

Fall 2009

Dear Graduate Student:

Welcome to the Department of Textiles, Merchandising and Interiors. This handbook includes the graduate policies and requirements of our Department and the Graduate School of the University of Georgia.

This year we welcome a new Graduate Coordinator, Dr. Soyoung Kim. Dr. Kim is an Associate Professor in the Department of Textiles, Merchandising and Interiors. She will be working with you as you proceed through your M.S. or Ph.D. program. Mrs. Diane Kesler, TMI Office Manager, assists the Graduate Coordinator with TMI Graduate Programs.

This handbook will answer questions about requirements for your degree program and procedures for selecting a major professor and committee members. It includes examples of forms to submit to the graduate coordinator and other procedures to follow as you progress toward your degree. The TMI Graduate Handbook can also be found at www.fcs.uga.edu/tmi click on Graduate Programs and click on Graduate Handbook at the bottom of the page.

The graduate faculty of the Department of Textiles, Merchandising and Interiors are dedicated to providing scholarly expertise and professional guidance throughout your graduate experience. *Our vision is to have internationally recognized graduate and undergraduate programs in Textiles, Merchandising and Interiors, to provide opportunities for the professional and personal development of our students resulting in leaders who enhance the quality of life, and to contribute significantly to the every-changing body of knowledge in our disciplines.* Your acceptance into the graduate program is a statement of our confidence in your ability to succeed. Your enrollment and, for some of you, your acceptance of an assistantship or a scholarship implies your commitment to completing your degree. We are glad to have you as part of the TMI team. Best of luck in your graduate program endeavors.

Sincerely,

Patricia Hunt-Hurst, Ph.D.
Department Head

TABLE OF CONTENTS

	PAGE
INTRODUCTION	4
THE FACULTY	4
MASTER OF SCIENCE DEGREE PROGRAM	5
Timetable for completion	6
University of Georgia Graduate Enrollment Policy	7
University of Georgia Residence Requirement	7
Focus Areas	7
Selection of the Major Professor	10
The Advisory Committee	10
Program of Study	11
Satisfactory Progress	12
Evaluation	12
Student's Responsibility	12
Research Proposal	13
Research Using Human Subjects, IRB Approval	13
Application for Graduation	14
Final Registration Requirement	14
Thesis	14
Final Oral Defense	15
Student's Responsibility	16
THE Ph.D. PROGRAM	17
Core Requirements	17
University of Georgia Graduate Enrollment Policy	19
University of Georgia Residence Requirement	19
The Major Professor	19
The Advisory Committee	20
Program of Study	20
Satisfactory Progress	21
Evaluation	21
Comprehensive Exams	22
The Written Comprehensive Exam	22
The Oral Comprehensive Exam	22
Evaluation	22
Exceptions	23
Admission to Candidacy	24
Research Proposal	24
Research Using Human Subjects and IRB Approval	25
Dissertation	25
Final Oral Examination	26
Application for Graduation	27
Final Registration Requirement	27

OTHER INFORMATION AND POLICIES FOR ALL GRADUATE STUDENTS

Graduation Exercises	27
Graduate Assistantships	28
Assistantship Workshop	28
Registration and Employment Requirements	28
Purpose and Progress	29
Income Taxes	29
Time Limit on Assistantships	29
Maximum Course Load and Permission for Overload	29
Evaluation	29
Travel Funding to Professional Meetings	30
Departmental Policy on Use of Supplies and Photocopying	30
Grievance Procedures	30
Checklist for M.S. Degree Program	31
Checklist for Ph.D. Degree Program	32
Appendix A – TMI Graduate Faculty	33
Appendix B – Selection of Major Professor	35
Appendix C – TMI Departmental Form for Approval of Research Proposal	36
Who we are in TMI: faculty, staff, and technicians	37

INTRODUCTION

The objective of the graduate program in the Department of Textiles, Merchandising and Interiors is the education of professionals for industry, government, business, and academia. The TMI department offers graduate study leading to the Master of Science (M.S.) degree in Textiles, Merchandising and Interiors and the Doctor of Philosophy (Ph.D.) degree in Textile Sciences. A Ph.D. Emphasis in International Merchandising will be offered beginning Fall 2010. This handbook outlines the basic requirements for the degrees, presents departmental policies with regard to the role of the major professor and the advisory committee, and provides guidelines of timely submission of required documents, completion of requirements and other information. **It is the student's responsibility to meet the departmental and graduate school requirements which are outlined in this handbook as well as the DEADLINES as established by the Graduate School of the University of Georgia.**

Both the M.S. and the Ph.D. programs are structured to help students develop research skills. This is achieved through foundation courses in research methods and statistics (or a course in qualitative methods), individual involvement with faculty in ongoing research, and at the completion of an original research project culminating in a M.S. thesis or a Ph.D. dissertation. Specialized courses in the department are designed to provide sound preparation in selected areas of study, and are supplemented with approved supporting course work in related fields outside the department.

While the development of research skills is a major component of graduate study, effective communication skills are equally important to your success in graduate program and in your career. TMI students are expected to speak and write English well. Regardless of whether you are from the United States or whether you are an international student, you are encouraged to take advantage of the many available opportunities to improve your communication abilities. These include formal courses in English and speech, writing and speaking assignments in numerous TMI courses, opportunities to give presentations at professional meetings and daily interaction with other students whose native language may be different from your own.

THE FACULTY

The TMI department has 17 faculty members, 13 of whom are members of the graduate faculty. In addition, there are several adjunct faculty members. It is necessary that students become acquainted with the faculty in their areas of research interest early in the first semester of enrollment. All of the faculty members are interested in discussing with students their research interest and possible research topics. During the first semester in the program, students should meet with faculty members beyond those they have for courses or assistantship assignments so that a major professor and an advisory committee can be selected. The graduate and research faculty and their areas of research and teaching emphasis are listed in Appendix A. Additional information on faculty research can be found on the Departmental web site.

MASTER OF SCIENCE DEGREE PROGRAM

Most students complete their M.S. degree in two years. M. S. students are required to complete a minimum of 30 semester hours of graduate credit. This includes a minimum of 24 semester hours of course work and six semester hours of Master's Thesis (TXMI 7300). Undergraduate courses do not count in the minimum. Typically, the program plan that is developed by your Major Professor and Advisory Committee will require more than the minimum hours of course work and thesis hours. At least one half of the graduate credit hours (exclusive of thesis) must consist of University of Georgia courses that are open only to graduate students. A thesis is required for the M.S. degree.

Core Requirements for MS degree program

All students in the M.S. program in Textiles, Merchandising and Interiors are required to complete the following CORE REQUIREMENTS:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
TXMI 6520 ¹	Apparel and Textile Economics	3
TXMI 8050	Research Methods	3
STAT 6210	Statistical Methods I	3
STAT 6220 ²	Statistical Methods II	3
TXMI 7300	Master's Thesis	6

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses or their equivalents (this may include Chemistry, Textiles, and Textile Testing)** while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study (10-3-07).

The rest of your graduate course work depends on your focus area, thesis research topic, and guidance from your Major Professor and Advisory committee. Graduate courses outside of the department (business, history, consumer economics, chemistry, biochemistry, statistics, sociology, and other areas) are encouraged depending on your focus area and may be required by your Major Professor.

¹ TXMI 6520 is not required of students who have completed TXMI 4520 or equivalent prior to enrollment in the M.S. program.

² As of January 2008, students in the Historic/Cultural and Historic Homes and Interiors focus area in consultation with their major professor may take a Qualitative Research course (approved by the Major Professor) in place of STAT 6220.

TIMETABLE FOR COMPLETION

IT IS YOUR RESPONSIBILITY TO CHECK THE GRADUATE SCHOOL WEBSITE FOR DEADLINE DATES and meet the deadlines– this responsibility does not belong to the Graduate Coordinator, Graduate Program Assistant (Diane Kesler), your Major Professor or the Department Head. These can be found on the graduate school website at www.grad.uga.edu.

First year	Due Dates and Forms Required
	Semester
Select Major Professor – make appointments with the faculty in your focus area to discuss their research areas and your interests. Most of the TMI faculty have research expertise in one or more of the focus areas: Historic/Cultural; Merchandising/International Trade; Textile Science.	End of 1 st semester of 1 st year; complete departmental form and turn into Diane Kesler. (See Appendix B)
Formation of Advisory Committee – work with your major professor to select other Graduate Faculty to serve on your Advisory Committee	End of 1 st semester, first year, complete Graduate School form, give one copy with signatures to Diane to submit to Graduate School, she will make 1 copy for your TMI file.
Program of Study –work with your Major Professor and Advisory Committee to complete this form.	2 nd semester. Complete the Graduate School form, give one copy to Diane Kesler with all signatures. She will make a copy for your TMI file and submit the original to the graduate school.
Second year	
Thesis Proposal Meeting	Beginning of 1 st semester of 2 nd year (if not sooner) turn in Thesis Proposal Approval Form – this is a TMI department form to turn into Diane Kesler.
IRB (Institutional Review Board) approval form for use of Human Subjects in Research. THIS ONLY APPLIES TO THOSE CONDUCTING RESEARCH USING HUMAN SUBJECTS. From the IRB website: “Master’s thesis or a Doctoral dissertation research is considered research and must be approved by the IRB. Failing to obtain approval may result in disqualification of these activities in application towards a degree program.”	Beginning of 1 st semester of 2 nd year (or sooner), complete IRB application and give copy of approval letter to Diane Kesler for your TMI file. “The IRB recommends submission for IRB review only after the appropriate committees have conducted the necessary scientific review and approved the research proposal” (from IRB Application, page 4, website). Consult your Advisory Committee.
Master’s thesis research and writing	Work closely with your Major Professor in this process. Meet deadlines established.
Apply for Graduation	Forward email confirmation to Diane Kesler (dkesler@fcs.uga.edu). The deadline date is typically the end of the first week of classes of the semester you plan to graduate. Check the Graduate School website for the DEADLINE DATES.
Master’s Thesis Format Check & Master’s Thesis Defense (thesis should be submitted to your Advisory committee 2 wks. prior to defense). Bring all required forms to the meeting.	End of 2 nd semester of 2 nd year and BEFORE due in the Graduate school. Check due dates on graduate school website.
Electronic Submittal of your Master’s Thesis.	End of 2 nd semester of 2 nd year. Submit by Graduate School Deadline; submit a bound copy to Major Professor & Advisory Committee members.

UNIVERSITY OF GEORGIA GRADUATE ENROLLMENT POLICY

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of 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. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-masters students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver request form must be submitted by the last day of classes for the semester preceding the effective semester. Visit the Graduate School website for further information on this policy.

UNIVERSITY OF GEORGIA RESIDENCE REQUIREMENT

Master's Degree. All but six hours of course credits must be taken at official University of Georgia centers. This is defined as any courses for which registration takes place through the OASIS system so that they appear on the student's official transcript without a manual transfer process, and any courses taken under the cross-registration policy (<http://www.reg.uga.edu/or.nsf/html/arche>).

Doctoral Degrees. The residence requirement for the Doctor of Philosophy degree and the Doctor of Public Health dress is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. A break in residence is not incurred if a student elects not to register for the summer term; however, if the student does register for a course on the program of study during the summer, that course may be used toward the residence requirements.

FOCUS AREAS

Students in the M.S. program are required to select one of the four areas of focus within the department. At least three courses within the selected focus area must be completed. In addition to core courses and the selected focus area, courses may be selected from other TMI areas and from related areas throughout the University, as approved by the student's major professor and the graduate coordinator. The four focus areas and courses within each are as follows:

HISTORIC/CULTURAL DRESS AND TEXTILES

Graduate students develop an understanding of the historical development of the apparel and textile industries, the evolution of apparel style changes over time, and the history of textile design. Students learn about the preservation of historic textiles and costumes and museum procedures used to maintain historic clothing and textile collections. An appreciation for the socio-psychological functions of dress and how the history of art and architecture relate to the history of apparel and textile design is also explored. Students also have an opportunity to

conduct research related to aspects of clothing in popular culture, world dress and textiles, and fashion theory. Students focusing in cultural dress and textiles learn about the construction and expression of cultural identity through analyzing global dress practices and develop an awareness of the social, political aspects of material culture

TXMI 6120	Product Standards and Quality Analysis
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 6230	Dress, Culture and Society
TXMI 6250	Merchandising Theories and Methodologies
TXMI 6260	Apparel Trade and International Retailing
TXMI 6270	History of Dress: Antiquity to 19th Century
TXMI 6290	History of Dress and Fashion: 19th Century to the Present
TXMI 6580	History of World Textiles
TXMI 6540	International Textiles and Apparel
TXMI 7240	Retailing of Apparel and Textiles
TXMI 7270	E-tailing in Apparel and Textiles

MERCHANDISING AND INTERNATIONAL TRADE

Graduate students in Merchandising/International Trade develop an understanding of the factors affecting the market structures and functioning of the segments of the textile, apparel, and related industries and interrelationships among those segments. Students learn to apply economic and business consumers of apparel and textiles concepts, principles, and methodologies to the analysis of international textile/apparel production, trade, and retailing within a global economy. An appreciation for various issues related to clothing and human behavior and associated cultural diversity issues is also developed. Courses to select from include:

TXMI 6120	Product Standards and Quality Analysis
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 6230	Dress, Culture and Society
TXMI 6250	Merchandising Theories and Methodologies
TXMI 6260	Apparel Trade and International Retailing
TXMI 6270	History of Dress: Antiquity to 19th Century
TXMI 6290	History of Dress and Fashion: 19th Century to the Present
TXMI 6580	History of World Textiles
TXMI 6540	International Textiles and Apparel
TXMI 7240	Retailing of Apparel and Textiles
TXMI 7270	E-tailing in Apparel and Textiles

TEXTILE SCIENCE The Textile Science Graduate Program has as its main goal the education and training of professional textile chemists and textile scientists for careers in industry, government, business or academia. For the M.S. Degree, the department offers specializations in dyeing and finishing, polymers and fibers, testing and analysis, environmental aspects of textiles, medical textiles, biomaterials and color science. Additionally, students may pursue numerous areas of interdisciplinary research. Graduate students in Textile Science develop an understanding of the analysis of polymers and fibers, dyeing and finishing, textile testing and analysis, and environmental aspects of textiles. Areas of specialization include polymer formation and degradation, dyeing, finishing, nonwovens, product standards and development, color science, and medical textiles. The department maintains excellent laboratories with state-of-the-art instrumentation for research and testing. Research in textiles sciences is well supported by the university, by federal and private grants, by gifts from industry and state initiatives. Courses to select from:

TXMI 6110	Textile Dyeing
TXMI 6120	Product Standards and Quality Analysis
TXMI 6140	Textile Finishing
TXMI 6150	Nonwovens Science and Technology
TXMI 6160	Product Development in the Textiles and Apparel Industries
TXMI 8110	Physical Analysis of Textiles
TXMI 8120	Introductory Polymer Sciences
TXMI 8130	Chemical and Instrumental Analysis
TXMI 8170	Color Science
TXMI 8180	Physics of Textile Structures

HISTORIC HOMES AND INTERIORS (11/07) Graduate students in Historic Homes and Interiors develop an understanding of the historical trends and developments in American residential interiors. Students learn how to manage, maintain, and market historic homes as well as how to document, organize, and specify historically appropriate interior materials and finishes for historic homes. Special emphases are placed on historic textiles and restoration practices of historic interiors. An appreciation for the practical application of historical research in historic homes is also developed. Courses to select from include:

TXMI 6330	American Historic House Museums
TXMI 6340	Historic Interior Materials
TXMI 6350*	Historic Homes and Furnishings
TXMI 6360*	Decorative Arts and Antiques
TXMI 6370*	Contemporary Homes and Furnishings
TXMI 6580	History of World Textiles
HP 6000	Introduction to Historic Preservation
HP 6100	Cultural Resource Assessment
HP 6320	Historic Resource Documentation
HIST 7900	Theory and Practice of History (Methods)
MGMT 7580	Strategic Management of Non-Profit Organizations

*Students with a BSFCS in Furnishings and Interiors cannot take these courses at the graduate level, as they will have taken them in their undergraduate program of study.

Policy Related to M.S. Students Changing area of Focus (11/15/05)

Graduate students are accepted for a Master of Science degree in Textiles, Merchandising and Interiors based on an evaluation of their goals statement, academic background and experience. Admission into the department is granted within one of four specific focus areas: Textile Science, Merchandising/International Trade, Historic/Cultural Dress and Textiles or Historic Homes and Interiors. Should a student wish to change their focus area after they have been accepted into the program, they should generate a new statement of goals and submit it with a letter of request to the department head with a copy to the graduate coordinator. The request and goals statement, along with the student's original application materials, will be reviewed by the graduate faculty with expertise in the area and voted on by the graduate faculty in this area.

SELECTION OF THE MAJOR PROFESSOR

In the M.S. program, the major professor serves as academic advisor to the student, providing direction in planning the student's program of study and guidance in planning and carrying out research. The major professor serves as chair of the student's advisory committee, and must be a member of the graduate faculty. In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of thesis research. The committee consists of the major professor and two additional members. The major professor and at least one of the other members of the committee must be members or provisional members of the graduate faculty. Only faculty members of the rank of assistant professor or above, or the equivalent, are permitted to serve as committee members. Complete TMI form (Appendix B) and turn into Diane Kesler.

For timely completion of the M.S. program, students must select a major professor by the end of their first semester.

THE ADVISORY COMMITTEE

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The M.S. advisory committee consists of a minimum of three faculty members, including the major professor, who chairs the committee. The major professor and at least one other member of the advisory committee must be TMI faculty members who also are members of the graduate faculty. Only faculty members of the rank of assistant professor or above, or the equivalent, are permitted to serve as committee members. Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis. Such members are in addition to the required members.

For M.S. students, the advisory committee must be appointed before the end of the first semester of enrollment. Fill out the **Advisory Committee for Master of Arts and Master of Science Candidates** form available on the Graduate School website, click on Current Students, then click on Forms. Turn in the completed copy with signatures to Diane Kesler. She will obtain Dr. Kim's signature, make a copy of the form for your TMI file and submit the form to the Graduate School.

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the program, at both the M.S. and Ph.D. levels. Advisory Committee members may be selected based on their research or teaching expertise. Based on the student's research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals. In addition to planning and approving the program of study, the committee advises the student throughout the thesis research. For M.S. students, the committee reads and approves the thesis and administers the final defense.

For timely completion of the M.S. degree, students must select a major professor and an advisory committee by the end of the first semester of enrollment.

PROGRAM OF STUDY

For both the M.S. and Ph.D. degrees, a program of study for the degree, listing the courses to be taken to satisfy the degree requirements, should be developed by the student, major professor, and advisory committee as soon as possible after the major professor and advisory committee are selected. The major professor and advisory committee, in consultation with the student, plan the student's program of study. The program of study must meet the requirements for the degree as previously specified in this handbook and must be approved by the major professor, advisory committee and graduate coordinator before being submitted to the Graduate School. Students are required to complete a minimum of 30 semester hours of graduate credit. This includes a minimum of 12 semester hours of course work and six semester hours of thesis research (TXMI 7300). Typically, the program plan that is developed will require more than the minimum hours of course work and thesis hours. At least one-half of the graduate credit hours (exclusive of thesis, TXMI 7300) must consist of University of Georgia courses that are open only to graduate students. This means that split-level courses (i.e., joint undergraduate/graduate courses, numbered 4000/6000 or 5000/7000 level, in which undergraduate students are enrolled), cannot be counted toward the credit hours that are open only to graduate students. Required undergraduate courses in Chemistry, Textiles, and Textile Testing do not count in the 30 credit hour minimum; these may be listed only under departmental requirements, and may not be counted toward degree requirements.

The Program of Study for Master of Arts and Master of Science Candidates form must be approved by the Graduate Dean prior to the completion of the M.S. degree. See Graduate School Deadlines at www.grad.uga.edu. Submit one complete copy with signatures to Diane Kesler. She will make a copy for the TMI file and submit the original to the Graduate School.

It is the student's responsibility to make sure that the form is received by Diane in time to make the Graduate School deadline. If your form is delinquent in this respect you must walk the form over to the Graduate School to make the Deadline.

If you make any changes to your Program of Study, (i.e., take a course not listed on the Program of Study or not enroll in a listed course) then complete the Recommended Change in Program Study form. This form must be completed, signed and turned into the Graduate School before a student will be approved for graduation.

SATISFACTORY PROGRESS

No U (Unsatisfactory) grade or grade below a C is acceptable for a course included on a program of study. To be eligible for graduation, a student must maintain at least a 3.0 average on all courses on the program of study and on all graduate courses taken. Students may retake a course one time. 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. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study (10-3-07).

EVALUATION

Each semester the student's progress toward obtaining the desired degree will be evaluated. A student who is not making adequate progress or is having difficulty completing major courses may be dismissed from the graduate program.

Adequate progress is defined as successful completion of required courses and courses on the student's program of study; meeting guidelines proposed in the department's graduate handbook, and continued completion of the degree requirements. If all degree requirements have not been met by the end of the last day of exams of the semester, the student must register the following semester for at least 3 hours of credit.

STUDENT'S RESPONSIBILITY

While the major professor and other graduate faculty provide direction, guidance and support to the student, the student is responsible for meeting deadlines with regard to selection of the major professor, appointment of the advisory committee, submission of the program of study, completion of oral defense, application for graduation, completion and submission of the research prospectus/proposal, thesis, and the final oral defense. It is the responsibility of the student to ensure that all degree requirements have been met.

RESEARCH PROPOSAL

A proposal for research which will be conducted for the M.S. thesis must be completed by the student and submitted to the student's major professor, advisory committee, and the graduate coordinator. In addition to a written proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may ask questions and suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal.

The research proposal should contain the following:

1. Introduction - statement of the overall problem and objective or long-term goal of the proposed research.
2. Literature review - a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale - the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and Procedures - a description of the proposed research procedure and methods of analysis.
5. Timeline - a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

Once a student completes his/her research proposal presentation to the Advisory Committee, the student will be asked to leave the room so that the committee can discuss the research proposal. At that time the Committee will discuss changes and suggestions for strengthening the research proposal before proceeding with the research.

The research proposal is evaluated by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. **After the proposal has received the approval of the advisory committee, it must be approved by the graduate coordinator.** Submit TMI Departmental Form for Approval of Research Proposal for Master's Thesis or Ph.D. Dissertation (this is Appendix C, not a Graduate School Form, so complete and turn in the form in this handbook.

RESEARCH USING HUMAN SUBJECTS and IRB APPROVAL

At the University of Georgia (UGA), all human subjects research activities come under the purview and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. The human subjects policies apply to all UGA affiliated faculty, staff, and students conducting human subjects research on or off-campus (domestic or international sites) as well as visitors conducting research at UGA.

The IRB is charged with the responsibility of protecting the rights and welfare of human subjects. Go to the IRB website to understand policies and procedures before submitting your application for approval. The website is www.ovpr.uga.edu/hso/guidelines.

Section 11, page 4 of the application asks if the student's thesis/dissertation committee has approved the research? The IRB recommends submission for IRB review only after the appropriate committees have conducted the necessary scientific review and approved the research proposal. Research of human subjects (including interviews, focus groups, and surveys) MUST NOT BE conducted without IRB approval. Failing to obtain approval may result in disqualification of these activities in application towards a degree program.

APPLICATION FOR GRADUATION

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes the semester in which you plan to graduate. Appendix A is a copy of the document, access the document at www.gradsch.uga.edu. See Deadline Dates.

FINAL REGISTRATION REQUIREMENT

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

THESIS

Students in the M.S. program are required to complete a thesis, and students in the Ph.D. program are required to complete a thesis. Master's students must register for a minimum of six semester hours of thesis, under the course number TXMI 7300. The maximum number of thesis hours (TXMI 7300) for which students may enroll is 33.

The thesis is based on the student's original research, which must show independent judgment in developing a problem. The thesis research is conducted under the direction of the major professor and in consultation with the advisory committee, based on a previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas.

The format for the thesis should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the frame work for writing the thesis. The Graduate School guidelines are presented in a document entitled *University of Georgia Guidelines for Completion of Thesis and Dissertation* which is available from the Graduate School through its web site.

It is recommended that each member of the advisory committee be provided with a timetable and schedule for the completion of the thesis early in the planning process, and that

the timetable be updated as needed.

When the major professor is satisfied with the completed thesis, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee. It may take several drafts/rewrites of the components of a thesis before it is approved by the Major Professor for submission to the Advisory Committee. A thesis typically includes five chapters: Introduction, Review of Literature, Methodology, Results and Discussion, and Conclusion. Most Master's thesis range from 50 to 100 pages.

The student is required to provide a complete draft of the thesis or dissertation to each member of the committee. For Master's students, delivery must be done at least two weeks before the anticipated date of the final oral defense. Each member of the committee will indicate their approval of the thesis by signing the Graduate School approval form. The thesis or dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the thesis or dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. APPROVAL FORM FOR MASTER'S THESIS, DEFENSE, AND FINAL EXAMINATION MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES (3 pages: includes ETD Submission Approval Form). Once the thesis has been approved by the Advisory Committee a Final Oral Defense must be planned.

FINAL ORAL DEFENSE

After the thesis is approved, a final oral defense of the thesis must be conducted. The student gives a brief presentation about the Thesis. The final oral defense is administered by the members of the student's advisory committee, with the major professor as chairman. Members of the advisory committee must be present at the examination. The department head and graduate coordinator will serve as ex-officio members of the committee. The final oral examination/defense may cover course work and the thesis.

An approval form for Master's thesis and final oral examination/defense must be submitted, showing approval by the major professor and members of the advisory committee. This form is submitted with submission of the Master's Thesis APPROVAL FORM FOR MASTER'S THESIS, DEFENSE, AND FINAL EXAMINATION MASTER OF ARTS AND MASTER OF SCIENCE CANDIDATES (3 pages: includes ETD Submission Approval Form) and ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM. These are available on the Graduate School Website.

Once the final oral defense has been passed and revisions made and approved by the student's major professor, format checks must be conducted before the deadline and corrections made as needed before submitting the approved thesis electronically by the DEADLINE. These deadline dates are posted on the Graduate School website; it is the Student's Responsibility to be aware of all deadline dates. One paper copy each must also be provided to the TMI department, the major professor, and each member of the advisory committee.

STUDENT'S RESPONSIBILITY

While the major professor and other graduate faculty provide direction, guidance and support to the student, the student is responsible for meeting deadlines with regard to selection of the major professor, appointment of the advisory committee, submission of the program of study, completion of the comprehensive exams (Ph.D. students only), admission to candidacy (Ph.D. students only), application for graduation, completion and submission of the research prospectus/proposal, thesis or dissertation, and the final oral examination or defense. It is the responsibility of the student to ensure that all degree requirements have been met.

THE Ph.D. DEGREE

At the University of Georgia, graduate study at the Ph.D. level has been established for the purpose of providing qualified students with the opportunity to pursue research and other scholarly activities beyond the point that is possible in programs for the Master's degree. The University standard is that the Ph.D. degree is granted in recognition of proficiency in research, breadth and soundness of scholarship, and thorough acquaintance with a specific field of knowledge.

The Ph.D. program in Textile Sciences at The University of Georgia is for individuals who wish to pursue research in textile science at the frontier of the discipline. Students initiate and conduct research related to the theory and application of physical, chemical, and environmental principles influencing properties of textile products. One of three major areas is selected for emphasis: Textile Chemical Processes, Textile Analysis, or Textile Products and Standards. The program includes 30 hours of coursework in the major areas, 9-12 hours in a supporting area such as chemistry, physics, engineering, mathematics, or environmental sciences, plus courses in statistics and research methods. The program of study may be individualized to meet the goals of the student, and is developed jointly by the student, major professor, and advisory committee. A dissertation is an integral component of the program.

The Ph.D. emphasis in International Merchandising will be offered beginning Fall 2010. The Emphasis in International Merchandising will provide concentrated study in international apparel and textiles retailing, international production and trade, global sourcing, international business practices, and e-commerce in a global setting.

Core Requirements

All graduate students in the Department of Textiles, Merchandising and Interiors are required to complete the following CORE REQUIREMENTS:

<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>
TXMI 6520	Apparel and Textile Economics	3
TXMI 8050	Research Methods	3
STAT 6210	Statistical Methods I	3
STAT 6220	Statistical Methods II	3
TXMI 9300	Dissertation	6

Depending on your undergraduate major and previous course work, **you may be required to complete undergraduate courses (this may include Chemistry, Textiles, and Textile Testing)** while you are enrolled in the graduate program, and completion of these courses may be required prior to enrollment in specific graduate courses. Undergraduate credit hours do not count toward your graduate degree and are not listed on the program of study (10-3-07).

Minimum Course Requirements

<u>Requirements</u>	<u>Minimum Semester Hours</u>
Major Emphasis Area	18
Select one area:	
1. Textile Chemical Processes	
2. Textile Analysis	
3. Textile Products and Standards	
Supporting Area	9-12
Research Skills	9

The University of Georgia does not specify a minimum number of hours credit for the Ph.D. degree. However, for the Ph.D. in Textile Sciences the TMI Department requires a minimum of 18 semester hours of course work in the major area, not including research methods (TXMI 8050) or dissertation hours (TXMI 9300); 9-12 semester hours in a supporting area such as chemistry, physics, biological sciences, engineering, mathematics, or environmental sciences, plus a minimum of 9 hours of research courses, including TXMI 8050 and two courses in statistics, namely STAT 6210 and 6220 or STAT 6310 and 6320, or two more advanced statistics courses that are approved by the student's committee. The student's committee typically requires that course work extend beyond the stated minimum number of credit hours.

A minimum of one half of the graduate credit hours (exclusive of dissertation) must consist of University of Georgia courses that are open only to graduate students. This means that split-level courses (i.e., joint undergraduate/ graduate courses, numbered 4000/6000 or 5000/7000 level) in which undergraduates are enrolled, cannot be counted toward the credit hours that are open only to graduate students. In agreement with University of Georgia policy, split-level courses are not normally used to provide the core requirements of the graduate program. Split-level courses may be used as electives, or supporting courses in other departments, with the approval of the student's advisory committee.

It is expected that in addition to Ph.D. course work, Ph.D. students will meet the minimum core requirements for the M.S. degree, which includes TXMI 6520 or the equivalent. Granting of the Ph.D. degree presupposes a minimum of three full years of study beyond the bachelor's degree. At least two consecutive semesters of full-time enrollment for a minimum of 30 hours of consecutive course work included on the program of study must be spent in resident study at the University of Georgia. Neither undergraduate courses taken to fulfill skills requirements nor courses listed on the program of study as departmental requirements to remove deficiencies at the undergraduate or graduate level are calculated in the 30 consecutive hours of resident credit.

UNIVERSITY OF GEORGIA GRADUATE ENROLLMENT POLICY

All enrolled students pursuing graduate degrees at the University of Georgia must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of 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. Doctoral students who have advanced to candidacy will be allowed to register at a rate equivalent to the prevailing in-state tuition rate. Thesis-masters students who have satisfactorily completed all required courses and submitted the out-of-state waiver form by the appropriate date will be allowed to register at a rate equivalent to the prevailing in-state rate. The waiver request form must be submitted by the last day of classes for the semester preceding the effective semester. Visit the Graduate School website for further information on this policy.

UNIVERSITY OF GEORGIA RESIDENCE REQUIREMENT

Master's Degree. All but six hours of course credits must be taken at official University of Georgia centers. This is defined as any courses for which registration takes place through the OASIS system so that they appear on the student's official transcript without a manual transfer process, and any courses taken under the cross-registration policy (<http://www.reg.uga.edu/or.nsf/html/arce>).

Doctoral Degrees. The residence requirement for the Doctor of Philosophy degree and the Doctor of Public Health degree is interpreted as 30 hours of consecutive graduate course work that is included on the program of study. A break in residence is not incurred if a student elects not to register for the summer term; however, if the student does register for a course on the program of study during the summer, that course may be used toward the residence requirements.

THE MAJOR PROFESSOR

In the Ph.D. program, the major professor serves as academic advisor to the student, providing direction in planning the student's program of study and guidance in planning and carrying out research. The major professor serves as chair of the student's advisory committee, and must be a member of the graduate faculty.

In selecting a major professor, it is the student's responsibility to meet with members of the TMI graduate faculty and other research faculty to discuss research interests and areas of faculty expertise. Generally the selection of a major professor is based on mutual research interests and the willingness of the student and faculty member to work together. The student is instrumental in the formation of an advisory committee and in the development of the student's program of study, as well as in the direction of dissertation research.

Ph.D. students must select a major professor and an advisory committee no later than the end of the first year of enrollment.

After the faculty member agrees to serve as major professor, the student must provide

written notification of the selection to the graduate coordinator, using the TMI departmental form, Appendix B. This form may be photocopied from the graduate handbook. Only one copy is required. Failure to select a major professor in a timely manner will certainly delay the student's progress toward the degree, and may result in dismissal from the program. Until the major professor is selected, the graduate coordinator serves as the student's advisor.

THE ADVISORY COMMITTEE

An Advisory Committee chaired by the major professor plays a crucial role in the student's success in the program, at both the M.S. and Ph.D. levels. Individual committee members whose areas of expertise complement the research interests of the student function together to help the student define and clarify a research area. Based on the student's research goals, the committee works with the student to customize a program of study which meets Departmental and University requirements and is designed to prepare the student to carry out the research program and meet the student's professional goals. In addition to planning and approving the program of study, the committee advises the student throughout the dissertation research. In the case of Ph.D. students, the committee is responsible for planning, preparing, and evaluating the comprehensive examination. For Ph.D. students, the committee reads and approves the dissertation and administers the final examination.

Soon after the major professor is selected, the student should consult the major professor and mutually agree on faculty members that will be invited to serve on the advisory committee. The committee appointment is officially made by the Dean of the Graduate School, on the recommendation of the Graduate Coordinator.

For Ph.D. students, the advisory committee must be appointed before the end of the first year of enrollment. The advisory committee for Ph.D. students shall consist of a minimum of four graduate faculty members, including the major professor. Of these at least two must be faculty members from within the department and at least one must be from an appropriate supporting area of study outside the department.

Adjunct faculty in TMI who are not graduate faculty may serve as advisory committee members on an ex-officio basis for the Ph.D. degree. Such members are in addition to the required members. The appropriate form, "ADVISORY COMMITTEE FOR DOCTORAL CANDIDATES" must be submitted to the graduate coordinator. All Graduate School forms are available at www.grad.uga.edu.

PROGRAM OF STUDY

A preliminary program of study, developed by the student and major professor and approved by a majority of members of the advisory committee, must be submitted to the graduate coordinator by the end of the student's first year of residence (the preliminary program of study is not submitted to the Graduate School). This form, PRELIMINARY DOCTORAL PROGRAM OF STUDY, can be found at www.grad.uga.edu. Complete and give one copy to Major Professor and one copy to Diane Kesler. A final program of study must be submitted for the approval of the dean of the Graduate School by the time the notification of the preliminary oral comprehensive examination is given. All courses on the program of study must fall within a six-year time limit. The six-

year limit begins with the semester the student was admitted into the program and registered for courses and ends with the last semester before the beginning of the sixth year. For the Doctor of Philosophy degree this program of study must carry a minimum of 30 hours of course work, three hours of which must be dissertation writing (TXMI 9300). FINAL DOCTORAL PROGRAM OF STUDY form can be found at www.grad.uga.edu.

Transfer of Credit – see the Graduate School Policy for Transfer of Credit.

The program of study must meet the requirements for the degree as previously specified under The M.S. Degree sections of this handbook. Undergraduate courses may be listed only under departmental requirements, and may not be counted toward degree requirements.

The program of study must be approved by the major professor, advisory committee, and graduate coordinator before being submitted to the Dean of the Graduate School. This must be done prior to the student's admission to candidacy. Any changes made to the Approved Program of Study form must be listed on a Recommended Change in Program Study form available at www.grad.uga.edu, click on Current Students, click on Forms. This form must be completed, signed and turned into the Graduate School before a student can be approved for graduation.

SATISFACTORY PROGRESS

No U (Unsatisfactory) grade or grade below a C is acceptable for a course included on a program of study. To be eligible for admission to candidacy and graduation, a student must maintain at least a 3.0 average on all courses on the program of study and on all graduate course taken. Students may retake a course one time. 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. Lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study (10-3-07).

EVALUATION

Each semester the student's progress toward obtaining the desired degree will be evaluated. A student who is not making adequate progress or is having difficulty completing major courses may be dismissed from the graduate program.

Adequate progress is defined as successful completion of required courses and courses on the student's program of study; meeting guidelines proposed in the department's graduate handbook, and continued completion of the degree requirements. If all degree requirements have not been met by the end of the last day of exams of the semester, they must register the following semester.

COMPREHENSIVE EXAMS

A comprehensive exam (COMP) is required in the Ph.D. program only. The purpose of a comprehensive examination is to assess the student's mastery of the major and minor areas of study.

No later than the third year of enrollment a Ph.D. student will take a comprehensive examination consisting of 4 to 5 subject areas determined by the student's advisory committee. If the exam is not taken by this time, the student will be dismissed from the program. The student may enroll in no more than six dissertation hours prior to passing the comprehensive exam, which includes a written component and an oral component.

The Written Comprehensive Exam

The written exam will be a minimum of four days in length and should be taken on consecutive days. The student's advisory committee, under the leadership of the major professor, will develop the exam. The committee may ask other members of the faculty to contribute questions for the comprehensive exam. The exam questions and responses will reflect graduate level course work. At least one day of the exam should require the student to integrate and synthesize information from different courses and experiences. The Graduate Coordinator, in consultation with the major professor, will assume responsibility for coordination and supervision of the exam.

The Oral Comprehensive Exam

After the student has passed the written exam, the oral exam will be scheduled by the major professor. The oral exam should be completed within one month of successful completion of the written exam. The major professor will notify the graduate coordinator, who will schedule the exam through the Graduate School at least two weeks prior to the exam. During the oral exam the student may be asked to defend or clarify the written responses to the exam questions. Questions not included on the written exam may also be asked. The oral comprehensive exam is open to all members of the faculty and shall be announced by the Graduate School. All members of the student's advisory committee must be present for the entire oral exam.

Evaluation

The student's Advisory Committee is responsible for evaluating the student's performance on the comprehensive exam. Members of the student's Advisory Committee will evaluate the student's responses to questions which they submit or ask. The Advisory Committee will determine whether the student's performance is acceptable on each area of the exam.

The student must initially perform acceptably on at least one-half of the exam areas to continue in the Ph.D. program. If the student's committee determines that the student's performance is unacceptable in specific areas, the student may be assigned additional work, or the comprehensive examination may be repeated once in those particular areas of deficiency.

This repeat examination must be completed by the end of the semester following the semester in which the initial exam was taken. In accordance with the university Graduate School policy, the student must receive a positive vote on the written exam of at least four out of five committee members, or positive votes from 80% of the total number of committee members, to continue in the Ph.D. program.

To pass the oral comprehensive exam the student must receive at least four of five positive votes, or positive votes from 80% of the committee members. If the student's responses to questions during the oral exam are deemed unacceptable the committee may assign additional work to strengthen the student's knowledge in those areas in which there is a deficiency. If the student does not complete the additional work to the satisfaction of the committee members within one semester, the student will be dismissed from the Ph.D. program.

Exceptions

Any student who, because of extenuating circumstances, is unable to meet the deadlines for the written or oral comprehensive examinations, may request an extension. The written request must explain the reason for the request, the extenuating circumstances, and must be submitted to the Graduate Coordinator, with a copy to the major professor. The TMI graduate committee will evaluate the written request and decide whether to grant or deny the request.

ADMISSION TO CANDIDACY

For Ph.D. students, the application must be filed with the Dean of the Graduate School at least two semesters before the date of graduation. This form “APPLICATION FOR ADMISSION TO CANDIDACY DOCTORAL DEGREE” is available on the Graduate School Website at www.grad.uga.edu.

The signatures of the major professor and the graduate coordinator on the Admission to Candidacy form certify that the student has demonstrated ability to do acceptable graduate work in the chosen field of study and that certain requirements have been met including prerequisite courses required as a condition of admission, research skills requirements, approved program of study, and is making Satisfactory Progress. For Ph.D. students, the signed form also certifies that written and oral comprehensive exams have been passed, and the residence requirement has been met.

The signatures of the major professor and graduate coordinator on the Admission to Candidacy form also represent the department’s commitment to provide appropriate faculty membership to the candidate for completion of the degree.

RESEARCH PROPOSAL

A proposal for the research which will be conducted for the M.S. thesis or the Ph.D. dissertation must be completed by the student and submitted to the student’s major professor, advisory committee, and the graduate coordinator. In addition to a written proposal, the proposal should be presented orally at a meeting of the committee. At that time, members of the committee may suggest or require changes in the research plan. Consult with your major professor about preparation of your research proposal.

The research proposal should contain the following:

1. Introduction - statement of the overall problem and objective or long-term goal of the proposed research.
2. Literature review - a survey of the most essential previous work and description of the current research status of this subject.
3. Rationale - the justification for conducting this research and the reasons for the proposed approach to the problem.
4. Methods and Procedures - a description of the proposed research procedure and methods of analysis.
5. Timeline - a tentative schedule for completion of the research, preparation of the thesis or dissertation, and final oral exam.

The research proposal will be evaluated by the major professor and advisory committee, which may recommend approval, approval with revisions, or not acceptable. If revisions are required or if the proposal is not acceptable, the student should work with the advisory committee and major professor to develop an acceptable proposal. After the proposal has received the approval of the advisory committee, it must be approved by the graduate coordinator. The departmental form (Appendix C), signed by the major professor and committee members must be completed and submitted to the Graduate Coordinator with a copy of the approved proposal attached. This form can be found at the back of this handbook.

Students in the Ph.D. program must submit the proposal within one semester after successful completion of the comprehensive examination. The student may enroll in no more than 9 dissertation hours prior to approval of the research proposal.

RESEARCH USING HUMAN SUBJECTS and IRB APPROVAL

At the University of Georgia (UGA), all human subjects research activities come under the purview and oversight of the Human Subjects Office and the Institutional Review Board, irrespective of whether the research is funded or non-funded, minimal risk or more. The human subjects policies apply to all UGA affiliated faculty, staff, and students conducting human subjects research on or off-campus (domestic or international sites) as well as visitors conducting research at UGA.

The IRB is charged with the responsibility of protecting the rights and welfare of human subjects. Go to the IRB website to understand policies and procedures before submitting your application for approval. The website is www.ovpr.uga.edu/hso/guidelines.

[Section 11](#), page 4 of the application asks if the student's thesis/dissertation committee has approved the research? The IRB recommends submission for IRB review only after the appropriate committees have conducted the necessary scientific review and approved the research proposal. Research of human subjects (including interviews, focus groups, and surveys) **MUST NOT BE** conducted without IRB approval. Failing to obtain approval may result in disqualification of these activities in application towards a degree program.

DISSERTATION

Students in the Ph.D. program are required to complete a dissertation. After admission to candidacy, the Ph.D. student must register for at least two additional semesters, and for a total minimum of 10 hours of dissertation (TXMI 9300).

The dissertation is based on the student's original research, which must show independent judgment in developing a problem from primary sources. The Ph.D. dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of the field of study. The conclusions must be logical, the literary form must be acceptable, and the contribution to knowledge must merit publication. Publication of Ph.D. research in refereed journals before graduation is expected.

The thesis or dissertation research is conducted under the direction of the major

professor and in consultation with the advisory committee, based on the previously approved research proposal. The major professor has the primary responsibility for guiding this research, but the student should consult all members of the advisory committee to draw upon their expertise in relevant areas.

The format for the dissertation should follow the recommended guidelines of the Graduate School and other recommendations of the student's major professor and advisory committee. The approved research proposal should serve as the frame work for writing the dissertation. The Graduate School guidelines are presented in a document entitled University of Georgia Guidelines for Completion of Thesis and Dissertation which is available from the Graduate School through its web site.

It is recommended that each member of the advisory committee be provided with a timetable and schedule for the completion of the dissertation early in the planning process, and that the timetable be updated as needed.

When the major professor is satisfied with the completed dissertation, he/she will indicate his/her approval and indicate permission for its distribution to the advisory committee.

The student is required to provide a complete draft of the dissertation to each member of the committee. For Ph.D. students, delivery must be done at least three weeks before the anticipated date of the final oral examination. Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. The forms: APPROVAL FORM FOR DOCTORAL DISSERTATION AND FINAL ORAL EXAMINATION (3 pages: includes ETD Submission Approval Form may be found at www.grad.uga.edu, click on current students, then click on forms.

FINAL ORAL EXAMINATION

After the dissertation is approved, the candidate must pass a final oral examination. The final oral examination is an oral defense of the dissertation. The major professor schedules the oral defense with the student and members of the advisory committee, and notifies the graduate coordinator at least two weeks in advance. The Graduate Coordinator will provide written notification to the Graduate School. Subsequently, the Graduate School will announce the time and place of the defense to the University community. Written assent of three of the four committee members (other than the major professor) will be required before a dissertation will be approved as ready for a final defense. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the graduate coordinator. The graduate coordinator will notify the Graduate School, and the scheduled oral defense will be canceled. The oral defense may be rescheduled after subsequent approval of the revised dissertation.

The defense of the dissertation will be chaired by the student's major professor and attended by all members of the advisory committee. Four of the five members of the advisory

committee must approve the defense and indicate their approval in writing. The results of the defense must be reported to the Graduate School by the graduate coordinator or major professor at least one week prior to graduation.

Once the dissertation has been approved by the Advisory Committee and the final oral defense has been passed, the dissertation must be submitted to the Graduate School for final approval no later than the last day of classes of the following semester. Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval. The dissertation is submitted electronically to the Graduate School after the format check has been approved and all Graduate School deadlines are met. The required form, ELECTRONIC THESIS AND DISSERTATION (ETD) SUBMISSION APPROVAL FORM, may be found at www.grad.uga.edu. Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

Each member of the committee will indicate their approval of the dissertation by signing the Graduate School approval form. The dissertation must be approved by the committee prior to the final oral examination. If the committee does not approve the dissertation, the major professor will notify the student and the Graduate Coordinator, who will notify the Graduate School. Ph.D. dissertations which are not submitted by this deadline must be defended again and approved by the advisory committee before they will be considered by the Graduate School for final approval.

One copy of the dissertation must be provided to the TMI department, the major professor, and each member of the advisory committee.

APPLICATION FOR GRADUATION

An application for graduation must be filed with the Graduate School no later than Friday of the first full week of classes two semesters prior to the anticipated graduate date. Deadlines can be found at www.grad.uga.edu.

FINAL REGISTRATION REQUIREMENT

Students must be registered at the University of Georgia for a minimum of three hours of credit the semester in which they complete all degree requirements.

OTHER INFORMATION and POLICIES for all M.S. and Ph.D. students

GRADUATION EXERCISES

Formal UGA commencement exercises are held in August, December, and May. The College of Family and Consumer Sciences offers a commencement exercise in May and

December. Students are encouraged to participate. Graduation caps, gowns (and hoods) may be rented from the UGA Bookstore. For Ph.D. candidates make sure your Major Professor will be in town to HOOD you during the UGA graduation ceremony.

GRADUATE ASSISTANTSHIPS

Graduate assistantships provide financial assistance to students while allowing them to work closely with one or more faculty members on specific research or teaching assignments. Assistantships are funded by the College or through research grants received by individual faculty. The department may also nominate a limited number of highly qualified students for university-wide assistantships. Assistantships are awarded on a competitive basis and are generally awarded on a 9-month, academic year basis. Based on budgetary constraints there is no guarantee of assistantships beyond the first semester or year. Graduate Assistantships in the TMI department are generally one-third time assistantships, requiring 13 hours of work per week during Fall and Spring semesters. Master's students may hold assistantships for no more than two academic years, since the Master's degree is designed to be completed within two years. Students on assistantship must register for 12 credit hours each semester. Full tuition is waived for graduate students holding assistantships but some fees must be paid by the student. Ph.D. students may hold assistantships up to four years and may receive summer funding depending on the assistantship. Scholarships through the College of Family and Consumer Sciences are available on a competitive basis. Go to www.fcs.uga.edu and click on Students, then click on Scholarships. Deadlines for applications and descriptions of scholarships are included on this site.

Awarding of all types of assistantships is increasingly competitive. Assistantships are generally awarded on a 9-month, academic year basis, and renewal for a second year is not guaranteed. **Departmental assistantships for M.S. students are for a maximum of two years.** This does not include summer semesters. Graduate assistants are evaluated each semester by their supervising faculty member(s). Unsatisfactory work will result in loss of your assistantship. Unsatisfactory work typically includes repeated tardiness to meetings, class, and other activities; lack of keeping in contact with the supervising faculty about your work schedule and hours; not working your 13 hours; uncompleted assignments, and unprofessional attitude in work and behavior. Students on assistantship must register for 12 hours of credit for fall and spring semesters.

Assistantship Workshop

All graduate assistants, regardless of the funding source of their assistantship, must attend a teaching workshop that is offered by the Graduate School in conjunction with the Office of Instructional Development. The workshop is held in August prior to the beginning of fall semester classes. During spring semester, the date, time, and place for the upcoming fall workshop are announced. Failure to attend this workshop may result in loss of the assistantship.

Registration and Employment Requirements

Graduate assistantships in the TMI department are generally one-third time assistantships, requiring at least 13 hours of work per week during each semester. Students

holding assistantships may not be employed in other jobs (on or off-campus) for more than 20 hours per week. A graduate student holding an assistantship from one-third to one-half time must register for a minimum of 12 credit hours fall and spring semester. Assistantships granted to M.S. students are for a maximum of two years, due to budgetary constraints graduate assistantships may be for one year only.

Graduate students on summer assistantships are required to register for nine hours of credit.

Purpose and Progress

The purpose of assistantships for students in the Department of Textiles, Merchandising and Interiors is to provide support to students while they are working toward a graduate degree in the Department of Textiles, Merchandising and Interiors. This means that the student must be enrolled in courses that are listed in the student's official program of study. Students on assistantships may not enroll in courses outside the department unless such courses are included on the student's approved program of study form, or unless approved by the graduate coordinator and department head. Students who are not making progress toward their degree will not be permitted to take courses outside the department. At the beginning of each semester, enrollment records are checked to assure that this requirement is met. Failure to meet this requirement will result in termination of the assistantship.

Income Taxes

All graduate assistants including international students - are required to file U.S. income tax. Please visit the Office of International Student Life in January for more information and assistance in filing.

Time Limit on Assistantships

Master's students may hold assistantships for no more than two academic years, since the Master's degree is designed to be completed within two years. Due to budgetary constraints the assistantship may be available for only one year. Ph.D. students may hold assistantships for no more than four academic years, unless the major professor is able to provide additional funding to extend the period of support. Due to budgetary constraints the continuation of assistantships at the M.S. or Ph.D. level is not guaranteed.

Maximum Course Load and Permission for Overload

The minimum course load is 12 credit hours and the maximum course load is 18 credit hours for students holding assistantships. The minimum course load is 3 credit hours and the maximum is 18 credits hours for students who do not have assistantships, unless special permission is granted for overload. Nine hours of credit is considered full time for student's on financial aid (not assistantships). Permission to overload must be sought through the graduate coordinator, and will not be approved if the student is not making progress toward the degree. Permission to overload is not granted to new students or to students whose GPA is below 3.0.

Evaluation

Graduate students who hold assistantships are evaluated regularly on their progress in the degree program and their performance in their assistantship assignment. The purpose of the evaluation is to aid the student in progression through the program and in professional development. Informal evaluations are conducted by the graduate faculty in the department,

and results of the evaluations are used by the department head, graduate coordinator, major professor, and assistantship supervisor in providing guidance for improvement. Students may be dismissed by their department at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. In the TMI department, students are informed when an evaluation indicates that their performance is unsatisfactory. Repeated negative evaluations, lack of adequate progress toward the completion of the degree, or a student who is placed on academic probation may result in termination of assistantships.

TRAVEL FUNDING TO PROFESSIONAL MEETINGS

A student receiving an invitation to present a paper at a professional meeting may submit a travel request to the Department of Textiles, Merchandising and Interiors. Write a letter to the Department Head (Dr. Hunt-Hurst requesting funding. Give the name of the conference, title of paper, date of presentation and submit an estimated budget of expenses (airfare or mileage, accommodations, registration, and food). Submit the request at least 6 weeks prior to travel. Funding is limited and not guaranteed.

To request funding from the College of Family and Consumer Sciences – go to www.fcs.uga.edu, click on Textiles, Merchandising and Interiors, then click on Graduate Programs, then click on Graduate Student Travel funding -this is the application to submit to the College. Funding is limited and not guaranteed. College funding usually comes from funding provided by an alumni; the award letter will request that you write a note of thank you to the donors. It is very important that you do this and send the note as soon as you receive notification of the award. Just writing a simple thank you is very meaningful.

The Graduate School also has some funding for Student Travel for presentations at professional meetings within the Continental United States. See Diane Kesler for a copy of these guidelines.

DEPARTMENTAL POLICY ON USE OF SUPPLIES AND PHOTCOPYING

Graduate students are not permitted to use departmental supplies or resources for any personal use. This includes use of the departmental copier for copying their thesis/dissertation, research articles or class assignments. Use of the departmental account for copying of this nature at the library is also not permitted. Graduate students are permitted to use the departmental library account and the TMI copier as part of their graduate assistantship responsibilities as requested by their assistantship supervisor.

GRIEVANCE PROCEDURES

Students have the right to file a grievance. A grievance will be considered by a committee composed of members of the graduate faculty in the department. The graduate coordinator will implement the grievance committee to determine the nature of the action to be taken, unless the grievance is against the graduate coordinator, in which case the department head will implement the grievance procedure. The student will prepare a written statement of the grievance and meet with the departmental grievance committee to review the grievance. The committee will make its final recommendations to the graduate coordinator, department head, major professor, and the student in a timely manner.

CHECKLIST FOR M.S. DEGREE PROGRAM

Deadlines for submission of advisory committee forms, program of study forms and applications for graduation are posted on the Graduate School website at: www.gradsch.uga.edu. These deadlines are strictly enforced by the Graduate School. It is the student's responsibility to check this website and to know what is expected for the completion of your degree. **The original copies of all forms must be submitted to the graduate school.**

- _____ Major professor selected by the end of the first semester (TMI departmental form submitted to graduate coordinator).

- _____ Advisory committee appointed by the end of the first semester (Form Submitted to graduate coordinator, routed to Graduate School).

- _____ Program of study approved by major professor and advisory committee (Form submitted to graduate coordinator, routed to Graduate School).

- _____ Research proposal approved by major professor, advisory committee and graduate coordinator (TMI departmental form submitted to graduate coordinator with copy of proposal attached).

- _____ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date. (Application filed directly with Graduate School).

- _____ Thesis submitted to major professor.

- _____ After preliminary approval by major professor, thesis submitted to advisory committee two weeks prior to final oral exam.

- _____ Final oral exam scheduled; advisory committee, major professor, graduate coordinator and department head notified.

- _____ Thesis formally approved by major professor and committee (form submitted to graduate coordinator and routed to Graduate School).

- _____ Submission of Final Oral Examination Announcement for M.S. and Ph.D. to Diane Kesler at least 1 week before scheduled exam. (She will prepare announcement).

- _____ Final oral examination completed and passed (form submitted to graduate coordinator and routed to Graduate School).

- _____ Copies of the final approved thesis submitted to the Dean of the Graduate School, the TMI department, the major professor (and committee members, if requested).

- _____ All requirements for the degree completed and reported to the Graduate School. Check deadlines at www.grad.uga.edu

CHECKLIST FOR Ph.D. DEGREE PROGRAM

Deadlines for submission of advisory committee forms, program of study forms and applications for graduation are posted on the Graduate School website at: www.gradsch.uga.edu. These deadlines are strictly enforced by the Graduate School. It is the student's responsibility to check this website and to know what is expected for the completion of your degree.

- _____ Major professor selected by the end of the first year (TMI departmental form submitted to graduate coordinator).

- _____ Advisory committee appointed by the end of the first year (form submitted to graduate coordinator, routed to Graduate School).

- _____ Program of Study approved by major professor and advisory committee (form submitted to graduate coordinator, routed to Graduate School).

- _____ Comprehensive written examination scheduled with graduate coordinator in consultation with major professor and committee.

- _____ Comprehensive oral examination date, time, and location scheduled by the graduate coordinator at least two weeks prior to oral exam.

- _____ Comprehensive examination (written and oral) passed (form submitted to graduate coordinator, routed to Graduate School).

- _____ Research proposal approved by major professor, advisory committee and graduate coordinator (TMI form submitted to the graduate coordinator with copy of the proposal attached).

- _____ Application for admission to candidacy (form submitted to the graduate coordinator and routed to the Graduate School two semesters before graduation, and after comprehensive examinations are passed).

- _____ Application for graduation filed no later than Friday of the 2nd full week (first full week for summer) of classes in the semester of the anticipated graduation date. (Application filed directly with Graduate School).

- _____ Dissertation submitted to major professor.

- _____ After preliminary approval by major professor, dissertation submitted to advisory committee at least three weeks prior to oral defense.

- _____ Oral defense scheduled; advisory committee, major professor, graduate coordinator, department head, and graduate school notified at least two weeks prior to oral defense (graduate coordinator notifies Graduate School).

- _____ Dissertation formally approved by major professor and committee (form submitted to the graduate coordinator and routed to the Graduate School).

- _____ Final oral defense of dissertation completed and passed (Form submitted to the graduate coordinator and routed to the Graduate School).

- _____ Copies of the final approved dissertation submitted to the Dean of the Graduate School, the TMI department, the major professor (and committee members, if requested).

- _____ All requirements for the degree completed and reported to the Graduate School at least one week before graduation.

APPENDIX B

SELECTION OF MAJOR PROFESSOR

Student's Name: _____

(Please print or type)

I have asked _____ to serve as my major professor.
Name of Graduate Faculty Member

Signature of Student

Date

I agree to serve as a major professor for this student.

Signature of Graduate Faculty Member

Date

M.S. Students Only - Check Selected Focus Areas:

_____ 1 - Textile Science

_____ 2 - Merchandising/International Trade

_____ 3 - Historic/Cultural Dress and Textiles

_____ 4 - Historic Homes and Interiors

Signature of Graduate Coordinator

Date

Turn form into Diane Kesler, 321 Dawson Hall

APPENDIX C

TMI DEPARTMENTAL form for APPROVAL OF RESEARCH PROPOSAL

Name of Student _____

_____ for M.S. Thesis

_____ for Ph.D. Dissertation

We accept the research proposal which the student has presented to the committee, and a copy of the written proposal which we approve is attached.

Signatures:

Date:

Major professor: _____

Committee members: _____

Graduate Coordinator: _____