

GRADUATE STUDY FOR EXTENSION FACULTY

1. University of Georgia employees may request permission to engage in graduate study at a rate equivalent to **six 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.
2. **Approval for permission to engage in graduate study** must be submitted in writing (*Form: Approval for Graduate Study*). 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.

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.

3. Prior to enrolling in a course each semester approval must be granted in writing (*Form: Request to Take Graduate Course*) by the County Extension Coordinator (county faculty) and District Extension Director or Unit / Department Head.
4. 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 (*Form: Graduate Study Course Completion Record*). This record will list all courses completed, the date of completion, and the course grade.