

MA GRADUATE STUDENT HANDBOOK
for the
Department of Religion

Franklin College of Arts and Sciences
University of Georgia

Spring 2025



Department of Religion

Franklin College of Arts and Sciences

UNIVERSITY OF GEORGIA

TABLE OF CONTENTS

1. Contact Information	3
2. The Department	4
Offices	4
Supplies, Computers, and the Copier/Printer	4
Graduate Student Listserv	5
Colloquia and Special Speakers	5
Assistantships	5
3. Degree Requirements for an MA in Religion	6
Residency and Continuous Enrollment Requirements	6
Advisory Committee	6
Program of Study	6
Enrollment Hours per Semester	9
Comprehensive Exam (“Comps”) and Prospectus	10
Researching and Writing the Thesis	10
Final Semester	10
Thesis Defense, Format Check, and Final Approval	10
MA Time Limit	11
Leave of Absence	11
4. Resources	13
5. Appendices	15
A. Non-Discrimination and Anti-Harassment Policy	15
B. Academic Honesty Policy	15
C. Family Educational Rights and Privacy Act (FERPA)	16

WELCOME

This MA Handbook is your guide to the policies and practices of graduate study within the Department of Religion in the Franklin College of Arts and Sciences at the University of Georgia. Its intent is to help smooth your pathway in the program and call attention to issues that you need to be aware of at different stages of your MA studies.

1. CONTACT INFORMATION

Contact information for the Department of Religion:

Dr. Derrick Lemons, Department Head
Room 9 Peabody Hall
dlemons@uga.edu

The Department Head, in collaboration with the Graduate Faculty, has the responsibility of oversight for all departmental academic programs and activities, including the MA and PhD programs.

Dr. Ingie Hovland, Graduate Coordinator
Room 19 Peabody Hall
ingiehovland@uga.edu

The Graduate Coordinator, under appointment of the Department Head and in collaboration with the Graduate Faculty, has direct supervision over the graduate MA and PhD programs.

Ms. Sonya Tino, Divisional Manager
Room 129 Peabody Hall (706-542-8988) / Room 132 Joe Brown Hall (706-542-5047)
sonyatino@uga.edu

The Divisional Manager assists with financial matters including payroll, tuition waivers, and travel grant applications.

Ms. Kim Scott, Administrative Assistant II
Room 3A Peabody Hall, 706-542-5356
kmscott@uga.edu

The Administrative Assistant assists with office matters including office keys, building access, the printer/copier, the supply closet, maintaining mailboxes and listservs, and scheduling classrooms.

2. THE DEPARTMENT

OFFICES

The Department endeavors to provide a desk in one of the graduate student offices in Peabody Hall to all graduate students who need one. If you are given keys to an office, please keep the room locked at all times when you are not in the room.

The exterior doors to Peabody Hall are unlocked Monday through Friday from 7:00AM-7:30PM. The schedule can be extended any days we have classes, lectures, or student organization meetings outside of that schedule. Also note that the building is locked on holidays when UGA is closed. If you wish to access the building after regular business hours or on weekends, please speak with the office staff, who will provide access by your UGA ID card.

Every graduate student will have a mailbox in the Department's main office (Peabody Hall, room 3), where you will be notified of departmental business. Access to the main office from 5:30PM-7:30 AM will require a key and your UGA ID card.

The main office leads into the Department's conference room (room 3D). The conference room is sometimes occupied for meetings, but at all other times, you are welcome to make yourself coffee in the conference room and to meet there with fellow graduate students.

SUPPLIES, COMPUTERS, AND THE COPIER/PRINTER

Supplies in the supply closet (room 3B) are for Teaching Assistant use in the classroom. Do not supply your students in the classroom with paper, pens, etc. They should bring their own and the department is not responsible for supplying them.

Graduate students will have access to one or two general use computers in the graduate student offices (you also have free access to general use computers in the Main Library). Each person using the machine is responsible for proper use of the machine. There are a number of people using these machines, so please do not download to the hard drive. You may download to a USB drive if you wish. Please remember to shut down the computers when not in use. Do not log off and leave the computer running. Requests for computer support should be submitted to the Franklin College Office of Information Technology at <https://franklin.uga.edu/office-information-technology>.

Faculty, office staff, and Religion graduate students are allowed to use the copier/printer and other office equipment in the main office (room 3). Copy codes for the copy machine will be assigned by the office staff. Keep copying to a limit. If you are making excessive copies your privileges will be revoked.

If you have a computer document you need to print, you can do so with the departmental copier/printer (or with the printers in the Main Library). The document must be a PDF or JPG document that you can save on a USB Drive. Please see the office staff for instructions. You can scan a document using the departmental copier/printer (or the scanners in the Main Library). Please see the office staff for instructions on how to do this. You can only scan documents as PDF or JPG documents and you can save them to a USB drive.

GRADUATE STUDENT LISTSERV

The Department of Religion maintains a graduate student listserv (RELIGIONGRAD-L) which you will be subscribed to. The Department Head, Graduate Coordinator and office staff will communicate to you through this listserv, which will go to your UGA email account.

COLLOQUIA AND SPECIAL SPEAKERS

The Department of Religion will have departmental colloquia and guest speakers sponsored by our department as well as speakers who will be co-sponsored by the department throughout the academic year. As a Religion graduate student, you are strongly encouraged to attend these events as part of your educational experience. If you are on an assistantship, you are required to attend the events as part of your assistantship award agreement.

ASSISTANTSHIPS

Each year the faculty will meet during the Fall and Spring semesters to discuss and make decisions regarding Graduate Student Teaching Assistantships for the following year. Assistantships are awarded only to students actively pursuing a graduate degree in Religion and are normally awarded for a full academic year at a time. All full-time graduate students are reviewed for Assistantship awards, but our funds are limited. Terms of an assistantship will be outlined in an award letter. Students are expected to show reasonable progress toward degree requirements, to satisfy university and departmental requirements concerning selection of a major professor, approval of program of study, etc., and to perform their assigned assistantship duties as outlined by the Department and in a professional manner. Failure to abide by the terms of the assistantship could cause loss of part or all of the assistantship. It is the general policy of the Department not to extend financial assistance to Master's level graduate students beyond two years.

3. DEGREE REQUIREMENTS FOR AN MA IN RELIGION

Each candidate for a graduate degree in the Department of Religion must meet all requirements for the degree and comply with all policies set out by the Graduate School. It is your responsibility to be familiar with these requirements and policies. This Handbook does not replace the Graduate School policies. If you encounter any discrepancy between Department policies and Graduate School policies, please consult the Graduate Coordinator.

RESIDENCY AND CONTINUOUS ENROLLMENT REQUIREMENTS

The minimum residency requirement for an MA degree is two semesters.

In addition, all enrolled students pursuing graduate degrees at UGA must maintain continuous enrollment from matriculation (when they enter the program) until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of 3 graduate hours in at least two out of three semesters per academic year (the three semesters are Fall, Spring, Summer). Thesis-writing Master's students who have satisfactorily completed all required courses (exclusive of 7000 and 7300) will be allowed to register at a tuition rate equivalent to the prevailing in-state tuition rate. If registration eligibility is lost, students must reapply to their programs and pay the applicable application fee to continue graduate study.

ADVISORY COMMITTEE

Once a student has entered the MA program, the student, in consultation with their major professor, will choose a faculty advisory committee. The student must file the proper advisory committee form with the Graduate School. The form can be accessed at <https://grad.uga.edu/current-students/forms>.

The advisory committee consists of the major professor and two additional members. Under normal circumstances, these additional members are drawn from the Department of Religion. In some cases, a member may be drawn from outside the department. The major professor will be a member of the Department of Religion in all cases. (Changes may be made in the advisory committee during a student's residence.)

The advisory committee, in consultation with the student, is charged with planning the student's program of study. It is also charged with approving the program of study, approving a subject for the thesis, reading and approving the completed thesis, and administering and approving the thesis defense. The major professor has the primary responsibility for guiding your research, but you should consult all members of the advisory committee to draw upon their expertise in relevant areas.

PROGRAM OF STUDY

An MA student, in consultation with their major professor and advisory committee, must complete a program of study (a list of courses) which constitutes a logical whole. The recommended program of study is laid out on a Program of Study form. The form can be accessed at <https://grad.uga.edu/current-students/forms>.

The courses listed in the program of study for an MA in Religion must fulfill the following coursework requirements.

All courses will be chosen only with the approval of the major professor.

Required - GradFIRST seminar and Pedagogy seminar:

All MA students are required to take a GradFIRST seminar. In addition, MA students on a Teaching Assistantship are required to take a pedagogy seminar. Students should register for these courses in their first semester:

GRSC 7001 GradFIRST seminar, 1 hr.

RELI 7771 Teaching Religious Studies, 3 hrs. (or GRSC 7770 or equivalent UGA pedagogy seminar; students may only take GRSC 7770 or equivalent if RELI 7771 is not being taught); only required for MA students on a Teaching Assistantship

Note: On the MA program of study, the GradFIRST seminar (GRSC 7001) is listed separately under "GradFIRST requirement," and the pedagogy seminar (RELI 7771, GRSC 7770, or equivalent) is listed separately under "Departmental requirements." These do not count toward the total number of hours on the program of study.

Required - Theories and Methods Seminar:

All MA students are required to take the following course and should register for it in their first semester:

RELI 8770 Theories and Methods in the Study of Religion, 3 hrs.

Note: RELI 8770 may count toward the 24 hours of coursework and toward the 12 hours at 8000-level outlined below.

Coursework (min. 24 hrs.):

MA students must take a minimum of 24 hours of coursework (18 hours in a major area, 6 hours in a minor area). At least 12 hours must be taken in 8000-level courses or graduate-only courses (excluding 7000, 7005, and 7300). RELI 8770 may count toward the 24 hours of coursework and toward the 12 hours at 8000-level.

- a. A major (18 hrs.) to be selected from one of the following areas of concentration:

American Studies (American Religion, African American Religion, Native American Religion, Southern Religion)

Asian Studies (Literature, History, Thought in Hinduism, Buddhism, Confucianism, Taoism, Jainism, Sikhism, and/or Shinto)

African and African Diaspora Studies

Biblical Studies (Hebrew Bible, New Testament, Biblical World)

Christian Studies (Bible & Christian Literature, History, Thought, Anthropology)

Islamic Studies (Quran & Islamic Literature, History, Thought and Sufism)

Jewish Studies (Hebrew Bible & Jewish Literature, History, Thought)

- b. A minor (6 hrs.) in an area outside the major field, selected in consultation with the major professor from the areas of concentration listed above or from other pertinent areas such as:

Anthropology

Classics

Greco-Roman History

Philosophy
Political Science
Sociology
Psychology
Linguistics
Ancient Near Eastern History

(This list is a suggestion; other minors are available with the approval of your major professor.)

Research Skills Requirement:

Reading knowledge of one foreign language, such as (but not limited to) Arabic, Hebrew, Greek, Latin, Pali, Sanskrit, French, German, Chinese, Japanese, or another pertinent language (to be decided upon by the student in consultation with the major professor). This requirement must be satisfied by one of the following methods:

- Completing the third semester of an undergraduate language course sequence and earning a grade of B or higher.
- Earning a grade of B or higher in a one-semester language course at UGA specifically designed for graduate students who are attempting to fulfill their language requirements. Such courses include (but are not limited to): SPAN 2500, GRMN 3500, and FREN 2500.
- Receiving a passing grade on a Research Skills Foreign Language Exam. These tests are offered once a semester by Romance Languages, Germanic and Slavic Studies, and other departments.
- Passing the language exam given by a faculty member. Students who elect to satisfy the language requirement in this manner must have the permission of their major professor and the Graduate Coordinator.

Note: On the MA program of study, fulfillment of the research skills requirement is noted separately under “Research skills requirement.” If the research skills requirement is fulfilled by taking undergraduate-level classes (below 6000-level), these classes do not count toward the total number of hours on the program of study.

Thesis Research and Writing hours (min. 6 hrs.):

RELI 7000, Master’s Research, min. 3 hrs. on the MA program of study

RELI 7300, Master’s Thesis, min. 3 hrs. on the MA program of study

Total hours: Min. 30 hrs.

The above program of study for an MA in Religion adds up to a minimum of 30 hours, *in addition to* the classes that are listed separately: the GradFIRST seminar (GRSC 7001), the pedagogy seminar (RELI 7771, GRSC 7770, or equivalent), and any undergraduate classes (below 6000-level). At least 12 hours on the program of study must be at 8000-level or in graduate-only courses (exclusive of 7000, 7005, and 7300).

Note: With the exception of the GradFIRST seminar, the pedagogy seminar, and any undergraduate classes (below 6000-level), all courses should be listed on the program of study in the order taken. No grade below “C” will be accepted on the program of study. To be eligible to graduate, a student must maintain a 3.0 (“B”) average on all courses in the program of study and on all graduate courses taken.

Sample Program of Study:

Below is one possible sample program of study for an MA student in Religion.

Note: For each semester, add any individualized requirements, languages, and/or RELI 7000, 7005, 7300

to reach the enrollment hours needed.

Course Number	Course Title	Hours	
<u>1st year, Fall</u>			
GRSC 7001	GradFIRST Seminar	[1]	<i>GradFIRST [listed separately]</i>
RELI 7771	Teaching Religious Studies	[3]	<i>Pedagogy [listed separately]</i>
RELI 8770	Theories and Methods in the Study of Religion	3	<i>Theories & Methods (8000-level)</i>
RELI (AFAM) 6201	African American Religious History	3	<i>Coursework (6000+)</i>
<u>1st year, Spring</u>			
RELI (AFAM) 6202	Southern Religious History	3	<i>Coursework (6000+)</i>
RELI (WMST) 6550	Women in World Religions	3	<i>Coursework (6000+)</i>
HIST (RELI) 6214	Intro to the Religions of the Caribbean	3	<i>Coursework (6000+)</i>
HIST (AFAM) 8005	Colloquium in African American History	3	<i>Coursework (8000-level)</i>
<u>2nd year, Fall</u>			
RELI 7000	Master's Research	3	<i>Research</i>
RELI 8700	Problems and Topics in Religion Research	3	<i>Coursework (8000-level)</i>
<u>2nd year, Spring</u>			
RELI 7300	Master's Thesis	3	<i>Thesis</i>
RELI 8200	Religion in the Americas	3	<i>Coursework (8000-level)</i>

ENROLLMENT HOURS PER SEMESTER

Copies of the Schedule of Classes for each semester are posted on the Registrar's website:

<https://www.reg.uga.edu/schedule-of-classes>

Registration for the Fall semester begins in April, and registration for the Spring semester begins in November. Prior to registration you should contact your major professor to work out a plan of coursework and hours for the coming semester. Your plan must be approved by your major professor and the Graduate Coordinator before you can be cleared to register for classes. Once you have been cleared, you can log into Athena to register: <https://athena.uga.edu>

Students on an assistantship must at the latest be registered by the end of the drop/add period (the first few days of each semester).

Graduate students on an assistantship that awards a tuition waiver must register for a minimum of 12 graduate hours and a maximum of 18 semester hours each Fall and Spring semester (and, if applicable, at least 9 hours in the Summer semester). Graduate students who are University System of Georgia employees on the Tuition Assistance Program (TAP) may register for a maximum of 9 semester hours. All other graduate students can register for 3-18 hours without requesting overload permission.

RELI 7005 is a 3 hour course that can fill hours for graduate students who need hours to meet their requirements. RELI 7005 is not included on the program of study. RELI 7000 and 7300 are thesis research and writing hours. Students will usually register for these classes under their major professor. When applicable, students can register for 1-12 hours of RELI 7000 and/or 1-12 hours of RELI 7300 per

semester.

COMPREHENSIVE EXAM (“COMPS”) AND PROSPECTUS

The written comprehensive exam (“comps”) for MA students:

A written exam covering the major area of concentration must be taken and passed to qualify for submitting a thesis. This exam will last no more than six total hours. The timing of the exam and the distribution of its hours are at the discretion of the major professor, in consultation with the student. The exam is graded by the major professor and one other faculty member. Under normal circumstances, the grading (pass/fail) of this exam will be completed within two weeks after it has been taken. The student and Graduate Coordinator will then be notified of the outcome by the major professor.

Prospectus:

The student must present to the major professor an acceptable, written thesis proposal, which the Graduate School terms a thesis prospectus. The student shall write a complete, detailed proposal of the thesis which clearly outlines the topic, the methodology to be employed, the proposed sections of the thesis, and the significance of the research. The proposal should include a bibliography. The prospectus will normally be submitted to your major professor by the beginning of your second year. The prospectus will be read by the advisory committee. When approved, the committee members sign an appropriate form, which, together with the approved prospectus, is filed with the Graduate Coordinator.

RESEARCHING AND WRITING THE THESIS

The thesis research is developed under the direction of the major professor, but other members of the advisory committee can be consulted when relevant. As the student completes drafts of each section of the thesis, the drafts should be sent to the major professor and relevant committee members for feedback. The student can then revise each section based on the feedback.

Note that the use of generative artificial intelligence (AI) in theses and dissertations is considered unauthorized assistance per UGA’s Academic Code of Honesty and is prohibited unless specifically authorized by members of the student’s advisory committee in writing.

FINAL SEMESTER

The final semester brings a series of deadlines set by the Graduate School, which can be viewed at: <https://grad.uga.edu/current-students/important-dates-deadlines>. It is the student’s responsibility to meet each deadline; please do not rely on anyone to remind you. If you have applied for graduation and later find you will not be able to meet one of the deadlines, you must notify the Graduate School prior to the deadline by contacting gradinfo@uga.edu or your file may be placed on inactive status.

You must be registered for a minimum of 3 graduate hours in your final semester.

Application for graduation:

At the very start of your final semester, you must submit an application for graduation. The form for the application for graduation can be accessed at: <https://grad.uga.edu/current-students/forms>

THESIS DEFENSE, FORMAT CHECK, AND FINAL APPROVAL

Thesis defense:

After consulting with the major professor, the student will send a complete copy of the thesis to the major professor and committee. Note that even if the thesis in development has been given to the readers on a chapter by chapter basis, a complete copy of the thesis for defense must still be presented to the committee.

The complete copy must be given to the entire committee at least one month prior to the oral defense.

The committee must give assent to move forward with the oral thesis defense. If they assent, the student and major professor can schedule a date for the thesis defense. The date for the defense must be at least two weeks prior to the Graduate School's thesis submission deadline.

Thesis format check:

The Graduate School requires that your thesis follow a certain format and style guide. The Graduate School Style Guide can be obtained at the Graduate School website:

<https://grad.uga.edu/development/academic/theses-dissertation-overview>

You must submit a complete copy of your formatted thesis for a format check on ProQuest before the deadline set by the Graduate School. This can be done prior to the defense. Submit by clicking on the link that says "ETD [electronic thesis/dissertation] Format Check Submission" at:

<https://grad.uga.edu/development/academic/theses-dissertation-overview>. They will alert you of any formatting errors that you will need to fix prior to turning in the final copy.

Thesis approval:

Following the thesis defense, you will complete all corrections to your thesis as required by your major professor and committee. The corrections you make must then be approved by your major professor and committee.

Once the corrections have been approved, you will submit the two final approval forms: the Approval Form for Master's Thesis and Final Oral Examination, and the Electronic Thesis/Dissertation (ETD) Submission Approval Form. These two forms can be accessed at: <https://grad.uga.edu/current-students/forms>

You can then submit your final approved thesis. You submit the final thesis to ProQuest by clicking on the link that says "ETD [electronic thesis/dissertation] Final Submission" at:

<https://grad.uga.edu/development/academic/theses-dissertation-overview>

Please print and bind a copy of your final thesis for the Religion Department. You can have it printed and bound at: <https://tate.uga.edu/print-and-copy>

MA TIME LIMIT

MA students must complete all requirements for the degree within six years beginning with the first registration for graduate courses on the program of study.

LEAVE OF ABSENCE

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt

temporarily from the graduate continuous enrollment policy. A leave of absence requires approval of the Graduate Coordinator and the Dean of the 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, false pregnancy, termination of pregnancy and recovery therefrom, adoption or fostering of a child, childcare, 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 stands in lieu of registering for the minimum of 3 credit hours for each semester for which the leave of absence is granted. During a leave of absence, students may not use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from UGA; or take any UGA courses related to their program of study. The amount of time approved for leave of absence will not count toward time limits governing a graduate degree.

A student may apply for a leave of absence before or during any semester in which they are not registered for courses. The form to request a leave of absence can be accessed at <https://grad.uga.edu/current-students/forms>. The form must be received by the Graduate School on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.

4. RESOURCES

The best guide to graduate student resources is the “Resources Digest” the Graduate School sends via email to all graduate students every month. The Graduate School offers comprehensive resources for graduate students at UGA in the areas of academic skills development, professional and career path preparation, personal well-being, and funding opportunities. The digest includes links to these resources as well as resources across campus, timely information about upcoming workshops, and any application deadlines. In addition, the Graduate School provides an overview on its website:

<https://grad.uga.edu/current-students/>

Here are quick links to the Graduate School’s pages for forms and deadlines:

Forms: <https://grad.uga.edu/current-students/forms>

Deadlines: <https://grad.uga.edu/current-students/important-dates-deadlines>

You may also wish to consult these and other units for specific types of support:

Bursar’s Office “Quick Links” (help with student accounts; tuition and fees; payments; cost calculator):

https://busfin.uga.edu/bursar/bursar_quick_links/

EITS / Information Technology (help with UGA MyID; UGAMail):

<https://eits.uga.edu> (click on “Help Desk” in the upper right corner)

Office of Global Engagement (help with visas; passports):

<https://globalengagement.uga.edu/>

Schedule of classes for each semester:

<https://www.reg.uga.edu/schedule-of-classes>

Athena (registering for classes):

<https://athena.uga.edu>

Center for Teaching and Learning - Graduate Student Services:

<https://wwwctl.uga.edu/grad-student/>

Office of Instruction - Student Resources:

<https://instruction.uga.edu/resources/student/>

Help with eLC:

<https://help.elc.uga.edu/>

UGA Libraries - Services for Graduate Students:

<https://www.libs.uga.edu/graduates>

Writing Center:

<https://www.english.uga.edu/jill-and-marvin-willis-center-writing>

Career Center - Services for Graduate Students:

https://career.uga.edu/graduate_students

Mentor Program:

<https://mentor.uga.edu/>

Professional photo booth:

https://career.uga.edu/professional_photo_booth

Internship consultations with Dr Christine Lasek-White:
<https://www.franklin.uga.edu/career-resources-humanities-majors>

Health Center:
<https://healthcenter.uga.edu/>

Relationship and Sexual Violence Prevention (RSVP):
<https://healthpromotion.uga.edu/rsvp/>

Love and Money Center:
<https://www.fcs.uga.edu/loveandmoneycenter>

Well-Being Resources:
<https://well-being.uga.edu/>

APPENDIX A

NON-DISCRIMINATION AND ANTI-HARASSMENT POLICY

The University of Georgia (the “University”) is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, University System of Georgia (“USG”) policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University.

Please read and familiarize yourself with this policy, which can be found on the Equal Opportunity Office (EOO) website: https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/

APPENDIX B

ACADEMIC HONESTY POLICY

UGA seeks to promote and ensure academic honesty and personal integrity among students and the university community. Academic honesty is vital to the very fabric and integrity of the university. Academic honesty is defined as completing all academic work without cheating, lying, stealing, or receiving assistance from any other person or using any source of information not appropriately authorized or attributed. All syllabi must include the statement:

“UGA Student Honor Code: ‘I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others.’ A Culture of Honesty, the University’s policy and procedures for handling cases of suspected dishonesty, can be found at honesty.uga.edu.”

An instructor has the responsibility to report possible violations of the Academic Honesty policy. When an instructor believes an incident of academic dishonesty has occurred, the instructor should report the allegation to the Office of Academic Honesty by going to their website (<https://honesty.uga.edu/resources/faculty/>) and clicking on “Report Violation.” The office will notify the accused student. Instructors should not discuss the report with the student(s) until a facilitator is available. A meeting will be scheduled with a facilitator to provide an educational, fair, and focused discussion of what may have occurred. The only parties present are the instructor(s), student(s), and facilitator.

Please read and familiarize yourself with this policy, including “Tips to Avoid Academic Dishonesty” in your classes, which can be found on the Office of Academic Honesty website: <https://honesty.uga.edu/resources/faculty/>

APPENDIX C

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) and University policy provide important safeguards for maintaining the confidentiality of student records.

As a TA, you are responsible for protecting the confidentiality of students' records. For example, you should not discuss a student's academic work with persons other than faculty or TAs who are part of the teaching team for that class. Do not display students' grades in a public manner and do not leave them in plain view in an open mailbox. Graded papers or tests should not be left unattended in a public area, nor should students sort through graded papers or tests to retrieve their own. The list of students enrolled in the class should be handled in a confidential manner and not disclosed to third parties. Parents and significant others do not have a right to information contained in a student's education record, nor do employers have this right. Specifically, do not provide anyone with a student's class schedule. If someone indicates it is necessary to contact a student due to an emergency, refer them to Student Care and Outreach for assistance at 706-542-7774. Recordings of class sessions that show one or more students may be made available to students enrolled in the class during that semester, but these recordings should not be made available to anyone outside the class nor to any classes in subsequent semesters.

Please read and familiarize yourself with this policy, which can be found on the Registrar's website: <https://reg.uga.edu/general-information/ferpa/>