

Graduate Student Guide

Department of Poultry Science

Revised August 2022

GRADUATE STUDENT GUIDE
 Department of Poultry Science
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An Open Letter to All Graduate Students

Welcome and congratulations on being accepted into one of the nation's leading departments of Poultry Science! You have entered a rigorous program where the faculty and staff care about your professional development and progress. We are here to help you through the challenging process of obtaining a graduate degree. Your primary source of information concerning the individual aspects of your degree is your academic advisor with the additional help of your committee. However, it is your job as graduate students to ensure that you are meeting the deadlines put in place by both the graduate school and the department. This manual is here to tell you what those deadlines are and to provide an easy checklist that will allow you to meet those deadlines with minimal effort.

Throughout your time here, I, as graduate coordinator, will be available to assist you with questions about progress, requirements, and deadlines. You will have annual student-graduate coordinator meetings during which we will discuss your progress towards deadlines and any questions or concerns you may have about the process. If you have questions or concerns that you would like to discuss outside of the annual timeline, you can feel free to contact me at any time to set up a meeting. I aim to make the standard requirement portion of your degree as easy as possible so that you can spend your efforts focusing on your research and graduate classes.

I urge you to begin thinking immediately about who would provide the most help on your academic committee and also what courses would provide you with the best background to complete your degree. Because courses are not offered every semester, it helps to make at least a tentative plan of study early to ensure that you maximize your ability to take the courses that are the most useful to you. Keep in mind that from this point on, every step you take is designed to make you more of an expert in your field of choice.

For additional information, you may also access the department of Poultry Science graduate student website (<http://poultry.caes.uga.edu/graduate.html>) which provides links to helpful materials such as current job openings in the field as well as current opportunities for graduate student grants and fellowships. Any comments you have about additional materials that would improve the website are welcomed.

Congratulations again on your acceptance. We look forward to your success.

Kristen Navara
Graduate Coordinator
Department of Poultry Science
706-542-1369
knavara@uga.edu

Forms and Deadlines (Graduate School and Department Combined)

M.S. STUDENTS

Form	Due Date
Advisory committee for M.S. Candidates	Before the end of the first semester
Committee Progress Form	Submitted annually by October 1 st https://forms.gle/NMiYWkewSXCeEZdA6
Annual Review Form	Submitted annually by October 1 st https://forms.gle/6hNRrFd9edk4Fzcs9
Departmental Progress Seminar (POUL 8100)	Before the end of the first year
Submit progress seminar assessment forms	Immediately after progress seminar https://forms.gle/BRRwj6CjLrMu7fdeA
Final departmental research seminar (POUL 8100)	Must be done prior to the final defense
Submit exit seminar assessment forms	Immediately after exit seminar https://forms.gle/gDRHi3shmYthnQTk8
Application for Graduation	Must be done by the Friday of the second full week (first full week for Summer) of the semester in which the student intends to graduate.
Submission of unapproved thesis to committee	MUST be done at least two weeks prior to the final defense
Submission of approved thesis to the graduate school	Due the last day of classes of the semester in which the student intends to graduate (and for PhD students, after passing the oral comprehensive examination)

DOCTORAL STUDENTS

Form	Due Date
Advisory committee for PhD Candidates	Before the end of the first year of residency
Doctoral program of study	Must be submitted before scheduling the oral comprehensive examination.
Committee Progress Form	Submitted annually by October 1 st https://forms.gle/NMiYWkewSXCSEZdA6
Annual Review Form	Submitted annually by October 1 st https://forms.gle/6hNRrFd9edk4Fzcs9
Submission of written research prospectus to the department	Must be done prior to the oral comprehensive examination, and submitted with prospectus form signed by committee. (With completed form in Appendix 8)
Departmental Progress Seminar	Before oral and comprehensive written exams
Submit progress seminar assessment forms	Immediately after progress seminar https://forms.gle/gDRHi3shmYthnQTk8
Application for admission to candidacy for doctoral degrees	After passing the written and oral comprehensive examinations. Remember to request announcement of the oral exam from Dr. Navara or Ivy Blackwell at least 2 weeks prior to the exam. After the exams, submission of the Application for Admission to Candidacy can be done and must be approved at least 2 semesters prior to graduation.
Submit oral exam skills assessment form	Immediately after the oral exam. https://forms.gle/oVLdCcptD3orEZDD7
Final departmental research seminar	Must be done prior to the final defense
Submit progress seminar assessment forms	Immediately after exit seminar https://forms.gle/gDRHi3shmYthnQTk8
Application for Graduation	Must be done by the Friday of the second full week (first full week for Summer) of the semester in which the student intends to graduate.
Submission of unapproved dissertation to committee	MUST be done at least two weeks prior to the final defense
Submission of approved dissertation to the graduate school	Due the last day of classes of the semester in which the student intends to graduate (and for PhD students, after passing the oral comprehensive examination)

All grad student forms can be found at: <http://grad.uga.edu/index.php/current-students/forms/>

GENERAL INFORMATION FOR ALL STUDENTS

Annual Reports

All students enrolled in a graduate program in the department of Poultry Science are required to fill out and submit an Annual Graduate Student Accomplishment Form (<https://forms.gle/6hNRrFd9edk4Fzcs9>) to the graduate coordinator **each year** by October 1st. These reports detail all progress for the previous year, summarizing courses taken, research progress, meetings attended, papers presented and research papers submitted for publication. The form may also be found on the Poultry Science Department website.

Annual Required Committee Meetings

It is a requirement of the department for all students to meet with their advisory committees at least once a year both to ensure that the committee is actively engaged in the student's education and to facilitate assessment of student progress. During at least one committee meeting per year, the committee will fill out the Annual Committee Evaluation Form (<https://forms.gle/NMiYWkewSXCSEZdA6>) which will be turned in to the Graduate Coordinator. At least one completed form must be submitted to the Graduate Coordinator **each year** by October 1st.

Assistantships and Stipends

Most graduate study in this department is funded through an assistantship that offers students a stipend, usually of at least one-third time. Stipends of one-third time require 13 hours of work per week in addition to any teaching duties. Stipends can be obtained in one of six ways:

1. Graduate School Assistantship – Awarded each year on a competitive basis following nomination of the student by his/her department. Current stipends for this assistantship can be found at <http://grad.uga.edu/index.php/current-students/financial-information/graduate-school-based-financial-assistance/types-of-graduate-assistantships/>.
2. Graduate Recruitment Opportunities (GRO) assistantship – Awarded on a competitive basis to students nominated by the department that are first generation, educationally or economically disadvantaged, or have some aspects of a uniquely diverse background.
3. Presidential Graduate Fellows Program – designed to recruit PhD students, provides 5 years of support.
4. Departmental Research and Teaching Assistantship – These are awarded each semester on a competitive basis by the department of Poultry Science, and are subject to availability. Departmental assistantships will be terminated after 6 consecutive semesters for M.S. students, 9 consecutive semesters for PhD students, and 12 consecutive semesters for “direct” PhD students (including summers).
5. Research Assistantships through grants obtained by individual faculty members – research and teaching requirements are determined by the individual faculty member.
6. Research Assistantships obtained by the individual student – These are available through national and private funding agencies.

Credit Hour Requirements

A full load for graduate students is 9 credit hours in the Fall and Spring and 6 credit hours in the summer. Students on assistantship are required to carry at least 12 credit hours of coursework and/or research per semester (9h in the Summer). Students not on assistantship must take at least 9 credit hours (6h in the Summer) to be considered full-time students. Graduate students using university facilities and/or staff time must be registered for a minimum of 3 credit hours. Students must also register for 3 credit hours during the semester they intend to graduate, regardless of whether they are on campus. For all degree programs, students must exhibit continuous enrollment throughout the course of the degree, which means enrolling in at least 3 credit hours for at least two semesters per academic year until the degree is obtained. A leave of absence allows a student with extreme circumstances to be temporarily exempt from this rule, and must be applied for through the graduate school.

Tuition Waivers

Students with at least a one-third assistantship are eligible for a waiver of non-resident fees and must carry at least 12 credit hours of coursework and/or research hours per semester to maintain this (9 hours for the Summer).

Health Insurance

Students with assistantships are required to participate in the UGA Mandatory Student Health Insurance plan. Administered by GM-Southwest, this plan is accident and sickness insurance policy that includes diagnosis and treatment of illness, injury, or medical conditions. If you have other insurance and wish to opt out, you must submit a waiver form to the graduate school. See <https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-waiver/> for how to submit a waiver.

Teaching Requirements

The department feels it is valuable for students to obtain teaching experience. In general, all students on a third-time assistantship will be required to assist with at least one course per year. For students on individual student or faculty assistantships, this will be at the discretion of the faculty member.

Grade Point Average Requirements and Probation

Students are required to maintain a grade point average (GPA) of 3.0. Students with a cumulative graduate course average below 3.0 are sent a letter of warning that must be signed by the major professor and graduate coordinator. If the GPA remains below 3.0 for an additional semester, the student is placed on academic probation, during which the student must maintain a 3.0 GPA every semester until the cumulative GPA is brought up above 3.0. If the GPA of any semester is below 3.0 while the student is on probation, the student will be dismissed. In addition, it is a departmental rule that if after one semester on probation (exclusive of summer semester) the student is still on probation, the departmental assistantship will be terminated. A 3.0 cumulative GPA is required for admission to candidacy and for application for graduation.

Mentor Requirement

To continue as a graduate student in the Department of Poultry Science, each student must have a mentor who agrees to continue hosting that student in his/her lab. If the student leaves or is dismissed from the laboratory into which he/she was initially accepted, that student has one semester to find a new major advisor within the Department of Poultry Science for the remainder of his/her program. If the student is unable to find a new advisor, he/she will be excused from the graduate program in Poultry Science and a letter will be sent to the Graduate School notifying the Graduate Dean that the student will no longer be considered a student in the Department of Poultry Science.

Appeals Procedure

University of Georgia students have the right to appeal academic decisions. Usually the appeal goes first to the unit responsible for the decision (for example, grades or departmental requirements to the department; college or school requirements to the school; university requirements to the Educational Affairs Committee). An unfavorable ruling at one level can be appealed to the successive levels (viz. a department ruling can be appealed to the college in which the institutional unit is located; a college-level ruling can be appealed to the University Council Educational Affairs Committee; the Educational Affairs Committee ruling can be appealed to the President of the University; and the President's ruling can be appealed to the Board of Regents).

Appeals of academic matters should be referred to the

Office of Vice President for Instruction
308 New College
Athens, GA 30602-1695
(706)583-0690

Policies regarding appeals in the Graduate School may be obtained from the

Office of the Dean,
320 E. Clayton Street, Suite 400
or by phoning (706) 425-3111 or 425-3215

Discrimination Policy

The non-discrimination and anti-harassment policy is the same as that of the University and can be viewed at: <http://eoo.uga.edu/policies/NDAH-Policy.html>.

Animal Care and the Institutional Animal Care and Use Committee

It is of the utmost importance that all researchers in the UGA community (including graduate students) treat and care for research animals with respect and according to the guidelines set by the Institutional Animal Care and Use Committee (IACUC). It is the student's responsibility to make sure that all research activities they are conducting are part of a protocol (AUP) approved by IACUC. Students are encouraged to write and submit the AUP for their own projects when possible to provide experience creating an animal use and care protocol, however the major professor is responsible for the quality of all protocols submitted to the Institutional Animal Care and Use Committee.

Departmental Seminars

Unless there is conflict with classes or occasionally with research schedules, all students are expected to attend departmental seminars. In addition, students are welcome to suggest and invite potential departmental speakers to participate in the departmental seminar schedule each semester. Funds to support travel of speakers are subject to availability and must be requested from the Department Head.

Meeting Attendance and Travel

Students are encouraged to attend and present at national, regional, and state scientific meetings (e.g. The Poultry Science Association, the International Poultry Exposition, etc.). Departmental travel funds may be available for students who present posters or oral presentations at professional meetings. These funds must be requested from the Department Head and are subject to availability. There are also two graduate school sources of travel: The first is Graduate Student Travel which funds students on a competitive basis that apply for funds from the graduate school. Students must have a 3.5 GPA and must be presenting thesis or dissertation work at a meeting within the Continental US. There are also Doctoral Student Travel Grants for doctoral students at an advanced stage of their careers wishing to travel to present dissertation research. Information for these opportunities is available at:

<http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/> .

Manuscript and Grant Writing

In addition to writing a thesis or dissertation, students are strongly encouraged to prepare manuscripts suitable for submitting their findings to academic journals for publication, and grant proposals to national and local organizations to help fund their research. A list of current grant opportunities for graduate students is available on the Poultry Science Graduate Program website.

Graduate Student Websites

Maintaining a professional website is extremely helpful for advertising yourself in the current professional environment. Webpages can be created and maintained free of charge on Google Pages. All students are encouraged to create at least a simple professional webpage of their own. Optimally, you should update this with current publications, presentations, and funded grants. Employers, graduate and postdoc advisors *do* look for these when making hiring and recruitment decisions, so not only is it important to have a website, but it is also important to keep it professional. The department will host an annual workshop for students to learn how to make a webpage and maintain it.

Poultry Science Graduate Student Organization

Graduate students in the department are encouraged to participate in the Poultry Science Graduate Student Organization. Special discussion, fundraisers, and seminars are organized by this group. In addition, in the Fall, this group will participate in organizing an annual “Welcome Back” get together for all graduate students in the department.

Working Environment

- a) WORK AREA: While students will tend to do most of their research in facilities assigned to their advisor, they are encouraged to broaden their research experience by the use of

instrumentation in other areas of the department. To do so, the major professor should obtain permission from the individual responsible for the instruments and seek training in their use. Malfunction of an instrument should be brought to the attention of the responsible faculty member so repair can be initiated. The instruments, and the surrounding environs, should be left as clean or cleaner than they were when work was begun.

- b) **WORKING HOURS:** The maintaining of "normal working hours" similar to those of technicians and faculty are expected and will greatly enhance students' potential for making satisfactory progress toward meeting the objectives of their research. The nature of the research with birds often requires students to spend time in the lab in the evening and on weekends. Students should be especially aware of safety precautions while working in the laboratory alone.
- c) **RESEARCH SUPPLIES:** During the course of their research program, students will need certain materials, supplies and equipment. Any requests for materials, etc. initiated by students must be signed by their advisor before they are submitted. If possible, order items from the Central Research Store or from a vendor currently under contract with the university in order to obtain the lowest prices. Please be advised that it may take an extended period of time to receive items that have been ordered.
- d) **DESK:** Every attempt will be made to provide each student with a desk in a comfortable work environment.
- e) **NOTEBOOKS, ETC.:** Notebooks, pens, pencils, graph paper, etc. are available for research purposes from Kerry Banks (kkirk@uga.edu).
- f) **PHOTOCOPIER:** The departmental photocopier is available for reproducing articles and other materials pertaining to research. You will be given an access number for photocopying.

Background in Poultry Science

Students who do not have a strong background in poultry science or avian biology are expected to acquire this knowledge. The advisory committee shall determine the need for acquiring it and the method whereby it will be acquired.

Graduate Student Hardships

The Graduate School has set up a fund for graduate students who encounter unexpected financial hardships. You can apply for up to \$1,000 per request, and up to \$4,000 per fiscal year. Visit <https://grad.uga.edu/index.php/current-students/financial-information/unexpected-financial-hardship/graduate-student-emergency-fund/> for more information.

Mental Health Resources

Graduate school is challenging, and can be mentally and emotionally difficult. There are resources for help if you are struggling. Visit <https://caps.uga.edu/> for more information.

M.S. DEGREE REQUIREMENTS – THESIS OPTION

The following are the steps that must be taken to obtain a M.S. degree from the department of Poultry Science:

1. Form an Academic Committee

The academic committee for M. S. students must be established by the end of the first semester. The graduate school requires committees for M.S. degree candidates to consist of three members. Two of those members, including the chair, must be members of the graduate faculty at UGA. The remaining member may be non-graduate faculty at UGA or may be a non-UGA faculty with a terminal degree in his or her field of study. If the committee consists of more than three committee members, the majority must be graduate faculty at UGA.

2. Create a Program of Study

The program of study for M.S. degrees should be submitted by the end of the first semester. The following are requirements to be included on the M.S. degree plan of study:

Graduate School requirements:

- 12 hours of graduate-only coursework. Graduate-only courses lower than 8000-level must be marked with a “*” on the plan of study.
- 9h of additional graduate coursework **exclusive of** POUL 7000 (thesis research) or 7300 (thesis writing)
- Minimum of 3h of POUL 7300 (thesis writing)
- 6h of additional coursework (can include POUL 7000) to total 30h

Additional Departmental Requirements:

- POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 12h total above)
- A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L (can be included in 12h above)
- 1h of POUL 8100 (Poultry Science Seminar)

*Six semester hours may be transferred from another institution if they came from an accredited institution, they fall in the 6 year time period, a grade of B or better was received, and they are not used to satisfy the requirements of another degree.

3. Give a departmental progress seminar

Each student must give a progress seminar that is open to all members of the department. These seminars should be given before the end of the student’s first year. These progress seminars will be assessed by three faculty members to be chosen by the student’s major professor using the form found at this link: <https://forms.gle/BRRwj6CJLrMu7fdeA>. These faculty members cannot be part of the student’s advisory committee. The completed forms are to be turned in to the graduate coordinator after completion of the seminar.

4. Prepare and Disseminate the Thesis to the Committee Members

The thesis can be written in either traditional style or manuscript style. Traditional style includes an introduction, literature review, materials and methods, results, discussion, conclusion, literature cited,

and figures and tables as appropriate to the student's discipline. Manuscript style allows the compilation of previously prepared manuscripts. The introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. ***Thesis drafts MUST be submitted to committee members at least two weeks prior to the oral defense date.***

5. Schedule a Departmental Exit Seminar Date

Each finishing student is required to present his/her work to the department in the form of a departmental seminar. This seminar should be scheduled prior to the oral defense and an effort should be made to allow all committee members to attend. These progress seminars will be assessed by three faculty members to be chosen by the student's major professor. These faculty members cannot be part of the student's advisory committee. The completed forms are to be turned in to the graduate coordinator after completion of the seminar.

6. Schedule an Oral Defense Date with the Graduate School

The oral defense must take place after all courses on the plan of study have been satisfied and all committee members have reviewed the thesis. All committee members must be present for the duration of the oral defense. If a committee member cannot be present, he/she may participate via video chat or conference calling. The graduate coordinator must be notified of the upcoming defense at least two weeks prior to the defense date. The graduate coordinator will submit the form to schedule this date with the Graduate School. Be sure to notify the graduate coordinator if the date changes for any reason. The oral defense is open to all faculty and invited students. The student will field questions from committee members and other faculty members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, an Approval Form for Master's Thesis and Final Oral Examination will be filled out and submitted to the Graduate School. In addition, each member of the student's committee will fill out the Poultry Science Graduate Student Skills Assessment Questionnaire (Appendix 5).

7. Submit a Thesis Draft to the Graduate School for a Format Check

Theses should be formatted according to the Graduate School Thesis and Dissertation Guide, found at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>. Care should be taken to conform to this guide as much as possible. The initial format check is due by mid-November during Fall semester and mid-April during Spring semester. See the Graduate School website for exact deadlines each semester, as these deadlines change.

8. Submit a Final Thesis Version to the Graduate School

After making the changes recommended by both the Graduate School and the committee members, five official copies should be submitted to the Graduate School.

9. Apply to the Graduate School for Graduation

All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). You can apply online here: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>.

MS DEGREE REQUIREMENTS: NON-THESIS OPTION

The following are the steps that must be taken to obtain a non-thesis M.S. degree from the department of Poultry Science:

1. Change from UPG Status (if applicable):

Students initially admitted as Unclassified Post-Graduate Students (UPG) should request a change in status from UPG to a prospective candidate working towards a degree as soon as they have completed all prerequisite requirements.

2. Form an Academic Committee

The academic committee for M. S. students must be established by the end of the first semester. The graduate school requires committees for M.S. degree candidates to consist of three members. Two of those members, including the chair, must be members of the graduate faculty at UGA. The remaining member may be non-graduate faculty at UGA or may be a non-UGA faculty with a terminal degree in his or her field of study. If the committee consists of more than three committee members, the majority must be graduate faculty at UGA.

3. Create a Program of Study

The program of study for M.S. degrees should be submitted by the end of the first semester. The following are requirements to be included on the M.S. degree plan of study:

Core:
A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L)
POUL 8120 – (3h – Scientific Writing & Literature retrieval)
3h graduate level course in applied statistics (e.g. STAT 6210 or FANR 6750)
Specialty:
9h from the following list of courses: (POUL 6060, POUL 6200, POUL 6860, POUL 8333, POUL 8150, POUL 6300, ANNU 6370)
5h of other graduate-level courses, making sure to total at least 12h of graduate-only courses overall.
Experiential Learning Credits:
3h POUL 7001 – Independent Research for Non-thesis students – Student <u>must</u> conduct a research project with a faculty member.
6h POUL 8310 – Poultry Science Graduate Internship – student <u>must</u> write a written

report that will be approved by committee and submitted to the department.
Minimum Total Credit Hours: 30

4. Schedule an Oral Defense Date with the Graduate School

The oral defense must take place after all courses on the plan of study have been satisfied and all committee members have reviewed the thesis. All committee members must be present for the duration of the oral defense. If a committee member cannot be present, he/she may participate via video chat or conference calling. The graduate coordinator must be notified of the upcoming defense at least two weeks prior to the defense date. The graduate coordinator will submit the form to schedule this date with the Graduate School. Be sure to notify the graduate coordinator if the date changes for any reason. The oral defense is open to all faculty and invited students. The student will field questions from committee members and other faculty members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, an Approval Form for Master's Thesis and Final Oral Examination will be filled out and submitted to the Graduate School. In addition, each member of the student's committee will fill out the Poultry Science Graduate Student Skills Assessment Questionnaire <https://forms.gle/gDRHi3shmYthnQTk8>.

5. Apply to the Graduate School for Graduation

All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). You can apply online here: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>.

PHD DEGREE REQUIREMENTS

The following are the steps that must be taken to obtain a PhD degree from the department of Poultry Science:

1. Form an Academic Committee

The academic committee for doctoral students must be established by the end of the first year of residency. The graduate school requires committees for doctoral degree candidates to consist of three UGA graduate faculty members. The department requires one additional faculty member that may or may not be graduate faculty at UGA. These members may be non-graduate faculty at UGA or may be a non-UGA faculty with a terminal degree in his or her field of study. Thus, a total of 4 committee members including the committee chair are required. If the committee consists of more than five committee members, the majority must be graduate faculty at UGA. The doctoral form for formation of an academic committee can be found at: <http://grad.uga.edu/index.php/current-students/forms/>.

2. Create a Program of Study

The program of study for doctoral degrees must be submitted to the Graduate School before the oral comprehensive examinations are scheduled. The form for the final program of study can be found at:

<http://grad.uga.edu/index.php/current-students/forms/>.

The following are requirements to be included on the doctoral degree plan of study:

Graduate School Requirements:

- 16 or more hours of 8000-9000 level courses exclusive of POUL 9000 (dissertation research) or 9300 (dissertation writing)
- Minimum of 3h of POUL 9300 (dissertation writing)
- Additional graduate coursework including POUL 9000 to total 30 hours total of graduate-level course work.

Departmental Requirements:

- 2h of POUL 8100 (Poultry Science Seminar)
- A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L)
- POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 16h total above)
- 6h of STAT 6210 & 6220 or an equivalent statistical sequence
- 3h of an experimental design course is strongly recommended

*The UGA graduate school does not allow the transfer of any credits from other institution for use in the PhD plan of study.

3. Submit a Research Prospectus to the Department

The department requires doctoral students to submit a research prospectus that has been approved by all members of the committee. This should be submitted by the third semester of the doctoral program and MUST be submitted prior to the oral comprehensive exam. Students must also submit

with the prospectus the Prospectus Approval form (see Appendix 8) signed by the committee. Students will not be allowed to advance to candidacy without this form.

6. Give a departmental progress seminar

Each student must give a progress seminar that is open to all members of the department. This seminar must be completed before the oral and comprehensive written exams. These progress seminars will be assessed by three faculty members to be chosen by the student's major professor. These faculty members cannot be part of the student's advisory committee. The form can be found here and must be submitted after completion of the seminar:

<https://forms.gle/BRRwj6CJLrMu7fdeA>

4. Schedule and Complete Written Preliminary Examinations

Written examinations will likely include material from the completed coursework documented in the plan of study, however each committee member may have a different style or content of questioning. There is no rule regarding the number of questions required/allowed from each committee member or the time frame allowed to answer the questions. Ask each individual committee member for details about his/her questioning style.

5. Schedule and Complete Oral Comprehensive Examination

The oral comprehensive exam will likely include general knowledge in the field of study, however there is no standard question content and/or style, so individual faculty members should be approached regarding his/her question style. The written preliminary examinations must be passed prior to the oral comprehensive examination. ***The graduate coordinator or Ivy Blackwell must be notified of the upcoming oral comprehensive exam date at least 2 weeks in advance.*** The graduate coordinator will submit the form to schedule this date with the Graduate School. Be sure to notify the graduate coordinator if the date changes for any reason. The oral defense is open to all faculty and invited students. The student will field questions from committee members and other faculty members that wish to participate. At the completion of the exam, the committee must submit the PhD Oral Examination Skills Assessment Form:

<https://forms.gle/oVLdCcptD3orEZDD7>

6. Submit the Application for Admission to Candidacy

Once the written and oral exams have been passed, the student should submit the Application for Admission to Candidacy found at: <http://grad.uga.edu/index.php/current-students/forms/>.

Upon approval, the student is now a doctoral candidate.

7. Prepare and Disseminate the Dissertation to the Committee Members

The thesis can be written in either traditional style or manuscript style. Traditional style includes an introduction, literature review, materials and methods, results, discussion, conclusion, literature cited, and figures and tables as appropriate to the student's discipline. Manuscript style allows the compilation of previously prepared manuscripts. The introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. ***Dissertation drafts MUST be submitted to committee members at least two weeks prior to the oral defense date.***

8. Schedule a Final Departmental Exit Seminar Date

Each finishing student is required to present his/her work to the department in the form of a final departmental exit seminar. This seminar should be scheduled prior to the oral defense and an effort should be made to allow all committee members to attend. These progress seminars will be assessed by three faculty members to be chosen by the student's major professor. These faculty members cannot be part of the student's advisory committee. The form can be found here and must be submitted after completion of the seminar:

<https://forms.gle/BRRwj6CJLrMu7fdeA>

9. Schedule an Oral Defense Date with the Graduate School

The oral defense must take place after all courses on the plan of study have been satisfied and all committee members have reviewed the thesis. All committee members must be present for the duration of the oral defense. If a committee member cannot be present, he/she may participate via video chat or conference calling. The graduate coordinator must be notified of the upcoming defense at least two weeks prior to the defense date. The graduate coordinator will submit the form to schedule this date with the Graduate School. Be sure to notify the graduate coordinator if the date changes for any reason. The oral defense is open to all faculty and invited students. The student will field questions from committee members and other faculty members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, an Approval Form for Doctoral Dissertation and Final Oral Examination (<http://grad.uga.edu/index.php/current-students/forms/>) will be filled out and submitted to the Graduate School. In addition, the student's committee must collectively fill out the Poultry Science Graduate Student Skills Assessment Questionnaire <https://forms.gle/gDRHi3shmYthnQTK8>.

10. Submit a Dissertation Draft to the Graduate School for a Format Check

Theses should be formatted according to the Graduate School Thesis and Dissertation Guide, found at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>. Care should be taken to conform to this guide as much as possible. The initial format check is due by mid-November during Fall semester and mid-April during Spring semester. See the Graduate School website for exact deadlines each semester, as these deadlines change.

11. Submit a Final Dissertation Version to the Graduate School

After making the changes recommended by both the Graduate School and the committee members, five official copies should be submitted to the Graduate School.

12. Apply to the Graduate School for Graduation

All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). This can be done online at <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>.

“DIRECT” PHD ADDITIONAL REQUIREMENTS

Some students elect to pursue a doctoral degree without first completing a master’s degree. This situation is reserved for exceptional students with a clear aptitude for the field of study. Students currently pursuing a master’s degree may switch to a “direct” doctoral program if their major professor determines that they have the potential to thrive in a PhD program.

Students pursuing a “direct” PHD must complete all of the requirements outlined for doctoral students that have a master’s degree, however an additional four of the 30 credit hours must be from graduate-only courses.

The following are requirements to be included on the “direct” doctoral degree plan of study:

Graduate School Requirements:

- 16 or more hours of 8000-9000 level courses exclusive of POUL 9000 (dissertation research) or 9300 (dissertation writing)
- 4 hours of coursework open only to graduate students. (courses that are not 8000 or 9000-level should be designated with an “*” on the plan of study)
- A minimum of 3h of POUL 9300 (dissertation writing)
- Additional graduate coursework including POUL 9000 to total 30 hours total of graduate-level course work.

Departmental Requirements

- POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 16h total above)
 - A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L (can be included in 16h above)
 - 6h of STAT 6210 & 6220 or an equivalent statistical sequence (can be included in the 4h of graduate only courses indicated above if the statistics courses chosen are graduate only)
 - 3h of an experimental design course is strongly recommended
 - 2h of POUL 8100 (Poultry Science Seminar)
-

DOUBLEDAWG PROGRAM REQUIREMENTS

Program Overview

This program is a fast-track for exceptional students with aspirations of obtaining an M.S. degree. The program allows students to get both a B.S. and an M.S. degree within a 5-year period. Students will complete the B.S. requirements within the first four years while also beginning M.S. research and coursework during the fourth year. The M.S. degree work will be completed during the 5th year.

Admission Requirements

Completion of and passing grade in CHEM 2212 and 2212L

Minimum GPA of 3.2

Letter from a faculty member agreeing to serve as your research advisor

Procedure for Application to the Dual Degree Pathway:

- **Student must 1st find a potential mentor!** Admission is contingent on the student finding a faculty member who will agree (and provide a letter to this effect) to serve as the major research advisor.
- Applications are due **June 1st** following the 2nd year of the undergraduate academic program. Students beyond this point are not eligible.
- Students will be required to submit:
 - o An unofficial transcript
 - o A curriculum vitae
 - o Three letters of recommendation
 To Ivy Blackwell, ivyb@uga.edu
- The prospective mentor must also submit a letter of agreement by the June 1st due date.
- Decisions will be made before the start of the next Fall semester. If admitted, students are still an undergraduate students, but that can be granted permission to take graduate-level courses.

Admission to the Graduate Program

During the student's 4th year of the program, they will be required to apply to the Graduate School to be admitted as an M.S. student for the 5th and final year of the program.

- Applications for this are due by **July 1st** of your 4th year in the undergraduate program
- Students will be required to submit:
 - o An unofficial transcript (GPA minimum = 3.2)
 - o GRE scores (GRE minimum = 302 combined verbal and quantitative scores)
 - o A statement of research

To Remain in the Program:

There are minimum standards required to remain in the program. These include maintaining at least a cumulative GPA of 3.2 and a 3.0 GPA in graduate coursework. In addition, the student's major professor must agree to continue mentoring. If the major professor should step down, you have one semester to find a new major professor to remain in the program.

In order to graduate with a BS/MS degree, students in this program ARE required to complete all of the requirements listed for the MS degree above. For sample plans of study that will allow success in this program, refer to Appendices 5 and 6.

In order to be granted to take undergraduate courses, access to each course must be requested from the graduate school. See Appendix 7 for that form.

APPENDIX 1: Steps for Masters Degree – Thesis Track in Poultry Science

- 1. Establish a committee and have first meeting by the end of first semester.
Total members must be 3 (including major professor as chairperson. 2 members of the committee must be graduate faculty, only 1 can be from outside of UGA.
- 2. Submit program of study to the graduate school. Below is the outline of requirements for the degree:

30h of Graduate Level Courses			
12h Grad-only courses	9h grad courses	POUL 7300 (at least 3h)	Additional graduate coursework to add up to 30h total (can use POUL 7000 & additional POUL 7300 hours for this)
Prof Dev. Course (1-3h) POUL 8100 (1h) POUL 8120 (3h) Other grad-only courses (7h)	(excluding POUL 7000 & 7300, do not have to be grad only)		

**Note – Up to 9 credits of POUL 8510 can be counted on the plan of study as 8000-9000 level course credit if the committee and graduate coordinator approve the credit as coursework.*

- 3. Give Progress Seminar (Before end of first year)
- 4. Thesis submitted to and approved by major professor and committee at least 2 weeks prior to oral defense. Written assent of readiness is required by all members of the committee. Thesis must include:
Introduction
Literature Review
Chapters in either traditional or manuscript format
Concluding chapter
- 5. Give departmental exit seminar on thesis research.
- 6. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.
- 7. Results of the defense must be reported at least one week prior to graduation.

- 8. Submit thesis to graduate school for first format check. (Make sure to check deadlines for this on the graduate school website!)

- 9. Submit revised thesis to graduate school for final format check. (Again, check the deadlines on the grad school website).

- 10. Submit the electronic file containing your thesis named according to the grad school format and procedure described at the website below:
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

- 11. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.

**APPENDIX 2: Steps for Masters Degree Nonthesis Track
in Poultry Science**

- 1. Establish a committee and have first meeting by the end of first semester. Total members must be 3 (including major professor as chairperson. 2 members of the committee must be graduate faculty, only 1 can be from outside of UGA.
- 2. Submit preliminary plan of study to committee and graduate coordinator. Below is the outline of requirements for the degree:

Core:
POUL 8110 (3h – Communication Skills)
POUL 8120 – (3h – Scientific Writing & Literature retrieval)
3h graduate level course in applied statistics (e.g. STAT 6210 or FANR 6750)
Specialty:
9h from the following list of courses: (POUL 6060, POUL 6200, POUL 6860, POUL 8333, POUL 8150, POUL 6300, ANNU 6370
3h of other graduate-level courses, making sure to total at least 12h of graduate-only courses overall.
Experiential Learning Credits:
3h POUL 7001 – Independent Research for Non-thesis students – Student <u>must</u> conduct a research project with a faculty member.
6h POUL 8310 – Poultry Science Graduate Internship – student <u>must</u> write a written report that will be approved by committee and submitted to the department.
Minimum Total Credit Hours: 30

- 3. Submit final program of study to dean of the graduate school
- 4. Oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.
- 5. Results of the defense must be reported at least one week prior to graduation.
- 6. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.

APPENDIX 3: Steps for PhD Degree in Poultry Science

- 1. Establish a committee and have first meeting by the end of first year
Total members must be 5 (including major professor as chairperson. 3 members of the committee must be graduate faculty, 1 member must be from outside the department and only 1 can be from outside of UGA.)
- 2. Submit program of study to the Graduate School. Below is the outline of requirements for the degree:

30h of Graduate Level Courses		
16h 8000-9000 level courses	Additional grad courses to add up to a total of 30h:	POUL 9300 (at least 3h)
Prof. Dev. Course (1-3h) POUL 8100 (2h) POUL 8120 (3h) Other courses (10h)	STAT 6210 (3h) STAT 6220 (3h) Remaining 5h can include POUL 7000 and additional hours of POUL 7300 and do not have to be grad only)	

**Note – Up to 9 credits of POUL 8510 can be counted on the plan of study as 8000-9000 level course credit if the committee and graduate coordinator approve the credit as coursework.*

- 3. Give Progress Seminar (Before oral and written exams)
- 4. Advance to candidacy (at least 3 semesters prior to graduation)
 - A. Submit final plan of study to be approved by dean and graduate school
 - B. Submit a research prospectus/proposal to the department
 - C. Take and pass a written preliminary examination
 - D. Notify graduate school of completion of written examination and provide date, time, place, and committee members for oral examination at least 2 weeks prior to the exam
 - E. Take and pass oral preliminary examination (no more than one dissenting vote allowed)
 - F. Make sure residency requirements are met and apply for residency (residency requirements are 30h of consecutive coursework not including POUL 9300 or >15h of POUL 9000)
 - G. Have proper animal use approval from IACUC for proposed work

- 5. After candidacy, register for combined minimum of 10h of POUL 9000 or other coursework. Dissertation must be completed within 6yrs of admission to candidacy.
- 6. Dissertation submitted to and approved by major professor and committee. Written assent of readiness is required by all members of the committee. Thesis must include:
 - Introduction
 - Literature Review
 - Chapters in either traditional or manuscript format
 - Concluding chapter
- 7. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.
- 8. Give departmental exit seminar (before final defense)
- 9. Results of the defense must be reported at least one week prior to graduation.
- 10. Submit dissertation to graduate school for first format check. (Make sure to check deadlines for this on the graduate school website!)
- 11. Submit the electronic file containing your thesis named according to the format and procedures at the website below:
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
- 12. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.

**APPENDIX 4: Steps for Straight PhD Degree in Poultry Science
(without prior M.S. degree)**

- 1. Establish a committee and have first meeting by the end of first year
Total members must be 5 (including major professor as chairperson. 3 members of the committee must be graduate faculty, 1 member must be from outside the department and only 1 can be from outside of UGA.)
- 2. Submit program of study to the Graduate School. Below is the outline of requirements for the degree:

30 hours of Graduate Level Coursework			
16h 8000-9000 Level courses	Stat 6210 (3h) Stat 6220 (3h)	POUL 9300 (at least 3h)	Additional graduate coursework to total 30h (can use POUL 9000 & additional 9300 hours for this)
Prof. Dev. Course (1-3h) POUL 8100 (2h) POUL 8120 (3h) Other courses (10h)	(These cover the 3h grad only course requirement. If you take equivalent stat courses, make sure they are grad only or you'll need an additional 4h of grad only courses)		

**Note – Up to 9 credits of POUL 8510 can be counted on the plan of study as 8000-9000 level course credit if the committee and graduate coordinator approve the credit as coursework.*

- 3. Give Progress Seminar (Before oral and written exams)
- 4. Advance to candidacy (at least 3 semesters prior to graduation)
 - A. Submit final plan of study to be approved by dean and graduate school
 - B. Submit a research prospectus/proposal to the department
 - C. Take a pass a written preliminary examination
 - D. Notify graduate school of completion of written examination and provide date, time, place, and committee members for oral examination at least 2 weeks prior to the exam
 - E. Take and pass oral preliminary examination (no more than one dissenting vote allowed)
 - F. Make sure residency requirements are met and apply for residency (residency requirements are 30h of consecutive coursework not including POUL 9300 or >15h of POUL 9000)
 - G. Have proper animal use approval from IACUC for proposed work

- 5. After candidacy, register for combined minimum of 10h of POUL 9000 or other coursework. Dissertation must be completed within 6yrs of admission to candidacy.
- 6. Dissertation submitted to and approved by major professor and committee. Written assent of readiness is required by all members of the committee. Thesis must include:
 - Introduction
 - Literature Review
 - Chapters in either traditional or manuscript format
 - Concluding chapter
- 7. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.
- 8. Results of the defense must be reported at least one week prior to graduation.
- 9. Give departmental exit seminar (before final defense)
- 10. Submit dissertation to graduate school for first format check. (Make sure to check deadlines for this on the graduate school website!)
- 11. Submit the electronic file containing your thesis named according to the format and procedures outlined on the website below:
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
- 12. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.

APPENDIX 5

SAMPLE PROGRAM OF STUDY
AVIAN BIOLOGY BSA/ POULTRY SCIENCE MS

YEAR 1

Fall Courses	Hours	Spring Courses	Hours
ENGL 1101 – English Composition I	3	POUL 2020 – Intro. Poultry Science	3
MATH 1113 - Precalculus	3	ENGL 1102 – English Composition II	3
POUL 1010 – Birds in our lives	3	CHEM 1212 – General Chemistry II	3
CHEM 1211 – General Chemistry I	3	CHEM 1212L – General Chemistry II lab	1
CHEM 1211L – General Chemistry 1 lab	1	BIOL 1107/1107L – Principles of Biology I	4
FYOS 1001 – First year odyssey	1	P.E. Requirement	1
Total	14	Total	15

YEAR 2

Fall Courses	Hours	Spring Courses	Hours
BIOL 1108-/108L – Principles of Biology II	4	CHEM 2212 – Organic chemistry II	3
CHEM 2211 – Organic Chemistry I	3	CHEM 2212L – Organic chemistry II lab	1
CHEM 2211L – Organic Chemistry II	1	World Lang & Culture (GenEd IV)	3
AESC 2050 – Global Agriculture	3	BCMB 3100 – Biochemistry	4
HIST 2111 or 2112 – Am. History	3	COMM 1100 – Intro. Public Speaking	3
Total	14	Total	14

Summer Course

POUL 4960 – Undergraduate research – 3h

YEAR 3

Fall Courses	Hours	Spring Courses	Hours
POUL 3750 – Poultry Nutrition	3	PHYS 1112-1112L – Introductory Physics II	4
PHYS 1111/1111L – Introductory Physics I	4	POLS 1101	3
*POUL 6200 – Avian Physiology	4	VPHY 3100	3
GENE 3200 – Genetics	4	*POUL 6060 – Reproductive Endocrinology	3
		POUL 3000 – Avian Biomedical Tech.	3
Total	15	Total	16

Summer Course

POUL 4960 – Undergraduate research – 3h

YEAR 4

Fall Courses	Hours	Spring Courses	Hours
*POUL 4300/6300 – Nutr. Immunology	3	POUL 3123	3
POUL 3050 – Molecular Diagnostic Tools	3	World Lang & Culture (GenEd IV)	3
General Elective	3	POUL 8120 – Scientific Writing	3
CAES Elective	3	General Elective	3
*ANNU 4370/6370 – Monogastric Nutrition	3		
Total	15	Total	12

Summer Course

POUL 7000 – Master's Research - 3

YEAR 5

Fall Courses	Hours	Spring Courses	Hours
STAT 6210 – Intro. Statistical Methods I	3	STAT 6220 – Intro. Statistical Methods II	3
BCMB 6000 – Gen. Biochem. Mol. Biol.	3	POUL 8100 – Seminar	1
POUL 7000 – Master's Research	3	POUL 7300 – Thesis writing	3
		POUL 7000 – Master's Research	3
Total	12	Total	12

Total Credits towards Undergraduate BSA degree	121
Total Credits towards Graduate Degree	34
Total Graduate Only Credits (including POUL 7000 & 7300)	22
Total Graduate Only Credits (excluding POUL 7000 & 7300)	13

**Asterisks are undergraduate courses used to satisfy graduate degree requirements
All courses in red satisfy graduate degree requirements*

APPENDIX 6

SAMPLE PROGRAM OF STUDY
BIOLOGICAL SCIENCES BSA/ POULTRY SCIENCE MS

YEAR 1

Fall Courses	Hours	Spring Courses	Hours
ENGL 1101 – English Composition I	3	POLS 1101 – American Government	3
MATH 1113 - Precalculus	3	ENGL 1102 – English Composition II	3
HIST 2111 or 2112 – American Hist.	3	CHEM 1212 – General Chemistry II	3
CHEM 1211 – General Chemistry I	3	CHEM 1212L – General Chemistry II lab	1
CHEM 1211L – General Chemistry 1 lab	1	BIOL 1107/1107L – Principles of Biology I	4
FYOS 1001 – First year odyssey	1	P.E. Requirement	1
Total	14	Total	15

YEAR 2

Fall Courses	Hours	Spring Courses	Hours
BIOL 1108-/108L – Principles of Biology II	4	CHEM 2212 – Organic chemistry II	3
CHEM 2211 – Organic Chemistry I	3	CHEM 2212L – Organic chemistry II lab	1
CHEM 2211L – Organic Chemistry II	1	World Lang & Culture (GenEd IV)	3
AESC 2050 – Global Agriculture	3	BCMB 3100 – Biochemistry	4
Social Science (GenEd V)	3	COMM 1100 – Intro. Public Speaking	3
Total	14	Total	14

Summer Course

POUL 4960 – Undergraduate research – 3h

YEAR 3

Fall Courses	Hours	Spring Courses	Hours
MIBO 3500- Introductory Microbiology	3	PHYS 1112-1112L – Introductory Physics II	4
PHYS 1111/1111L – Introductory Physics I	4	General Elective	3
*POUL 6200 – Avian Physiology	4	VPHY 3100	3
GENE 3200 – Genetics	4	*POUL 6060 – Reproductive Endocrinology	3
Total	15	Total	13

Summer Course

POUL 4960 – Undergraduate research – 3h

YEAR 4

Fall Courses	Hours	Spring Courses	Hours
*POUL 4300/6300 – Nutr. Immunology	3	POUL 3123	3
MIBO 3510L – Microbiology Laboratory	3	World Lang & Culture (GenEd IV)	3
General Elective	3	POUL 8120 – Scientific Writing	3
Major Elective	3	Major elective	3
*ANNU 4370/6370 – Monogastric Nutrition	3	General Elective	3
Total	15	Total	15

Summer Course

POUL 7000 – Master's Research – 3

YEAR 5

Fall Courses	Hours	Spring Courses	Hours
STAT 6210 – Intro. Statistical Methods I	3	STAT 6220 – Intro. Statistical Methods II	3
BCMB 6000 – Gen. Biochem. Mol. Biol.	3	POUL 8100 – Seminar	1
POUL 7000 – Master's Research	3	POUL 7300 – Thesis writing	3
		POUL 7000 – Master's Research	3
Total	12	Total	12

Total Credits towards Undergraduate BSA degree	121
Total Credits towards Graduate Degree	34
Total Graduate Only Credits (including POUL 7000 & 7300)	22
Total Graduate Only Credits (excluding POUL 7000 & 7300)	13

**Asterisks are undergraduate courses used to satisfy graduate degree requirements
All courses in red satisfy graduate degree requirements*

APPENDIX 7



Graduate Course Application
Due by 5pm on the 1st day of drop/add.

Instructions:

- ✓ 6000 level courses: Obtain signatures from the course instructor & the department head and bring the completed form to the Graduate School front desk in Terrell Hall. The Graduate School will grant you a “level override” for the course after which you must register in Athena.
- ✓ Courses numbered 7000 and above: Obtain signatures from the course instructor & the department head and bring the completed form to the Graduate School front desk in Terrell Hall. Once approved the Graduate School will send your request to the Office of the Registrar, who will add the course to your schedule in Athena.

Student’s Name	Student’s 81X #
Student’s E-mail	Semester course will be taken
Course and CRN	Student’s current Ugrad GPA

I understand that graduate courses taken while I am an undergraduate cannot be applied to a graduate degree until I have been accepted to participate in an approved Bachelor’s/Master’s dual degree program.

Date	Student’s signature
Approved: _____	
Date	Instructor
Approved: _____	
Date	Department
Head Approved: _____	
Approved: _____	
Date	Graduate School

**APPENDIX 8:
Prospectus Approval Form**

Date: _____

Attached is my dissertation prospectus as approved by my entire reading committee.

TITLE OF PROSPECTUS:

I have met with my Committee for the Prospectus conference on (date) _____.

Student name

Student signature

Committee Chair name

Committee chair signature

The following committee members have read and approved the prospectus:

Member #1

Member #2

Member #3

Member #4

Member #5

Graduate Coordinator: _____
Signature

date

Fill out one copy of this form and turn in with the prospectus to the Graduate Coordinator. The department will keep a record of the form and the prospectus on file.