Graduate Student Handbook
Revised August 2022

Master of International Policy (MIP)
School of Public and International Affairs

Graduate School
UNIVERSITY OF GEORGIA

I. INTRODUCTION

This version of the Graduate Student Handbook was revised in August 2022 and is effective beginning with the Fall 2022 cohort.

The Master of International Policy (MIP) program is jointly administered by the Department of International Affairs and the Center for International Trade and Security (CITS). 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.

1. Academic Unit Overview

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 Handbook sets forth the policies and procedures for the MIP, which are adopted pursuant to regulations of the University of Georgia and its Graduate School. 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 Handbook should discrepancies exist between them**. It does, however, provide specific information as to the rules and requirements of the MIP degree program.

If you have any additional questions that are not answered by the contents of this manual, please email the Graduate Program Administrator (GPA) at polgrad@uga.edu.

2. Faculty and Staff

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.

A full listing of SPIA faculty may be found at https://spia.uga.edu/directory/faculty/. SPIA staff may be found at https://spia.uga.edu/directory/staff/.

3. Program Objectives

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.

3.1. *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.

4. Program Administration

The MIP is coordinated by the Program Director and supported by the Graduate Program Administrator (GPA).
- MIP Program Director: Dr. Joshua Massey, jnmassey@uga.edu
- Graduate Program Administrator: Dr. Megan Morgan, meganjs@uga.edu

5. Global Expectations of All Students

5.1. *Professional Standards of Behavior*

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.

5.2. *Adherence to University Policies*

5.2.1. Academic Honesty

SPIA expects that its graduate students will observe the highest standards of honesty and integrity. Each student is responsible for complying with the University of Georgia's regulations governing student academic conduct.

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.

5.2.2. Non-Discrimination & Anti-Harassment (NDAH) and Workplace Violence (WPV)

Every member of the University Community is expected to uphold the NDAH and WPV policies as a matter of mutual respect and fundamental fairness in human relations. Every student of this institution has a responsibility to conduct themselves in accordance with this Policy as a condition of enrollment, and every University employee has an obligation to observe University policies as a term of employment.

5.2.3. Student Code of Conduct

The Code of Conduct has been developed by Student Conduct to provide students with expectations for behavior that upholds the principles outlined in the Pillars of the Arch. In addition to describing regulations for behavior, the Code of Conduct provides useful information to students and student organizations regarding alleged violations of conduct regulations. All procedures for responding to possible violations of conduct regulations, including specifics of the conduct process, a listing of possible sanctions, the interim suspension policy, and the appeals procedures are included in the Code of Conduct. These procedures have been established to ensure due process and fundamental fairness to all involved in the University's judicial processes.

5.3. *Academic Standards*

To be eligible for admission to candidacy and graduation, students 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. Courses with a grade below a "C" (2.0 on a 4.0 scale) may not be counted on the program of study.

5.4. *Student Rights and Responsibilities*

Graduate students are permitted an advisory, nonvoting 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:
- Faculty personnel matters;
- Decisions regarding the admission of students to the graduate programs or the awarding of financial aid to individual students;
- 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.

6. Admissions Requirements

6.1. *Minimum Admissions Standards*

Admission to our graduate programs is highly competitive and is based on holistic review of each applicant's materials. The Graduate School requires that all applicants to a graduate degree program hold at least a bachelor's degree accredited by the appropriate regional accrediting association or its international equivalent prior to the expected semester of enrollment. In addition, the Graduate School requires the following:
- A minimum GPA of 3.0 (B) on a 4.0 scale
- Proof of English language proficiency for international applicants (minimum TOEFL score: 80, at least 20 on speaking and writing; minimum IELTS score: overall band of 6.5, with no single band below 6.0; minimum Duolingo English score: overall score of 105)

The MIP program does not set GPA or GRE minimums. However, given the rigorous nature of our programs, most successful applicants have a GPA of at least 3.5/4.0 and a GRE score above 300.

The MIP admits traditional applicants for **fall** only, and there are no exceptions. Double Dawgs Pathway applicants to the MIP may matriculate in spring if necessary.

6.2. *Submitting an Application*

Applicants must submit their application materials online through the Graduate School. The application fee for domestic students is $75 and for international students is $100.

All applicants must submit the following materials with their application for it to be considered complete:

- **Online Graduate School Application and fee.** *Please note that the Graduate School does not issue fee waivers based on financial need. Some applicants, such as veterans of the armed forces and McNair Scholars, may qualify for a fee waiver; consult the full list of eligible programs.*
- **One unofficial transcript** from each institution of higher education attended, except the University of Georgia. You may upload transcripts through the application portal, request that they be sent electronically from your institution, or mail them directly to the Graduate School.
- **Official GRE General Exam test report.** The UGA institutional code for ETS reporting is 5813. *The GRE is required for **all applicants**, with the following exceptions: Double Dawg Pathway students and applicants who already hold a graduate degree, either from UGA or another institution. We do not accept LSAT, GMAT, or other test scores in lieu of the GRE. No waiver is possible.*
- **Personal statement.** Your personal statement should be ***no longer than two pages*** (11-12 point font and approximately 500 – 600 words) and should address the following three topics. First, briefly discuss your career aspirations, e.g., where do you aspire to work after graduation (an international organization, federal government, industry), what are your long-term professional goals, etc.? Second, please discuss how you envision UGA's MIP program assisting you with achieving your career goals, e.g., what knowledge and skills do you hope to gain, are there any particular classes in which you hope to enroll, or professors you would like to work with, etc.? Finally, expound on any education, work experiences, language skills, etc., that are exceptionally relevant to or have informed your career goals.
- **CV/resume**
- **Three academic letters of recommendation**

International applicants to the MIP may need to submit proof of English language proficiency (i.e., **IELTS, TOEFL,** or **Duolingo English** scores). Country-specific information on waivers of this policy is available at the Graduate School website. International applicants may have additional requirements; please see the Graduate School website for details.

6.3. *Special Deadlines*

Priority consideration is given to complete applications submitted by **January 15.** Most assistantship offers are made following the first round of review. The final deadline to submit a complete application is **June 1.** Applications submitted after June 1 will not be reviewed.

II.   ACADEMIC / CURRICULAR REQUIREMENTS

1. MIP Program Components

1.1. *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.

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.

1.1.1. ISN Track
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 feature a strong emphasis on the fundamentals of strategic trade management and are designed to assist students with developing an understanding of the policies underlying national and international nonproliferation efforts as well as the technical aspects of weapons of mass destruction programs.

1.1.2. Human Security Track
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.

1.1.3. Energy Security Track
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.

1.2. *Capstone Requirement*

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.

1.2.1. 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.

1.2.2. Capstone Deadlines

Both the Graduate School and the graduate program post various deadlines that govern the awarding of degrees. SPIA's GPA 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.

2. Requirements for the MIP Program

2.1. *Timeline for Completion*

The MIP program is designed so that a student taking three courses per semester can complete the MIP degree in approximately two years.[1] *All coursework must be completed within six years of a student's matriculation to the MIP program.*

2.2. *Program of Study*

Certain requirements for the MIP degree are set by the Graduate School; others are set by SPIA.

The MIP program comprises a minimum of 36 credit hours of graduate coursework (12 three-hour classes) with a grade point average of 3.0. MIP students are required to take four core courses, six track courses, one 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.

All incoming graduate students must enroll in GRSC 7001 (GradFIRST seminar) in their first semester of graduate school. This one-hour course is designed to provide opportunities for professional development and transdisciplinary training for first-year graduate students in areas key to academic success.

A sample degree program timetable is available in Appendix 1.

3. Requirements for the Double Dawg Program

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[1] Students awarded a Regents Out-Of-State Tuition (ROOST waiver) are required to take additional hours. SPIA's GPA will advise these students accordingly.

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 MIP affords high-achieving undergraduate students the opportunity to hone their interests and expand their analytical skills in preparation for security-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 Graduate Program Administrator (GPA) to find out more about creating a new Double Dawgs program specific to their interests.

3.1. *Eligibility for the Double Dawgs Pathway*

To be eligible for 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 grade point average at the time of application. Application to the pathway is *not* the same as application to the graduate program.

3.2. *Phase I: Applying for the Double Dawgs Pathway*

The Double Dawg program has two distinct application phases. Phase I is applying for acceptance to the pathway. Acceptance to the pathway permits students to register for MIP graduate courses. If students successfully complete graduate coursework in the pathway, they may progress to Phase II, applying for admission to the Graduate School and formally matriculating into the MIP program.

Step 1: Login to Athena and select "apply" for the appropriate pathway.

Step 2: Complete the SPIA Double Dawg Pathway Application form and submit to your respective undergraduate advisor to confirm eligibility and sign. The minimum requirements for most students applying to the pathway are as follows:

- Minimum 3.5 UGA GPA
- Minimum 60 hours in progress with at least 30 hours of UGA coursework (excluding AP, IB, or transfer credits)
- 9 hours of major coursework completed or in progress

Note: Meeting these minimum requirements does not guarantee acceptance to the pathway. There are limited seats for pathway students, and acceptance is competitive.

Step 3: Meet with your undergraduate and graduate advisor to develop a personal program of study (ADD LINK TO TEMPLATE). The personal program of study outlines the specific courses and number of hours that the student plans to take each semester to successfully complete the Double Dawg program.

Step 4: Draft a resume and personal statement. Your personal statement should be *no longer than two pages* (11–12 point font and approximately 500–600 words) and should address the following three topics. First, briefly discuss your career aspirations, for example, where do you aspire to work after graduation (an international organization, federal government, or industry), what are your long-term professional goals, et cetera? Second, please discuss how you envision UGA's Master of International

Policy (MIP) program assisting you with achieving your career goals. For example, what knowledge and skills do you hope to gain, are you primarily interested in energy security, human security, or nonproliferation issues, are there particular classes in which you hope to enroll, or professors you would like to work with, et cetera? Finally, expound on any education, work experiences, language skills, et cetera, that are exceptionally relevant to or have informed your career goals.

Step 5: Submit all application materials to Dr. Joshua Massey (jnmassey@uga.edu) prior to the respective semester deadline for review by the admissions committee. A full application includes applying via Athena and submission of the following materials:

- Signed Double Dawg Pathway Application
- Personal Program of Study
- Resume
- Personal Statement

3.3. *Taking Coursework in the Double Dawgs Pathway*

Students should select the four double-counted Pathway courses in conjunction with their undergraduate advisor and the GPA.

Please note that students can count up to **12 graduate credit hours** (four courses) towards the undergraduate degree as well as the MIP. *There are no exceptions to this policy.*

3.4. *Phase II: Applying to the Graduate School and Master of International Policy (MIP) program*

Acceptance to the MIP pathway is not the same as admission to the MIP degree. Upon successful completion of graduate coursework while in the pathway, students may apply to formally matriculate into the MIP program. Students must follow all application requirements for traditional MIP applicants and must submit their applications to the UGA Graduate School for review. Students typically spend two semesters in the pathway prior to applying for admission to the Graduate School and formally in the fall semester of their fourth year, however, the number of semesters spent in the pathway and the year of application may vary. 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.

Double Dawgs Pathway students are not required to submit GRE scores with their Graduate School applications.

3.5. *Maintaining Clear Communication*

Due to the complexity and unique nature of each student's Double Dawg Pathway, it is vital that students maintain open, clear communication with their undergraduate advisor, the GPA, and the Program Director. Students should respond to email in a timely way and should plan to meet with the GPA at least once per semester to review, and if needed, revise their program of study to ensure that they are progressing toward their degrees appropriately.

3.6. *Completing the Double Dawgs MIP*

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.

3.7. *Funding a Double Dawgs MIP*

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. The GPA is not a financial aid advisor and cannot provide guidance on this issue. Double Dawg students will also need to have their undergraduate advisor complete a certification form for the Office of Student Financial Aid (OSFA).

Double Dawgs MIP students are not eligible for graduate assistantships.

For additional questions, please visit doubledawgs.uga.edu or email doubledawgs@uga.edu.

4. Supplementary Program Information

4.1. *Dual Degree Programs*

There are currently no formal dual graduate degree programs involving the MIP, although some students choose to pursue more than one graduate degree from UGA simultaneously (e.g., a PhD and the MIP). Students who seek to pursue this route should consult with the GPA and Program Director to ensure that this plan is feasible within their timeframe.

Highly qualified UGA undergraduate students may apply to participate in the Double Dawgs program, through which they earn a bachelor's and master's degree within five (5) years. More information is available in Section II of this handbook.

4.2. *Graduate Certificate Programs*

SPIA does not have any "in-house" graduate certificate programs. However, graduate students wishing to pursue a graduate certificate alongside their graduate degree may select from 55 certificate programs offered by the Graduate School. Students should consult with the GPA and Program Director to determine whether adding a certificate will be advantageous to their program of study and feasible within their timeline. The following graduate certificate programs may be of particular interest to SPIA graduate students:

- Graduate Certificate in International Law
- African Studies
- Cybersecurity
- Geographic Information Science (GIS)

- Global Health
- Latin American and Caribbean Studies
- Nonprofit Management and Leadership
- Sustainability

5. Enrollment Requirements and Time Limits

5.1. *Minimum Enrollment*

A full-time course load for SPIA graduate students is typically considered **9 graduate credit hours** (three courses) per semester.

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of **3 graduate credit hours** during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing the capstone project.

Students who are funded through a graduate assistantship must register for a minimum of **12 graduate credit hours** during any fall or spring semester in which they receive assistantship funding. If the student is assigned assistantship work during the summer, the student must register for a minimum of **9 graduate credit hours.** Students may register for POLS 7005 (MA) or POLS 9005 (PhD) to meet these minimums.

Undergraduate-level courses and audited courses do not count toward these minimums.

5.2. *Continuous Enrollment Policy*

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

All students must be enrolled for at least **3 graduate credits** in the semester in which degree requirements are completed.

5.3. *Residency Credit Requirement*

There is no residency requirement for master's degree programs.

5.4. *Leave of Absence*

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of Graduate School. A leave of absence will be granted only for good cause such as serious medical and health-related issues, major financial and employment issues; pregnancy, childbirth, child care, elder care, and other significant family issues; and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption: time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

5.5. *Time Limits*

MIP students must complete all degree requirements, including all coursework on their approved program of study and defend their thesis (if applicable) within **six years** of matriculation. The six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

5.6. *Extension of Time*

A special request for an extension of time on the six-year expiration of coursework may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, if required for the degree, 3) an approved program of study and a letter of support from the Program Director.

6. Final Program of Study Completion

The program of study for the MIP degree must contain a minimum of 36 hours of graduate course work plus a capstone project.

MIP students must submit a Program of Study (G138) form on GradStatus no later than a week before the deadline stipulated by the Graduate School in the semester in which they plan to graduate (typically, around the second or third week of the semester). This advance submission is necessary to provide the GPA with time to review the form. The form should include courses in progress, but should not include the following:
- POLS 7005
- Audited or undergraduate courses

GRSC 7001 should be placed in the "GradFIRST Requirements" section of the form.

7. Graduation

7.1. *Submitting the Application for Graduation*

Applications for graduation must be submitted on Athena by the deadline stipulated by the Graduate School, typically the second or third week of each semester. Applications that are submitted after this deadline are subject to a $50 fee, payable by check or money order to the Graduate School.
- Applications that are submitted more than **45 days** after the initial deadline will not be accepted.

7.2. *Commencement*

The Graduate School holds commencement ceremonies in the spring and fall semesters only. There is no summer commencement ceremony. Students graduating in the summer who wish to participate in commencement may return for the fall ceremony.

Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. There are NO exceptions to this policy.

III.   INTEGRITY IN RESEARCH AND CREATIVE ACTIVITIES

1. Compliance Training

1.1. *University System of Georgia (USG) Cybersecurity Awareness Training*

All USG employees, including student workers and graduate assistants, must complete mandatory cybersecurity awareness training twice annually, in April and October. The GPA will send a reminder to the listserv regarding this training. Failure to complete this training may result in termination of employment. Questions about this training may be addressed to helpdesk@uga.edu.

1.2. *Institutional Review Board (IRB) and Human Subjects Office*

Students whose research involves human subjects are responsible for acquiring the necessary permission and following all applicable rules and regulations when conducting their research. Full information on procedures can be found on the IRB website. Questions may be directed to IRB@uga.edu.

1.3. *Responsible Conduct of Research (RCR)*

Responsible conduct of research is critically important for all students conducting systematic analyses, not just those in the sciences. It involves the awareness and application of established professional norms and ethical principles in the performance of all activities related to scholarship.

Newly matriculating graduate students who receive financial support through an assistantship/fellowship that is supported partially or fully with funds from the Graduate School must complete training in the Responsible Conduct of Research (RCR). This training must be completed within the first year of enrollment. Continuation of funding beyond the first year is contingent upon demonstrated completion of this requirement. SPIA students will likely find the following course(s) most helpful to them in fulfilling this requirement:
- GRSC 8550, Responsible Conduct of Research (1 credit hour, offered Fall and Spring)
- QUAL 8595/E, Research Ethics in the Professional and Social Sciences (3 credit hours, offered every other Summer)

Please note that the RCR training required for grants from federal agencies may be different from that required by the Graduate School. Additional information regarding RCR requirements for grants can be found on the Office of Research's website.

IV. EXPECTATIONS FOR SUCCESSFUL ACADEMIC / RESEARCH PROGRESS

1. Acceptable Academic Standing

1.1. *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.

- If an Incomplete is not removed after two semesters have passed, the "I" automatically will become an "F."
- If a student receiving financial assistance acquires more than two grades of Incomplete at any time, that financial assistance will be terminated at the end of the semester.
- Students will not be awarded an assistantship until all Incompletes received in their graduate-level work at UGA have been removed.
- No student will be permitted to accumulate more than three Incompletes at any time during his or her coursework. If more than three Incompletes are carried, the student will not be permitted to register for courses until the number is reduced to three or fewer.
- 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.

1.2. *Academic Probation*

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 submit an advisement plan (created in conjunction with the Graduate Program Administrator) and earn 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.

1.3. *Dismissal*

1.3.1. Dismissal by the Graduate School

Students may be dismissed by the Graduate School for several reasons, including but not limited to the following:

- Students who make below a 3.0 semester graduate average while on academic probation. An appeal may be submitted to the Dean of the Graduate School within 10 working days following receipt of notice of dismissal.
- Failure to adhere to the honor code and Student Code of Conduct
- Title IX/Non-Discrimination and Anti-Harassment violation
- Research misconduct
- Exhaustion of degree program time limits

1.3.2. Dismissal by the Department

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a capstone are among the reasons dismissal might occur.

Evidence of academic dishonesty may result in the student being dismissed from the graduate program.

Violation of ethical and/or professional standards may result in dismissal.

1.3.3. Dismissal Process and Notification

If the student is dismissed by the Graduate School, the Graduate School will send written notification to the department and the student.

If the student is dismissed by the department, the Program Director will notify the student in writing via letter emailed to their UGA email address (this notification email may be also sent by the GPA). The GPA will notify the Graduate School of the department's decision. Program dismissal triggers dismissal from the UGA Graduate School, unless the student remains in good standing in another program at UGA.

1.3.4. Appealing a Dismissal

Students who have been dismissed by the department may submit an appeal to the Program Director and the Graduate Committee as their first recourse. If unsuccessful, the student may then submit an appeal to the dean of the Graduate School. This should be completed within 30 calendar days of the decision at the previous level.

Students who have been dismissed by the Graduate School for academic reasons may appeal to the dean of the Graduate School. The appeal must be submitted to the dean within 30 calendar days following receipt of notice of dismissal. Full information is available on the Graduate School website. Please contact gradassociatedean@uga.edu for more information.

Students who were dismissed by a program may reapply to the Graduate School for admission to the same graduate program or 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 (professional) standards in program's handbook (or professional society)

2. Student Recourse

2.1. *Grade Appeals*

Students who wish to appeal a final course grade should first speak with the faculty member who assigned it. If the faculty member will not change the grade, an appeal should be made to the chair of the department in which the course was taken. If the department provides an unfavorable decision, the student may appeal to the Graduate School.

If the appeal involves a hardship withdrawal or a grade of Incomplete converting to an F, students must appeal to the Educational Affairs Committee.

Full information on appeals is available on the Graduate School website.

2.2. *Grievance Process*

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 Program Director, who may choose to serve as a mediator.

(3) If the problem remains unresolved after discussions with the faculty member and with the Program Director, the student may present it to the head of the International Affairs Department.

(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 academic complaints related to a faculty member or academic department.

To report a nonacademic complaint, such as harassment, discrimination, or a poor experience with a campus office, students may submit a report to the UGA Student Complaints Portal to be addressed by Student Affairs.

V.   FUNDING AND DEVELOPMENT OPPORTUNITIES FOR STUDENTS

There are several sources of aid for MIP graduate students. First, CITS offers the Dean Rusk Scholar and the Jane Willson Scholar Assistantships. **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.

In addition to assistantships, which provide both a stipend and tuition waiver, CITS and SPIA sponsor four MIP students for membership in the Carter Vickers Research Society (CVRS).

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.

1. Assistantships

1.1. *SPIA Assistantships*

CITS awards two competitive graduate research assistantships per year. Assistantships are awarded for the ten-month academic year and carry stipends as well as tuition waivers that reduce tuition to $25/semester. Typically, a MIP assistantship requires one-third time assisting CITS staff with research (~15.5 hours/week). Each awardee also receives the respective honorific title associated with their assistantship:

- Dean Rusk Scholar of International Policy
- Jane Willson Scholar of International Policy

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, and green fees. International students may be subject to additional fees. Details on these specific fees are available from the Bursar's Office. Note that these may change from year to year.

Students on assistantship are required to register for at least 12 graduate 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 student seminar" (POLS 7005) to meet the required minimum. No additional service is required for these hours.

A sample offer letter for SPIA graduate assistantships is available in Appendix 2.

1.1.1. Renewal of Assistantships

The renewal of a SPIA 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) satisfactory performance of assigned duties as a teaching or 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.

1.1.2. 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.

1.2. *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.

2. Other Sources of Funding

2.1. *SPIA Carter Vickers Research Society Members*

The School of Public and International Affairs sponsors four MIP students in the Carter Vickers Research Society (CVRS). The CVRS is a community of graduate student researchers who work with faculty and the dean in SPIA. Graduate student society members perform research guided by faculty and are paid through student employment: up to $2,500 each academic year with the possibility of renewal for a second year. Participation in CVRS is a great opportunity for MIP students to engage directly in research projects with SPIA faculty whose own research deals with international affairs or comparative politics. All completed applications received before the deadline for the first round of admissions (January 15) are guaranteed full consideration for CVRS membership. (The number of students sponsored annually may vary with SPIA's annual budget.) Awardees receive the following honorific title:

- Carter Vickers Research Society Member

2.2. *Tuition Waivers*

The Graduate School awards a select number of out-of-state tuition waivers to degree-seeking domestic 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 DGS. Nominations are submitted by the Program Director based on academic merit.

2.2.1. Research Out-of-State Tuition (ROOST) Waivers

The ROOST waiver lasts for one academic year and is renewed each term of that academic year, contingent upon recipients earning at least a 3.00 graduate grade point average based on 12 hours of graduate course work in the fall and spring semesters and 9 hours of graduate-level coursework during the summer (if summer courses are taken). These awards waive only the non-resident portion of the student's tuition. Students interested in being nominated for this award should contact the DGS of their major department. Being nominated does not guarantee receipt of a waiver. Students must have a 3.5 GPA to be nominated the following year. If student has an assistantship at the time of candidacy and later needs the out-of-state tuition waiver, the student must submit the Application for Waiver of Graduate Out-of-State tuition form (G132) in GradStatus before the start of the term in which the waiver is needed.

2.2.2. Office of Global Engagement (OGE) Out-of-State Tuition Waivers for Outstanding International Students

OGE is allocated a limited number of out-of-state tuition waivers for use by outstanding international students. Nominations are submitted by the DGS based on academic merit. To be eligible to receive this waiver, students must:
- Be non-US citizens or non-US permanent residents, enrolled in or enrolling in a full-time degree-seeking course of study at UGA
- Have a 3.0 GPA to be nominated when applying to the program
- Maintain a 3.5 GPA to be renominated in subsequent semesters
- Have no grades of Incomplete or Unsatisfactory

2.2.3. 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.

3. **Professional Development 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. Previous cohorts have toured the National Capitol Region, Oak Ridge National Laboratory, and the Alvin W. Vogtle Nuclear Power Plant as well as participated in numerous CITS sponsored events, for example, the Energy Security Conference, Comprehensive Border Management Academy, and the Global Decisions Lecture series. 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 multinational corporations.

3.1. *Departmental/Program Opportunities*

SPIA has an Internship & Recruitment Coordinator who oversees the Emerging Leaders and Experiential Learning Internship Programs and assistants students in making career connections across public affairs, politics, and government. This position is currently held by Kathryn Veale, who may be reached at kmveale@uga.edu.

3.2. *Graduate School and University Opportunities*

2.2.1. Emerging Leaders Program

The Emerging Leaders Program is competitively selected leadership program sponsored by the Graduate School. This program is designed for master's and doctoral students who are completing the terminal graduate degree in their department and who seek to gain or strengthen their leadership capabilities. The program will help participants gain insight into their personal leadership styles, develop skills necessary for entering a workplace characterized by the diversity of people, and plan for future career opportunities. The program is fully funded by the Graduate School.

2.2.2. Experiential Professional Development

To support graduate student career success beyond academia, the UGA Graduate School offers programs and resources through the Office of Experiential Professional Development (xPD). The xPD program is designed to support career planning through a variety of formats, including workshops and career symposia, alumni panels, company site visits, job simulations, and internships/practicum opportunities.

2.2.3. Professional Development Seminars

Each year, the Graduate School offers many professional seminars for UGA graduate students. The seminars cover strategies for managing the professional, academic, and personal demands of life as a graduate student and offer helpful advice for students' subsequent career search. Registration is required to attend these seminars, which are held at the Student Learning Center.

2.2.4. UGA Mentor Program

UGA sponsors a 16-week, no-cost mentorship program connecting graduate students with experienced UGA mentors (staff, faculty, and alumni) in their professional field. The program aims to support students in developing their personal and professional networks with UGA staff, faculty, alumni, and friends (i.e., Board Members) of the University and to provide an avenue for students to explore professional goals, career interests, and workplace preferences. Students who cannot commit to a full 16-week program may schedule 30-minute Quick Chats with their assigned mentor throughout the semester.

3.3. *External Opportunities*

2.3.1. American Political Science Association (APSA) Mentoring Program

APSA sponsors an annual mentoring program connecting undergraduate and graduate students with experienced and senior members of the profession for professional development support on academic and career topics. The program accepts applications twice a year. Students may elect to participate in a one-semester or one-year mentorship. Details about application will be distributed by the GPA prior to the application deadline.

2.3.2. Association of Women in International Trade (WIIT) Scholarships

WIIT awards merit-based scholarships twice per year to support and encourage women-identifying undergraduate and graduate students studying all aspects of International Trade, including trade policy and negotiations, global business and supply chains, economic development, women's economic empowerment, and more. In addition to a $1,500 scholarship, WIIT scholars receive a full year of personal mentorship by a WIIT member, a full year of WIIT membership, and one WIIT program based on the topic of the winning essay with knowledgeable professionals from the WIIT community. Awards are made based on an essay on trade-related topics. For more details, see the WIIT website. Questions may be directed to info@wiittrust.org.

VI.   APPENDICES

1.   MIP Degree Program Timetable

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. Students should work with the Graduate Program Administrator and Program Director to select 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

2. Sample Documents

2.1. *Program of Study Form*
2.2. *Assistantship Offer Letter*