught by faculty from across SPIA's three departments, as well as security experts at CITS. Many of CITS' Resident and Non-resident Fellows serve as either guest lecturers or instructors for MIP courses. CITS Fellows complement SPIA's faculty instruction by sharing practical knowledge gained through years of real-world experience and specialized expertise. Furthermore, many CITS Fellows have deep insights into government and industry hiring processes. Routine, meaningful interaction with both faculty and fellows is a defining feature of the MIP program.

EXPERIENTIAL OPPORTUNITIES

Experiential learning is a valuable component of the MIP program. Practical knowledge combined with hands-on experience provides MIP students with a comparative edge in the job market. As such, seeking experiential opportunities for our students is a priority for faculty and staff. While the experiential opportunities afforded to each cohort varies, the MIP program has been successful at arranging a variety of trips aimed at exposing students to government agencies and private industries engaged in international trade and security issues. For example, previous cohorts have toured the National Capitol Region, Oak Ridge National Laboratory, and the Alvin W. Vogtle Nuclear Power Plant. The MIP program's experiential initiative is aided by the University of Georgia's close proximity to Atlanta and a host of federal agencies and think tanks such as the Centers for Disease Control and Prevention, the Carter Center and a wealth of multi-national corporations.

FINANCIAL ASSISTANCE

There are several sources of aid for MIP graduate students. First, CITS offers the Dean Rusk Scholarship and the Jane Willson Scholar Assistantship. **All admission applications are considered for CITS funding.**

Second, the Graduate School awards its own assistantships as well as provides a number of out-of-state tuition waivers. Both graduate assistantships and Graduate School waivers are based on academic competitiveness. Student veterans may also be eligible to receive an out-of-state tuition waiver. SPIA's Graduate Committee makes all decisions for school assistantships as well as decisions on which students will be nominated for various competitions at the Graduate School level.

Assistantships

Assistantships are awarded for the ten-month academic year and normally require one-third time assisting CITS staff with research (15.5 hours per week). Assistantships carry stipends as well as tuition waivers (tuition is reduced to just \$25/semester). Students are required to pay a registration fee each semester as well as mandated student fees, which include transportation, activity/recreation, athletic, health, student facilities, technology, institutional, and green fees.

Details on these specific fees are available from the Bursar's Office. Note these may change from year to year.

Students on assistantship are required to register for at least 12 credit hours each semester. Generally, a student on an assistantship will register for at least 9 hours of substantive course work and then have the option of registering for 3 hours of "graduate assistantship" (POLS 7005 for master's students) to meet the required hours of registration. No additional service is required for the "graduate assistantship" hours.

The renewal of an assistantship is not automatic. Each student's record is reviewed annually by the Graduate Committee. The decision to renew an assistantship depends on:

1. the quality of the student's academic work;
2. timely progress toward the degree;
3. and satisfactory performance of assigned duties as a research assistant.

Students on assistantship will be expected to maintain a cumulative GPA of at least 3.25. For new students, the calculation will be made after the first semester. A student whose GPA falls below 3.25 will be given one additional semester to come up to this level. If the student fails to do so, the assistantship will be terminated. Also, students may not carry more than two incomplete grades ("I") at any one time while holding an assistantship. These requirements help ensure that financial assistance goes only to those students who are making solid academic progress.

Graduate School Assistantships

The graduate program is able to nominate a limited number of incoming students for Graduate School Assistantships. Since these awards are very competitive, only students with outstanding records are nominated. All Graduate School Assistantships are non-teaching awards. Students are generally assigned to work in their major department 16 hours per week, usually in the capacity of a research assistant, and must be registered for a total of 12 hours each semester.

A student who holds a Graduate School Assistantship has the option of continuing their funding through the summer semester but must register for a total of 9 semester hours to do so. The student will also be required to work for the department during the summer semester for 16 hours per week. Graduate School Assistantships are currently awarded on a two-year basis.

Limits on Eligibility

Limits are set on the period of time for which students are eligible for assistantships. The limit on eligibility for MIP students is two years (four semesters). Note that the semesters discussed are the Fall and Spring semesters.

Summer funding is not generally available unless a student carries a Graduate School assistantship or if other means of summer support (grants, fellowships, etc.) are available to the department.

Regents' Out-of-State Tuition (ROOST) Waiver

The Graduate School awards out-of-state tuition waivers to students who are classified as non-residents of the State of Georgia. These awards are based upon applicants' academic records

and the recommendations of their major departments. The waiver lasts for one academic year (fall-spring-summer) and students must be re-nominated by their Department for additional years. These awards waive only the non-resident portion of a student's tuition, thus allowing the student to pay in-state tuition. Students must enroll in a minimum of 12 credit hours to be eligible for this waiver. The graduate program is able to nominate a few of its most qualified students who are not on assistantships for these tuition waivers.

Student Veterans' Out-of-State Tuition Waiver

The Registrar's Office and the Admissions Office process out-of-state fee waivers for student veterans, their spouses, and their dependent children who meet the Board of Regents requirements. See: https://www.usg.edu/policymanual/section7/policy/C453/#p7.3.4_out-of-state_tuition_waivers_and_waivers_of_mandatory_fees

REGISTRATION AND ENROLLMENT

The normal load for graduate students is three seminars (9 credits) per semester. All active graduate students must register for a minimum of 3 credits each semester they enroll. Students on graduate assistantships must register for 12 hours, including three hours for POLS 7005.

Students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three credits in at least two semesters per academic year (fall, spring, summer).

To be eligible for graduation, a student must maintain a minimum average of "B" (3.0 on a 4.0 scale) on all graduate courses taken and on all courses on the program of study.

Academic Probation and Dismissal

A student who fails to maintain a cumulative GPA of 3.0 will receive a warning letter from the Graduate School. If the GPA remains below 3.0 for two consecutive semesters, the student will be placed on academic probation. The student must then make a 3.0 semester average or better in each succeeding semester that his or her overall cumulative GPA remains below 3.0. The student is no longer on probation when the cumulative GPA reaches 3.0 or above. Students who make below 3.0 semester graduate average while on probation are dismissed by the Graduate School. An appeal may be submitted to the Dean of the Graduate School within 10 working days following receipt of notice of dismissal.

Limits on Incompletes

Students may sometimes find it necessary to request a grade of "I" (Incomplete) in courses where they are doing satisfactory work, but are unable to meet the full requirements of the course for non-academic reasons beyond their control. Nevertheless, accumulating incompletes is strongly discouraged. Several policies govern such matters.

1. If an Incomplete is not removed after two semesters have passed, the "I" automatically will become an "F."
2. If a student receiving financial assistance acquires more than two grades of Incomplete at

any time, that financial assistance will be terminated.

3. Students will not be awarded an assistantship until all incompletes received in their graduate-level work at the University of Georgia have been removed.

4. No student will be permitted to accumulate more than three Incompletes at any time during his or her course work. If more than three Incompletes are carried, the student will not be permitted to register for courses until such time as the number is reduced to three or fewer.

5. A student may not graduate with an incomplete grade on his or her transcript if the conversion of the Incomplete to another letter grade will result in a GPA below 3.0.

Part II: Degree Program and Requirements

PROGRAM OF STUDY

The MIP program comprises a minimum of 36 credit hours of graduate coursework (12 three-hour classes). MIP students are required to take 4 core courses, 6 track courses, 1 general elective, and complete a capstone project. Satisfactory completion of the core courses ensures that students achieve the MIP program's learning objectives, while the track courses are designed to build in-depth expertise in a specific issue area or broad expertise across multiple issue areas. Please see Appendix 1 for a MIP Degree Program Timetable.

TRACK COURSES

The MIP program features three thematically designed tracks: an International Security and Nonproliferation (ISN) track, a Human Security track, and an Energy Security track. This organization is designed to assist students with developing marketable expertise by achieving either in-depth knowledge of a single track or a broad knowledge base across all three tracks.

The ISN track focuses on threats to states and the mitigation of threats posed by the technology and materials that underlie weapons of mass destruction. Courses in the ISN track will assist students with developing an understanding of the policies underlying national and international nonproliferation efforts, technical aspects of weapons of mass destruction programs, and the fundamentals of strategic trade management.

Courses in the Human Security track focus on issues related to the protection and empowerment of individuals, the various means by which human rights may be either violated or protected, and the consequences of both military and civilian interventions on human security outcomes.

The Energy Security track examines the technical foundations of energy systems, the international allocation of energy resources and the political, economic, and climate

implications associated with the use of fossil fuels, nuclear, and renewable energy technologies. The energy security track extends the scope of energy beyond that of an economic commodity to explore the geopolitical implications of energy assets as instruments of national power.

In addition to the core and track courses, students are required to take an elective course of their choosing. The elective course provides students an opportunity to enroll in a variety of the many courses offered by SPIA's three departments or to take a course across campus in another UGA school or college.

CAPSTONE REQUIREMENTS

The MIP program of study culminates with a capstone project. The MIP capstone may be written as either a formal research paper or a formal policy report. Students must demonstrate independent judgment in examining a contemporary international policy issue and effectively communicate novel insights, conclusions and recommendations. The faculty advisor is responsible for determining if and when a student's project meets this threshold. Regardless of the design, the MIP capstone shall be formatted in accordance with UGA's theses and dissertation template guidelines located at the following link:

<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-templates/>

Completing the Capstone

The capstone project will be completed in the student's final semester. Students must select an advisor from SPIA's graduate faculty to oversee their capstone project prior to the beginning of their final semester. (For traditional students, the identification of an advisor should occur at the end of their third semester.) Once a faculty member has agreed to serve as the capstone advisor, the student has the right to expect that the faculty member will be available for consultation, will read and return materials in a timely fashion, and will judge the final product fairly. At the same time, faculty may reasonably expect certain behavior from the student including adherence to deadlines, patience and perseverance.

The capstone is complete once it is approved by the faculty advisor and the advisor notifies SPIA's graduate program advisor in writing. It is a common error to assume that the capstone is complete when a final draft is submitted to the faculty advisor. This is not usually the case. Even if students have worked closely with their faculty advisor, the advisor must have at least two weeks to review the final project. At that time, final revisions may be required before the capstone is formally approved. External considerations, such as a student's graduation plans or job prospects, must never induce faculty members to reach a hasty or ill-considered judgment on a capstone project.

Capstone deadlines

Both the Graduate School and the graduate program post various deadlines that govern the awarding of degrees. SPIA's graduate advisor will make students and faculty aware of the

various deadlines each semester. Students must keep in mind that if their capstone is to receive final approval by the Graduate School's deadline, it will be necessary for them to submit a final draft to their advisor weeks prior to the official deadline. It is the student's responsibility to inform their advisor of all deadlines and to work with their advisor to develop a detailed schedule for timely completion of the capstone.

Part III: Double Dawg Programs

OVERVIEW

The Double Dawgs program at the University of Georgia creates structured programs for qualified students to earn an undergraduate and graduate degree within a five-year timeframe. The Double Dawg program for the Master of International Policy affords high-achieving undergraduate students the opportunity to hone their interests and expand their analytical skills in preparation for policy-oriented careers in government, multinational corporations, consultancies, as well as intergovernmental and nongovernmental organizations.

There are currently two approved Double Dawgs programs for the MIP: the International Affairs AB/International Policy MIP (non-thesis) and the Political Science AB/International Policy MIP (non-thesis). Students with undergraduate majors in other fields should consult the SPIA undergraduate advising office and the Political Science & International Affairs Graduate Advisor to find out more about creating a new Double Dawgs program specific to their interests.

ELIGIBILITY

To be admitted into the dual degree pathway, students must at a minimum have completed at least 60 hours of resident credit at UGA, at least 9 hours of the 30 required undergraduate major credit hours completed or in progress and at least a 3.5 UGA GPA at the time of application. Application to the pathway is **not** the same as application to the graduate program.

HOW TO APPLY

Applying to the Double Dawgs Pathway

SPIA's undergraduate advising office is the first step in the pathway application process. Interested students should complete and return SPIA's Double Dawg Pathway application form to their undergraduate advisor (the form is available from SPIA's undergraduate advising office). In addition to the application form, students must develop a preliminary plan of study that outlines their individual academic path for completing all undergraduate and graduate credits within the prescribed timelines outlined by the Double Dawg program (completion of undergraduate credits in 4 years and graduate credits in 5 years). The application and preliminary plan of study must first be approved by both the undergraduate and graduate advisor.

Due to the limited number of MIP Double Dawg slots, all applications will be considered at the

same time each semester. In general, MIP Double Dawg pathway applications will receive final adjudication the week prior to registration (for example, applications for spring semester will normally be adjudicated the first week of November and applications for fall semester will normally be adjudicated the first week of April.) Students will be notified of their status in time to register appropriately. Students accepted into the program may begin taking graduate courses that will count toward the MIP program of study. Twelve hours of graduate credit (4 courses) may double-count toward undergraduate degree programs of study.

Applying to the Graduate School

Acceptance to the MIP pathway is not the same as admission to the MIP degree. Students must follow all application requirements for traditional MIP applicants and must submit their applications to the UGA Graduate School for review. Students typically apply to the MIP graduate program in the fall semester of their fourth year. Once students are admitted to the graduate program, they pay graduate tuition rates and are classified as a graduate student for federal student aid purposes.

GRADUATION

The Double Dawgs program is designed to allow students to complete both an undergraduate and graduate degree in five years. Double Dawg students typically graduate with their undergraduate degree in the spring semester of their fourth year, and are admitted and matriculate to the graduate program in the fall semester of their fifth year. Because 12 hours of graduate coursework can be taken prior to officially matriculating into the MIP graduate program, it is expected that Double Dawg students will complete their MIP degree in the spring semester of their fifth year.

FINANCIAL CONSIDERATIONS

Students wishing to pursue dual-degree programs will have additional restrictions and requirements for receiving financial aid, some of which may have substantial impact on tuition and scholarships. **It is crucial that students consult with the Office of Student Financial Aid (OSFA)** prior to applying in order to obtain a full understanding of how federal and state financial aid (including HOPE and the Zell Miller scholarship) will be impacted by pursuing a Double Dawg program. Double Dawg students will also need to have their undergraduate advisor complete a certification form for the Office of Student Financial Aid (OSFA).

Part IV: Additional Information

ACADEMIC HONESTY

SPIA expects that its graduate students will observe high standards of honesty and integrity. Each student is responsible for complying with the University of Georgia's regulations governing student academic conduct (see <https://ovpi.uga.edu/academic-honesty/academic->

[honesty-policy](#)).

There are specific unethical practices that each graduate student must be careful to avoid. One of the most important is plagiarism. When students fail to distinguish carefully between their own work and that of others, plagiarism, whether intentional or not, is often the result. Plagiarism must be guarded against, particularly in writing outside examinations, research papers, theses, and dissertations. Generally speaking, documentation need not be given when reference is made to events or occurrences which are common knowledge, but documentation is necessary when one draws on another person's interpretations of these events. A good rule of thumb, if doubts exist, is to be generous in giving credit to other sources.

Students are also expected to do their own work in each course for which they register. That includes adhering to an instructor's guidelines when collaboration is allowed or required. It also means not submitting written work for more than one course without the approval of the instructors involved.

Another unethical practice that has been reported with disturbing frequency in recent years is the falsification of research data or the misreporting of the actual results of one's research. Since this practice threatens the very integrity of scientific inquiry, persons who have been found to engage in it have not only been censured severely by their peers, but have often seen their professional careers ruined.

In a related matter, students should be scrupulously honest in preparing a curriculum vitae or resume. They should never claim a degree that has not been earned, even if requirements have been unofficially completed. The same is true of awards and honors. Such invention or falsification of academic credentials is a practice that cannot be tolerated in an academic community.

Finally, any student found to have engaged in academic dishonesty on their written comprehensive examination(s) will not be permitted a retake. Regardless of whether it is their first or second attempt to pass the written exams, evidence of academic dishonesty will result in the student being dismissed from the graduate program.

Students who have committed acts of academic dishonesty may be dismissed from the program.

THE GRADUATE STUDENT ROLE IN GOVERNANCE

Graduate students are permitted an advisory, non-voting role in governance. Insofar as practicable, they will be informed when a matter of policy affecting graduate students is pending before the faculty or a committee. This will permit students or their representatives to attend meetings where such policies are decided and to contribute their views. Students may not be present, however, where the discussion concerns the following:

1. Faculty personnel matters;
2. Decisions regarding the admission of students to the graduate programs or the awarding of financial aid to individual students;
3. Matters involving individual student records.

Student views are particularly welcome on such matters as curriculum revision, the recruitment of new faculty members, and decisions on faculty promotion and tenure. When candidates for faculty positions visit the campus for an interview, it is policy to make time available for the job candidate to meet with graduate students. Students are also invited to attend the candidate's research presentation and to share their impressions with the faculty prior to a vote on the job offer.

When regular faculty members are under consideration for promotion and tenure, students may submit their views, individually or through their representatives, on a faculty member's performance as a teacher and student advisor.

GRIEVANCE PROCEDURES

In cases where a graduate student feels aggrieved by the actions of a faculty member, the following procedure should be observed in resolving the grievance:

1. The student should confer with the faculty member in question.
2. If the initial discussion does not lead to a resolution, the student should discuss it with the Graduate Coordinator, who may choose to serve as a mediator.
3. If the problem remains unresolved after discussions with the faculty member and with the Graduate Coordinator, the student may present it to the appropriate department head.
4. If the problem cannot be resolved to the student's satisfaction by the Department Head, the student may choose to follow one of the courses of action established by the University and Graduate School to address student grievances.

POLICY CHANGES

The MIP program is jointly administered by the Department of International Affairs and the Center for International Trade and Security. The provisions of the manual have been approved by the International Affairs Graduate Committee, which is made up of the Director of the MIP program and faculty from the Department of International Affairs. From time to time, it is necessary to change policies and procedures, but these changes will take effect only after due notice has been given to students and faculty.

APPENDIX 1

THE UNIVERSITY OF GEORGIA
POLITICAL SCIENCE AND INTERNATIONAL AFFAIRS

Timetable for the Master of International Policy (MIP) Program

The MIP program of study comprises a minimum of 36 credit hours (12 classes) of graduate coursework.

Students are required to take 4 core courses, 6 track courses, 1 general elective and complete a capstone project. The MIP consists of three thematically designed tracks: An International Security and Nonproliferation (ISN) track, a Human Security track, and an Energy Security track. The general elective course may be selected from any SPIA department (International Affairs, Political Science, or Public Administration) or UGA school or college with complementary courses.

A full-time course load is 9 hours (12 for those on assistantship, including 3 hours of POLS 7005).

A typical MIP program of study is outlined below. Individual student programs may vary.

	Fall Semester	Spring Semester
Year 1	INTL 6000: Foundations of International Policy INTL 6010: Research Methods in International Policy INTL 6200: Pre-Seminar in International Relations	INTL 7007: Data Analytics and Presentation Skills Track Course Track Course
Year 2	Track Course Track Course General Elective	Track Course Track Course Capstone