GRADUATE STUDY FOR EXTENSION FACULTY

University of Georgia employees may request permission to engage in graduate study at a rate equivalent to nine hours per semester (as per Board of Regents Policy) with no job time loss until the requirements for the masters, specialist or doctoral degree have been met.

1. Approval for permission to engage in graduate study must be submitted in writing. If this request is approved by the District Extension Director or Unit / Department Head, it will be forwarded to the Associate Dean for Extension and Dean for action.
   Form: Approval for Graduate Study

Factors that will be considered in approving or denying the request include the relevance of the course of study to the individual's job assignment, the mission of Cooperative Extension, and whether the institution and the graduate degree program are accredited by the Southern Association of Colleges and Schools or a similar regional accreditation group.

2. Prior to enrolling in a course each semester approval must be granted in writing by the County Extension Coordinator (county faculty) and District Extension Director or Unit / Department Head. The TAP application serves as the documentation for TAP recipients. For individuals who are not the CEC, the CEC should initial or sign the TAP form before it is sent to the District. All non-TAP graduate students should use the “Request to Take Graduate Course” form.
   Form: TAP Application or Request to Take Graduate Course

3. Prior to August, the individual participating in graduate study must submit to the appropriate District Extension Director or Unit/Department Head an update of his/her progress. This record will list all courses completed, completion date, and the course grade.
   Form: Graduate Study Course Completion Record

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