

**Master of Historic Preservation
Student Handbook 2024**

University of Georgia

MHP Program
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[updated 2/14/24]

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The Program

Since 1982, the Master of Historic Preservation program has prepared students for broad-based careers in the conservation and management of historic resources in the built and natural environments. The 57-credit hour, two-year MHP degree attracts students from diverse backgrounds and is structured to develop versatile, competent, and highly motivated professionals who can perceive preservation opportunities in the broadest sense and who can develop strategies ensuring the protection and use of cultural resources.

While MHP students enter many different roles after graduating, the MHP degree particularly trains students to become Architectural Historians, Cultural Resource Management Professionals, and Preservation Planners working in government or the for-profit sectors, and Preservation Advocates working in the nonprofit sector.

The MHP degree is one of three graduate degrees offered by the College of Environment and Design (CED). Its faculty caucus together to make decisions about programs in historic preservation and are members of the CED, which does not have individual departments. Many questions that students have about curricular and other matters can be answered by either the program coordinator, a faculty role, or the CED graduate administrator.

The MHP program is one of the largest Historic Preservation programs in the United States and the oldest in the South. Its joint degree with the School of Law is the oldest in the country. The MHP Program is a member of the National Council for Preservation Education (NCPE), which represents peer recognition of excellence within a highly multi-disciplinary field of study. In its most recent institutional review, the program was deemed critical to the mission of the University of Georgia.

The Curriculum (57 required hours)

Course of Study

First Year	Courses
Fall (16 credit hours)	HIPR 6030 Principles and Practices (3) HIPR 6060 Preservation Graphics (3) HIPR 6200 Preservation Law (3) EDES 6610 Vernacular Architecture (Starting F24, 3) GRSC 7001 GradFirst Seminar (1) Elective (3)
Spring (13 credit hours)	HIPR 6100 Cultural Resources Assessment (3) HIPR 6660 Historic Preservation Design Studio (3) HIPR 6025 Preservation Perspectives Field Study (1) HIPR 6900 Research Thesis Preparation (3) LAND 6620 American Architecture (Starting Sp25, 3)
Summer (optional)	Electives: HIPR 6613 Internship (3)
Second Year	
Fall (16 credit hours)	HIPR 6950 Preservation Planning (3) HIPR 6350 Building Materials Conservation (4) HIPR 7300 Thesis Research (3) Elective (3) Elective (3)
Spring (13 credit hours)	HIPR 7000 Thesis Research (3) HIPR 7300 Thesis Writing (3) HIPR 6025 Preservation Perspectives Field Study (1) Elective (3) Elective (3)

Also available:

- MHP Double Dawgs (Anthropology, Classics, History, & Landscape Architecture)
- Accelerated Master of Historic Preservation
- Joint Juris Doctor and Master of Historic Preservation Degree Program
- Certificates in Cultural Landscape Conservation and Historic Preservation Studies. Please see the website for more information on these options:
<https://ced.uga.edu/programs/>

Course Descriptions

1st year Courses

HIPR 6030, Principles and Practices of Historic Preservation. 3 credits. Events influencing the evolution of historic preservation theory, and contemporary application of this theory. Content includes: the work of Ruskin and Viollet-le-Duc; American preservation achievements, such as Mount Vernon, the National Trust and national legislation; and the structures which define current preservation practice, including the roles of governments, societies, etc.

HIPR 6060, Basic Preservation Graphics. 3 credits. Introduction to basic manual and computerized drafting skills and the application of Adobe Photoshop.

LAND 6620 Evolution of American Architecture. 3 credits. History of American architecture from colonial times to World War II. Emphasis is on the development of both built form and the intellectual and social currents influencing that form.

HIPR 6200 Preservation Law. 3 credits. Analysis of significant national, state, and local preservation laws and ordinances, and the legal functions for these laws; major legal challenges past, current, and anticipated; and a review of the positive and negative effects of the application of various legal measures on the historic environments they protect.

HIPR 6025 Preservation Perspectives Field Study. 1 credit. Field Study each spring to a nearby city (e.g. Charleston, Savannah, Atlanta, and Greenville). Includes meetings with preservation professionals in the city to examine how preservation issues identified in coursework plays out in the field. Must be twice if not on the accelerated track.

HIPR 6900 Thesis Preparation: An Introduction to Research Strategies. 3 credits. Introduces the thesis as a vehicle for documenting research in historic preservation. It will include an overview of the state of research; introduce the tools of research and how to plan a research project. The course will introduce qualitative and quantitative methods of inquiry appropriate to the field.

EDES 6620 Vernacular Architecture. 3 credits. A study of everyday architecture and methods for its research. Focus of this class mostly on the vernacular built environment in the United States.

HIPR 6100 Cultural Resources Assessment. 3 credits. Identification, assessment, and documentation of cultural resources at all scales from historic interiors and individual sites to distinct districts and entire townscapes.

2nd Year Courses

HIPR 6950 Preservation Planning. 3 credits. Historic Preservation Planning introduces the methods, history, and theory of urban and environmental planning from the perspective of historic preservation.

HIPR 6350 Building Materials Conservation. 4 credits. Restoration and rehabilitation theory and practice. Emphasis is on the history of building technology and the identification and treatment of common conservation problems in historic structures.

Expectations of Students

Global expectations of all students

- Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment.
- Students are expected to adhere to university policies governing research and academic conduct, non-discrimination and anti-harassment, and workplace violence.
- Students are expected to maintain a 3.0 grade point average throughout their time in the MHP program. If in any semester their GPA is below this, the student will be placed on probation and will be ineligible for graduate assistantship the following semester.

Admissions Requirements

- Admission to the MHP program requires application and entrance to the University of Georgia Graduate School.
- Admission is offered by the Graduate Coordinator based on assessment of applications by the graduate admissions committee and/or consent of the MHP faculty.
- Admission decisions are made based on the potential student's undergraduate record, professional experience, application materials, and all other interactions with the candidate.

Enrollment Requirements and Time Limits

- **Minimum Enrollment**

All enrolled students pursuing graduate degrees at the University of Georgia must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation. Students on graduate assistantships may be required to register for additional hours.

- **Continuous Enrollment Policy**

All enrolled graduate students 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.

All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

- Leave of Absence

A leave of absence provides a mechanism for students experiencing unusual circumstance to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the graduate program coordinator and the dean of 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, child care, 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 does not stop the clock unless the leave is granted for pregnancy, childbirth or adoption (see below): time on leave counts toward any University, Graduate School, or program time limits pertaining to the degree being sought.

- Time Limits

Master's degree students must complete all degree requirements, including all coursework on their approved program of study and defend their thesis (if applicable) within **six years** of matriculation.

For all degrees the six-year limit begins with the semester the student matriculated into the program and ends with the last semester before the beginning of the sixth year.

- Extension of Time

A special request for an extension of time on the six-year expiration of coursework or the five-year expiration of candidacy may be made to the dean of the Graduate School. This request must include specific reasons that the student did not complete requirements in the time allotted by Graduate School policy. A petition of this type must include 1) a specific timeline for the completion of requirements, 2) an approved advisory committee form, if required for the degree, 3) an approved program of study and a letter of support from both the program graduate coordinator and the major professor.

- Dismissal

Students may be dismissed by the College at the end of any semester if they have not made sufficient academic progress to warrant continuance of study. Failure to follow the Program of Study or other departmental and Graduate School guidelines, low grades, and lack of progress on a dissertation or thesis are among the reasons dismissal might occur.

Advisement and Registration for Classes

General

You participate in your education by giving it specific purpose and direction within the broad field of historic preservation. The selection of elective courses, with advisement, is one of your most important educational responsibilities. MHP students are free to take any graduate course in any part of the university, so long as it contributes logically to their professional development. Some examples of potential electives are listed at the end of this handbook. You can gather further information from advanced students and professors. Also, keep your eyes open for course announcements. Don't hesitate to contact course instructors or visit a course the semester before enrolling to be sure it meets your objectives.

You may also transfer a limited number of graduate elective credits that have not been counted toward other degrees from other universities.

Each Semester

Advisement is mandatory each semester, prior to registration. Advisement schedules will be posted in Denmark. Come to each appointment with an understanding of your required course and a selection of electives after checking the class schedule to avoid conflicts. After the advisement interview, the MHP Coordinator will sign the required advisement form; give it to Annelie Klein in the CED Graduate Office or the program coordinator for clearance.

Students with assistantships are required to register before the beginning of classes, or they may forfeit their assistantships according to Graduate School rules. Students with graduate assistantships must be enrolled for 12 credit hours during Fall and Spring semesters or 9 credit hours during the summer.

Courses can be dropped and added during the first four days subject to class space and instructor permission.

Professional Internship

University credit for the internship is elective, and available for those seeking to validate and document their experience or accelerate their course of study. The professional appropriateness of the internship venue and overseeing personnel must be approved in advance to receive credit.

Summer Study Abroad

Each summer the College of Environment and Design conducts an optional program of studies abroad in cooperation with various University programs. Study abroad opportunities include Cortona, Croatia, and UGA at Oxford.

Graduation

The graduation ceremony will occur twice a year, in December and May. There is no summer graduation ceremony, so plan accordingly. Students who have not completed degree requirements as determined by the Graduate School and by published deadlines will not be allowed to walk in the ceremony but may return to walk in a subsequent commencement event. All students who graduate in the prior academic year, regardless of the semester in which they received their degree, will be recognized at the CED college graduation ceremonies following the spring semester.

Grade Appeal Process

Students enrolled in the MHP program may appeal grades through the College of Environment and Design appeal process, which can be found here:

https://ced.uga.edu/resources/cedintranet/images/ced_2021_grade%20appeal_policy.pdf

The Thesis

The curriculum concludes with independent research, documented in a written thesis. The work is performed under a major professor initially selected by the thesis committee. The topic of some theses are artistic; some are scientific; some are historical; and some are theoretical. All respond to contemporary needs. Literature review and other process are brought to bear on the research question's resolution. This exercise trains you to address open-ended questions of the types posed to advanced practitioners, and to make real contributions to the field. It is never too soon to begin imagining possible topics and questions; possessing a clear, complete thesis idea before the beginning of your final year makes completion smooth, fast and successful. Introduce yourself to relevant professors to discuss the possibilities and the merits of specific ideas.

Your thesis should be of a sufficient length to answer the question you've settled upon. Ideally, this would be about 60 double-spaced pages. Every effort should be made to complete the thesis by your fourth semester in the program.

Selection of Major Professor

Graduate faculty in the College of Environment and Design may serve as the advisor (or Major Professor) for any MHP student.

The primary role of the major professor is to oversee the student's completion of the thesis. The responsibilities of the major professor include:

- Advising the student on the development and refinement of a research question
- Making time to meet regularly with the student
- Respond to student correspondence in a timely manner
- Provide feedback on student writing in a timely manner

Each student will match with a Major Professor during the spring semester of their first year. Students are responsible for asking faculty to be their major professor and for obtaining an advisor at the close of the spring semester of their first year and informing the program coordinator who their advisor will be. After this initial match, students may at any point ask another faculty member to serve as their major professor. No professor is required to serve as major professor or committee chair of any student. If the student switches advisors in this way, it is the student's responsibility to make the former major professor aware of the change in a timely and professional manner.

If an assigned faculty member retires or leaves the program, it is the responsibility of the student to request that a new faculty member serve as their major professor.

Selection of a Thesis Committee

Each student must form a committee that will assess the merits of the thesis. This committee is to be composed of four members:

1. Major Professor.
 - a. Must be CED faculty. Is customarily MHP faculty.
 - b. Has primary responsibility for overseeing the student's development of the thesis.
2. Committee Chair
 - a. Must be CED faculty.
 - b. If the Major Professor is not a member of the MHP faculty, the Chair must be.
 - c. The Committee Chair manages the thesis defense. It is the responsibility of the committee chair to ensure that necessary questions are asked of the student during the defense.
3. Additional Faculty Member
 - a. This may be UGA graduate faculty in the CED or outside the college.
 - b. If the Major Professor and Committee Chair are both MHP faculty, this third faculty member must be taken from a faculty member outside the MHP faculty.
 - c. Responsibilities include reading the final draft of the thesis, assessing it, and asking questions of the candidate.
4. Outside Practitioner
 - a. This may be a non-faculty employee of the University of Georgia or another outside practitioner whose skills and background are particularly suited to give insight into the thesis.
 - b. Responsibilities include reading the final draft of the thesis, assessing it, and asking questions of the candidate.

Faculty and Staff

[Wayde Brown](#), Associate Professor, has been the head of Heritage Building programs for the province of Nova Scotia and has worked in architectural offices in Canada and South Africa. BEDS, BArch Dalhousie University, Canada; MA in Architectural Construction, University of York, UK; PhD in Architectural History and Theory, Welsh School of Architecture, Cardiff University, UK.

[Cari Goetcheus](#), Professor and Director of the Founders Memorial Garden, teaches in the graduate Historic Preservation Program. With training in both Landscape Architecture and Historic Preservation, Goetcheus' expertise lies in cultural landscape research, documentation and management. BLA, Utah State University; MHP, University of Georgia.

[Tom Jones](#), Academic Professional, brings twenty years of experience in the planning and design field to bear in the professional education of students in the CED. In addition to teaching a studio class each semester, he leads in-class and standalone seminars that focus on the use and management of digital tools. BLA and MHP, University of Georgia.

[Annelie Klein](#) is the the Graduate Program Administrator. She is a professional staff member with skills, experience, and knowledge in the policies and procedures of graduate program management and operation of graduate programs within the University system. The administrator acts as the liaison for student services, is available for student support issues, and is an academic advisor.

[Eric MacDonald](#), Associate Professor, worked for the Michigan State Historic Preservation Office, where he became enamored with the growing field of cultural landscape preservation. BS, Architecture, University of Michigan; MUP. and MArch. University of Michigan; PhD, Land Resources, University of Wisconsin-Madison.

[Katie Marages](#), Assistant Professor, is an architectural historian and scholar of American Studies and visual culture. Her research focuses on the relationship between architecture, housing policy, race, and visual culture, especially in the context of public housing in Atlanta. BA, Architectural History, University of Virginia; MA and PhD, George Washington University, American Studies.

[Scott Nesbit](#), Associate Professor and Program Coordinator, holds appointments in the History Department and the College of Environment and Design. His research lies at the intersection of history, preservation and digital humanities. BA, Classics, Swarthmore College; MA and PhD, History, University of Virginia.

[James Reap](#), Professor, is an affiliated faculty member with the UGA African Studies Institute and the Classics Department. He is active in the international law of preservation, currently serving as a board member for the U.S. Committee of the Blue Shield. BA, American Studies, University of North Carolina-Chapel Hill; JD, University of Georgia.

[Mark Reinberger](#), Professor Emeritus, retired as professor of architectural history in 2021 after more than two decades teaching at the University of Georgia. His research specialty is American architecture, particularly of the eighteenth and early nineteenth centuries but with many forays into twentieth-century material. BA,

Architectural History, University of Virginia; MA and PhD, Architectural History, Cornell.

[Joseph Smith](#), Part-Time Instructor, is an Athens-based, AIA-licensed preservation architect and educator. With over 25 years in practice, Joe's specialty is the rehabilitation of buildings that are often considered “too far gone,” with special emphasis on vernacular and utilitarian architecture. BA in Design, Duke University; M.Arch., Yale University.

Facilities

Your Work Space—Caldwell Hall.

Select a desk and locker in Caldwell Hall room G14 on the ground floor. This space is kept locked and can be accessed by MHP students and faculty using their keycards.

Denmark Hall

Faculty offices and most classes in the MHP core curriculum are taught in Denmark Hall, a historic building on North Campus that originally served as the university dining hall. MHP faculty and graduate administrative offices are in Denmark as well.

Computer Labs

The lab in Jackson Street Building is reserved for classes as shown by schedule posted on the doors, however, they may be used anytime by graduate students.

Financial Information

General Funding Information.

Georgia's tuition, fees, and estimated expenses are listed in the University's Graduate School Bulletin (available online). Need-based financial aid such as student loans is available through the University's Office of Student Financial Aid, 220 Academic Bldg., 706-542-6147. The following programs may affect student's financial status in other ways.

Graduate Assistantships

Georgia's graduate assistants serve as student employees of the university while continuing their studies. Specific individual faculty or staff members oversee the work assigned. Students assigned assistantships receive a stipend and waived tuition, usually in exchange for thirteen hours of work per week. Assistantships are offered to students formally via a letter from the CED graduate administrator.

Graduate Research Assistantships from the Graduate School are granted on a competitive basis, mostly to incoming students. Some of these assistantships are tied to work in related departments or offices on campus, such as the office of the university architect or the special collections library. These assistantship offers are made by the graduate coordinator. In addition, graduate assistantships are available through the FindIt program and other offices on campus. In rare cases, after taking GRSC 7770, MHP candidates will be permitted to serve as teaching assistants or, in very rare cases, instructors of record for undergraduate courses. Master of Historic Preservation students will not be permitted to formally evaluate the work of other graduate students at the University of Georgia as part of these duties.

All assistantships come with the expectation of professional performance. They can be revoked for serious breaches of professionalism or a failure to meet reasonable expectations of the faculty supervisor.

Out-of-state Tuition Waivers

For residents of some southeastern states other than Georgia, Georgia's MHP program is considered a unique program under the Southeastern Academic Common Market. Residents of participating states who are approved by their state coordinators may enroll here on an in-state tuition basis. Residents of Alabama, Arkansas, Mississippi, Missouri, Tennessee, and West Virginia may be specifically eligible. For more information contact the university's Graduate School at 706-542-4795 or the Southern Regional Education Board at 1340 Spring Street NW, Atlanta, GA 30309, or the State Commissioner of Higher Education in your home state. Occasionally, students from outside the Southeast qualify for out of state tuition waivers from the graduate school, so please inquire for these opportunities.

Georgia residency, with the associated in-state tuition, may be available to students who move to Georgia from other states, who have been at the University for a year or more, and who strictly comply with the University System requirements. These provisions are listed in the university's Graduate Bulletin.

Internal Scholarships and Fellowships

In the second year of the MHP program, students are eligible for scholarships and fellowships that are funded by gifts, and administered by the College of Environment and Design. These programs support various combinations of tuition, travel, and individual research. For students interested in such support for the following year, application forms will be available around the end of the academic year.

Research support is also available from the Willson Center for Arts and Humanities among other sources. Students are encouraged to apply widely in support of their research.

Grievance Policy

Conflict is an ordinary, if uncomfortable, part of graduate school and life. It is expected that if a student has a grievance against another party, that student will first seek to address the conflict with that party—whether it is another student, staff, or faculty.

If there is no resolution to the conflict through direct communication between the parties, grievances may be taken to the Program Coordinator. If there is no resolution by approaching the program coordinator, or the program coordinator is either a party to the conflict or is in a conflicted position, a graduate student should bring the grievance to the Associate Dean. If there continues to be no resolution to the problem, a student should speak with the Dean of the College of Environment and Design.

In addition to this chain of responsibility, students are encouraged to make use of University-level resources, particularly the Graduate Student Ombudsperson and the services of CAPS. If warranted, all students are encouraged to reach out to the Equal Opportunity Office for complaints regarding sexual harassment and/or harassment related to protected categories.

For more, see the University of Georgia's Grievance Policy:

https://legal.uga.edu/grievance_and_disciplinary_review_policy

Or the University Ombudsperson:

<https://eoo.uga.edu/policies-resources/the-ombudspersons/>