



THE UNIVERSITY OF GEORGIA
COOPERATIVE EXTENSION
Colleges of Agricultural and Environmental Sciences & Family and Consumer Sciences

GRADUATE STUDY FOR EXTENSION FACULTY

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.

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.

Form: 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