

Graduate Program Student Handbook

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DISCLAIMER: These are departmental guidelines. The final authority for all matters contained herein is the Graduate School and the current UGA Graduate Bulletin.



Department of Poultry Science
College of Agricultural & Environmental Sciences
UNIVERSITY OF GEORGIA

GRADUATE PROGRAM STUDENT HANDBOOK

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DEPARTMENTAL CONTACTS

GRADUATE PROGRAM	
Dr. Laura Ellestad , Associate Professor llestad@uga.edu (706) 542-0387 Room 210	Emily Rashidi , Graduate Program Administrator Emily.rashidi@uga.edu (706) 542-7033 Room 202
BUSINESS OFFICE ¹	
Purchasing, Travel, Expense Reimbursement ¹	Business Manager
Vacant , Room 233 ¹ Jenna Adair , jnh04554@uga.edu , Room 234 ¹	Kerry Banks , Room 232
¹ Refer to Appendix 1 for your lab's primary Business Office contact.	
DEPARTMENTAL TECHNICIANS ²	
2 nd Floor Lab Communities & Shared Spaces	
Dr. Lorraine Fuller , alfuller@uga.edu , Room 401, (706) 340-2217 Carlie Milfort , milfort@uga.edu , Room 201, (706) 542-0295 VACANT, RM 201	
3rd Floor Lab Communities & Shared Spaces	
Courtney Leone , Cortney.leone@uga.edu , Room 301, (706) 542-2236	
4 th Floor Lab Communities & Shared Spaces	
Jonah Sta Monica , jstamonica@uga.edu , Room 406, (248) 497-5283	
Teaching Labs	
Jamie Beauchamp , jamiebeau@uga.edu , Room 132, (706) 614-2838	
² Refer to Appendix 2 for the specific spaces and equipment each technician oversees	
POULTRY RESEARCH CENTER	
Lindsey Rackett , PRC Manager lrackett@uga.edu (770) 490-6449	Jesse Hanks , PRC Assistant Manager jhanks@uga.edu (404) 771-5741
Feed Mill	
Braddy Beckstrom , Feed Mill Manager braddy.beckstrom@uga.edu (951) 837-5570	Thomas Winfrey , Assistant Feed Mill Manager thomas.winfrey@uga.edu (470) 844-5130
Processing Facility	
Dr. Brian Kiepper , Associate Professor bkiepper@uga.edu (770) 402-8392 Room 310	Dr. Aaron Bodie , Assistant Professor aaron.bodie@uga.edu (479)502-0854 Room 302

GRADUATE SCHOOL & DEPARTMENTAL DEADLINES

MASTER OF SCIENCE DEGREE (MS)

ACTIVITY	DEADLINE ^{1,2}
Submit Partial Plan of Study in DegreeWorks	Prior to the beginning of the 1st semester
Submit Advisory Committee via Enrolled Student Progress Portal	End of 2nd Semester
Hold annual advisory committee meeting	Initial meeting prior to the end of 3rd Semester, annually thereafter.
Submit online Annual Advisory Committee Evaluation Form provided by your committee at the end of the meeting.	Annually, following each meeting.
Submit Full Plan of Study in DegreeWorks	End of 3rd Semester
Submit Annual Accomplishments Form	August 31st
Enroll in POUL 8100 to give Departmental Progress Seminar (*Cannot serve as Thesis Research Exit Seminar)	2nd or 3rd Semester
Apply for Graduation in Athena	2nd week of Graduation Term
Submit thesis draft for formatting check via ProQuest	7 weeks prior to Graduation; 5 weeks prior for Summer Graduation
Provide required information to Graduate Program Administrator to publicly announce Thesis Research Exit Seminar and submit information to the Graduate School	3 weeks prior to scheduled Thesis Research Exit Seminar & Final Oral Exam
Distribute thesis draft that has been read and approved by the Major Professor to the Advisory Committee	2 weeks prior to Thesis Defense & Final Oral Exam
Submit G140 Approval Form for Master's Thesis & Final Oral Examination (for MS & MA) via GradStatus	1 week prior to Thesis Defense & Final Oral Exam
Present Thesis Research Exit Seminar that is advertised and open to the public	Semester of graduation & prior to Thesis Defense & Final Oral Exam
Closed Thesis Defense & Final Oral Examination with all members of the Advisory Committee	Semester of graduation & after Thesis Research Exit Seminar
Submit online Defense Skills Assessment Form using evaluation provided by advisory committee at conclusion of the defense	Must be completed before the Director of Graduate Studies will approve Form G140
Submit final thesis as approved by the entire advisory committee through ProQuest and complete G129 ETD Submission Approval Form via GradStatus	No later than 3 full weeks prior to graduation
Complete termination checklist & exit survey by GPA	1 week prior to graduation
¹ Refer to the Graduate School's Important Dates & Deadlines for exact dates pertaining to each semester	
² Refer to the UGA's Requirements for Master of Science (MS) for details pertaining to degree requirements outlined by the Graduate School. Departments may have additional requirements not currently listed.	

GRADUATE SCHOOL & DEPARTMENTAL DEADLINES

DOCTOR OF PHILOSOPHY DEGREE (PhD)

ACTIVITY	DEADLINE ^{1,2}
Submit Partial Plan of Study in DegreeWorks	Prior to the beginning of the 1st semester
Submit Advisory Committee via Enrolled Student Progress Portal	End of 2nd Semester
Hold annual advisory committee meetings	Initial meeting prior to the end of 3rd Semester, annually thereafter.
Submit online Annual Advisory Committee Evaluation Form provided by your committee at the end of the meeting.	Annually, following each meeting.
Submit Full Plan of Study in DegreeWorks	End of 3rd Semester
Submit Annual Accomplishments Form	August 31st
1) Enroll in POUL 8100 (Poultry Science Seminar) to give Departmental Progress Seminar 2) Enroll in POUL 8100 or equivalent as a second seminar course <i>*Note: Students cannot take these courses in back-to-back semesters and the presentation during the 2nd course cannot serve as the Dissertation Research Exit Seminar.</i>	3rd or 4th semester Within final 2 semesters
Submit online Prospectus Approval Form to the department that includes uploading the signed approval form provided at the conclusion of the meeting and the approved prospectus.	Prior to scheduling & announcing Comprehensive Examination to the Graduate School.
Provide required information to the Graduate Program Administrator to submit the Comprehensive Exam Announcement (G118) to the Graduate School	At least 3 weeks prior to the scheduled Oral Comprehensive Exam date.
Submit Application for Admission to Candidacy for Doctoral Degrees (G162) via GradStatus	Prior to or immediately after passing the Oral Comprehensive Exam
Submit online Doctoral Comprehensive Exam Assessment Form to the department using evaluations provided by the committee at the conclusion of the oral exam	Must be completed before the Director of Graduate Studies will approve Form G162
Apply for Graduation in Athena	No later than the Friday of the 2nd full week of graduation term
Electronically submit completed Dissertation draft for Format Check via ProQuest	No later than the Monday at least 6 weeks prior to graduation.
Distribute a Dissertation draft that has been read and approved by the Major Professor to the Advisory Committee	No later than 2 weeks prior to the Dissertation Defense & Final Oral Examination
Provide required information to the Graduate Program Administrator so they can submit the Dissertation Defense Announcement (G119) to the Graduate School and publicly announce the Dissertation Research Exit Seminar .	At least 3 weeks prior to the scheduled Dissertation Research Exit Seminar & Final Oral Examination date

Submit Approval Form for Doctoral Dissertation & Final Oral Examination (G164) to the Graduate School via GradStatus	1 week prior to Thesis Defense & Final Oral Exam
Present Dissertation Research Exit Seminar that is advertised and open to the public	Semester of graduation & prior to closed Dissertation Defense & Final Oral Exam
Closed Dissertation Defense & Final Oral Examination with all members of the Advisory Committee	Semester of graduation & after Defense Research Exit Seminar
Submit Approval Form for Doctoral Dissertation & Final Oral Examination (G164) to the Graduate School via GradStatus	Just before or immediately after the Dissertation Defense & Final Oral Exam and 3 weeks prior to graduation.
Submit online Defense Skills Assessment Form using evaluation provided by advisory committee at the conclusion of the defense	Must be completed for the Director of Graduate Studies to approve Form G164
Submit final Dissertation as approved by the entire advisory committee through ProQuest and complete G129 ETD Submission Approval form via GradStatus	No later than 3 full weeks prior to graduation
Complete termination checklist & exit survey by GPA	1 week prior to graduation
¹ Refer to the Graduate School's Important Dates & Deadlines for exact dates pertaining to each semester	
² Refer to UGA's Requirements for Doctor of Philosophy (PhD) for details pertaining to degree requirements outlined by the Graduate School. Departments may have additional requirements not currently listed.	

GENERAL INFORMATION FOR ALL STUDENTS

Major Professor Requirement: All students in the Department of Poultry Science Graduate Program must have identified a Departmental faculty member that has agreed to serve as their Major or Co-Major Professor. The Major Professor will serve as the primary mentor and principal investigator of the laboratory in which the student conducts their research. If a student leaves or is dismissed from the Major Professor's lab, they have one semester to find a new Major Professor within the Department of Poultry Science or they will be dismissed from the Poultry Science Graduate Program. In this event, a letter will be sent to the Dean of the Graduate School notifying them of this dismissal.

Annual Departmental Requirements: All students in the Department of Poultry Science Graduate Program must complete the following on an annual basis to remain in good standing and be eligible to apply for Departmental and Graduate School scholarships, travel funding, and other monetary awards. These ensure students are making adequate progress towards their degree, indicate strengths and areas for improvement, and provide information that can be used to assess effectiveness of our graduate program. Current deadlines for completion are Aug. 31 each year.

- 1) Hold an Advisory Committee meeting and submit the [Annual Advisory Committee Evaluation Form](#) to the Department using evaluation provided by the committee at the conclusion of the meeting. During the semesters of comprehensive examination (PhD students) and graduation (MS and PhD students), the [Doctoral Comprehensive Exam Assessment Form](#) and [Defense Skills Assessment Form](#) can be submitted to document those year's committee meetings, respectively. Hard copies of these and other Departmental forms can be found in Appendix 6.
- 2) Submit the online [Annual Accomplishments Form](#) to the Department that documents continued progress towards degree requirements, publications and presentations, teaching experience, funding applications, conference and workshop attendance, service activity, and other significant accomplishments.

Academic Honesty Policy: The University of Georgia and the Department of Poultry Science seek to promote and ensure academic honesty and personal integrity among students and the University community. Academic honesty is vital to the very fabric and integrity of the university and of science. All academic work in the Department of Poultry Science is governed by "A Culture of Honesty," which is defined by the University as "the academic honesty policy and procedures at UGA, which are designed to protect academic integrity while providing due process when suspected violations of the academic honesty policy occur."

The Honor code adopted by the Student Government Association and approved by the University Council on May 1, 1997, states: *"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."* All students agree to follow this code by signing the Admissions Application. Lack of knowledge regarding the policy is not an acceptable response to an allegation of academic dishonesty. Students enrolled in the Poultry Science Graduate Program are bound by the [University Academic Honesty Policy](#) found on [Academic Honesty's website](#).

What constitutes academic work:

The following list is not exhaustive, but for the purpose of this policy academic work includes:

- All research data, including but not limited to that generated by surveys, laboratory experiments, and live animal trials
- Dissertation Research Prospectuses and other research proposals submitted within and outside the University
- Written and oral comprehensive examinations (PhD)
- Theses and dissertations
- Written statements used in application to the Departmental Graduate Program or for Departmental, College, or University awards, scholarships, or competitions

- Peer-reviewed articles, extension bulletins, and popular press articles
- Abstracts for conferences, symposia, workshops, and other presentation types
- All course-related activities
- Other items not listed above, which are defined by the University as academic work.

What constitutes academic dishonesty:

The following list includes, but is ***not limited to***, examples of academically dishonest behavior:

- Plagiarism
- Unauthorized assistance, including that involving use of generative artificial intelligence
- Lying
- Fraudulent representation of progress towards degree requirements
- Tampering with your work or others' work
- Data fabrication and falsification
- Theft

These behaviors are as defined by the University, and students are expected to be familiar with the University's definition via the link above that contains the academic honesty policy.

Unauthorized use of generative artificial intelligence (AI):

The University academic honesty policy encompasses the use of generative AI. The Department of Poultry Science complies with the Graduate School policy on the use of generative AI, which states: *"The use of generative AI in theses and dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation."* In addition, use of generative AI is not allowed for use in any other academic work as listed above.

What happens when the academic honesty policy is violated?

All suspected cases of academic dishonesty will be reported to the Office of the Vice President for Instruction (OVPI), which is responsible for handling these cases. The reporting should be done by the individual who suspects academic dishonesty, and if this is not the student's Major Professor then they should also be notified of the suspected violation. The processes involved in handling and resolving suspected cases of academic dishonesty can be accessed on the Academic Honesty's [University Academic Honesty Policy](#) webpage or directly through the following:

- 1) [Resolving Academic Honesty Concerns – Processes and Consequences](#)
- 2) [Flowchart of Procedure and Minimum Consequences at the University level](#)

Poultry Science Graduate Program – Minimum Sanctions for Academic Dishonesty:

The purpose of the minimum sanctions outlined below is to state the Departmental Graduate Program's policy when the student agrees that they committed academic dishonesty during the facilitated discussion (Level 1 in the linked flowchart above). In this case, OVPI reverts to consequences prescribed by the Department listed below, which the student should be familiar with before entering into the facilitated discussion. Students have 5 days to decide whether or not to keep the agreement to accept these consequences; if they choose not to agree during the facilitated discussion or change their mind within 5 days after discussion, the case will move to Continued Discussion with an Academic Honesty Panel (Level 2).

Plagiarism

- 1) If plagiarism (including self-plagiarism) is determined to be a result of poor citation practice and limited to $\leq 10\%$ of the entire work, the student can redo the academic work. The entirety of the work must be re-attempted, not just the affected section(s).
- 2) If plagiarism (including self-plagiarism) is $> 10\%$ of the work, failure of the work must be documented, and the student will be dismissed from the Poultry Science Graduate Program.
- 3) If plagiarism involves any amount of presenting someone else's idea as your original work or turning in someone else's work as your own, failure of the work must be documented, and the student will be dismissed from the Poultry Science Graduate Program. There is no acceptable minimum amount for this type of plagiarism.

Generative AI

- The use of AI for grammatical, syntax, and spelling errors is allowed and should be disclosed in any written academic work.
- Any use of generative AI, including that to create or substantially rewrite any work, is prohibited and will result in dismissal from the Poultry Science Graduate Program.

Lying, other unauthorized assistance, fraudulent representation of progress towards degree requirements, tampering, data fabrication and falsification, and similar conduct

- There is a zero-tolerance policy for the aforementioned conduct, and any violation will result in dismissal from the Poultry Science Graduate Program.

In instances when the consequences for the academic dishonesty do not result in dismissal from the Poultry Science Graduate Program, the Major Professor reserves the right to refuse additional mentorship for the student and remove the student's access from their laboratory. In addition, the Department reserves the right to revoke the student's graduate assistantship and deny enrollment in Departmental research (POUL 7000 or POUL 9000) and writing (POUL 7300 or POUL 9300) courses.

Appeals Policy:

The full policy on appeal procedure, including timelines, can be found on Academic Honesty's [Resolving Academic Honesty Concerns – Processes and Consequences](#) webpage. A student may appeal the decision of the Academic Honesty Panel (Level 2) or the Multiple Violations Review Board (MVRB; Level 3) to the President of the University or their designee. Decisions of the President or designee may be reviewed as provided in Board of Regents policy.

There are four grounds a student may use to appeal the finding of a violation or the consequences assigned by an Academic Honesty Panel or the MVRB:

- 1) The instructor did not demonstrate to the Academic Honesty Panel that it is "more likely than not" that a violation occurred.
- 2) The consequences imposed are unreasonably harsh.
- 3) The student was denied a right in the process, and this affected the decision.
- 4) New evidence has been found since the Continued Discussion or MVRB meeting.

Appeals related to the Departmental consequences outlined above can be made to successive levels as described below in the Appeals Policy section of the Poultry Science Graduate Student Handbook.

Graduate Assistantships: Academic units of the university may employ graduate students in four types of graduate assistantships that are outlined on the Graduate School's [Types of Graduate Assistantship](#) webpage: Teaching Assistantship, Lab Assistantship, Research Assistantship, and General Graduate Assistantship. The type

of assistantship offered to a student depends on the needs of the Department and the qualifications of the individual student. Whenever possible, the duties assigned to a Graduate Assistant should be relevant to the graduate program and the professional goals of the student. Graduate students may hold multiple assistantship positions, but the combination of the Graduate Assistantship(s) and any Departmental supplement cannot exceed 20 hours of work per week.

Most students in the Department are supported by a Research Assistantship provided through funding obtained by the student's Major Professor, who stipulates the funding level and associated work and academic requirements. Graduate assistantships can range from one-third to one-half time and require between thirteen (13) and twenty (20) hours of work a week, respectively. These work requirements are outside of time dedicated to attending classes, studying and performing coursework, and satisfying hours associated with research and writing credit enrollments. The Department has limited partial or full Graduate Teaching Assistantships that are subject to availability and require work as a teaching assistant for our classes. Additional opportunities for Graduate Teaching or Lab Assistantships could be available in other academic units on campus. The Graduate School provides fellowship and scholarship opportunities intended to supplement Research or Teaching Assistantships provided by the Major Professor or Department, and information about these can be found on their [webpage](#).

Graduate Enrollment Policy: To be considered full-time, graduate students must be enrolled in 9 credit hours in the Fall and Spring semesters and 6 credit hours in the Summer. Students employed in a graduate assistantship position (Graduate Teaching Assistantship, Graduate Lab Assistantship, Graduate Research Assistantship, Graduate Research Fellow Assistantship, or General Graduate Assistantship) are required to enroll in at least 12 credit hours of graduate coursework each Fall and Spring semester and 9 credit hours in the Summer, including research credit hours. Graduate students using university facilities and/or staff time must be registered for a minimum of 3 credit hours. Students must register for 3 credit hours during the semester they take their comprehensive exams (PhD students) or the semester they intend to graduate (MS and PhD students), 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 (Fall, Spring, and/or Summer) until the degree is obtained. A leave of absence allows a student with extreme circumstances to be temporarily exempt from these credit hour requirements and must be applied for through the **Graduate School using a Request for Leave of Absence from Graduate Enrollment (G133)** on [GradStatus](#). Additional information can be found on the [Graduate Enrollment Policy](#) page.

Tuition Waivers: Students on an assistantship of at least one-third time are eligible for a reduction of tuition to \$25 per semester. Any Graduate Assistants receiving the tuition waiver are expected to work for the entire semester and maintain full-time enrollment as described above, and failure to do so will result in removal of the tuition waiver and reversal of tuition reduction. Additional information can be found in the [Graduate School Tuition Waiver Policy](#) and on the [Graduation Tuition Waiver Requirements](#) page. Note that all UGA students are required to pay mandatory student fees that include services of the University Health Center and Ramsey Student Center for Physical Activities, as well as transportation, athletic, technology, and activity fees. Further information on tuition and fees can be found on the [Bursar & Treasury Services website](#). International students are required to pay an additional International Student Compliance Fee as described on the Office of Global Engagement's [Immigration Services & Government Fees](#) webpage.

Health Insurance: All students on assistantship are required to have health insurance. Unless qualified to opt-out, students must participate in the University System of Georgia Board of Regents' Mandatory Student Health Insurance Plan administered by United Healthcare Student Resources and described on the [Mandatory Plan](#) website. This is an accident and sickness insurance policy that provides coverage worldwide and includes diagnosis and treatment of illness, injury, or medical conditions as well as preventive care benefits. Benefits include physician, hospital, surgical, pharmacy, and behavioral health services (i.e., mental health / substance abuse) care, as well as other legally-mandated benefits. If you have other insurance and qualify to opt-out of the

Mandatory Student Health Insurance Plan, you must request a waiver following the procedures described on the [Mandatory Plan Waiver](#) page.

Grade Point Average Requirements: To be eligible for admission to candidacy (PhD) or graduation (MS and PhD), graduate students are required to maintain a grade point average (GPA) of 3.0 (B) or greater on the entire graduate transcript and the Program of Study. No grade below C will be accepted on the program of study. Students with a cumulative GPA below 3.0 will be sent a letter of warning through the [Enrolled Student Progress Portal](#) that must be signed by the Major Professor and Director of Graduate Studies. If the GPA remains below 3.0 for an additional semester, the student is placed on academic probation and must maintain a GPA of 3.0 or greater every semester until the cumulative graduate GPA increases to at least 3.0. If the GPA within any semester falls below 3.0 while the student is on academic probation, the student will be dismissed from the Graduate School. Any students that remain on academic probation for longer than one semester will have their assistantships terminated and are not eligible to receive a Graduate Assistantship through their Major Professor or the Department until they are removed from academic probation.

Appeals Policy: UGA graduate students have the right to appeal academic decisions or to ask for an exception to a University rule or policy on an academic matter. Appeals begin at the academic unit responsible for the decision. For example, grade appeals go to the instructor who assigned the grades; Department requirements to the Department; College or School requirements to the College or School; and University requirements to the Educational Affairs Committee. In the case of recent graduates, appeals are routed to the Graduate School rather than the College or School.

An unfavorable ruling at one level can be appealed to successive levels as defined by Academic Honesty in the Guidelines for Routing of Academic Appeals and described on their [Student Academic Appeal Process](#) webpage, which includes deadlines for receipt of a student's appeal by the Office of the Vice President for Instruction. An instructor decision can be appealed to the Department; a Department ruling can be appealed to the College in which the instructional unit is located; a College ruling can be appealed to the 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:

205 Herty Drive, New College RM 309
Athens, GA 30602
Email: ovpi@uga.edu
Phone: (706) 583-0690

Policies regarding appeals in the Graduate School may be obtained from the Office of the Dean of the Graduate School:

310 Herty Drive, Brooks Hall RM 310
Athens, GA 30602
Email: graddean@uga.edu
Phone: (706) 542-6392

Discrimination Policy: The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. The Departmental Non-Discrimination and Anti-Harassment policy are the same as that of the University and can be found on the Equal Opportunity Office's [Non-Discrimination and Anti-Harassment Policy](#) webpage.

Graduate Student Hardships: A Graduate Student Emergency Fund has been established to help alleviate unexpected financial hardships of degree seeking graduate students that would otherwise delay their ability to obtain their degree. The reason for the assistance must be due to an unforeseen, acute, and temporary circumstance

beyond their control (i.e., unexpected job loss, medical emergency, etc.). The fund cannot be used to support a student before enrollment and registration or beyond graduation. Applicants may apply for up to \$1,000 per request for a maximum of \$2,000 per fiscal year. The reason for subsequent requests must be different from the previous request. The lifetime maximum students may receive is \$3,000. Information on eligibility requirements and eligible expenses can be found on the Graduate School's [Graduate Student Emergency Fund](#) webpage. Additional information and processes for application can be found on the Office of Student Care and Outreach's [Support Funds](#) webpage.

The Poultry Science Department will consider providing additional assistance to Departmental graduate students experiencing unexpected financial hardships by paying mandatory student fees. Deadlines for consideration are June 30th and November 15th of each year. To be considered for this additional assistance, students must follow the following steps:

- 1) Apply for assistance through the Graduate Student Emergency Fund as described above and obtain documentation of the award or denial.
- 2) Provide documentation of financial need to their Major Professor.
- 3) Ask their Major Professor to compose a memo to the Department Head and copy the Department Head's Administrative Assistant. The memo must include:
 - a. An explanation of the circumstances surrounding the unexpected financial hardship
 - b. A copy of the award or denial from the application to the Graduate School Emergency Fund and all supporting documentation
 - c. A recommendation that assistance be provided.
- 4) At the Department Head's sole discretion, funds covering all or part of the mandatory student fees will be granted for Fall and/or Spring semesters.
- 5) The Department Head's Administrative Assistant will coordinate with the Departmental Business Manager for the transfer of funds to the student's account.

UGA Well-Being Resources: Graduate School is challenging and can be a mentally and emotionally difficult time. University of Georgia's [Well-being Resources](#) promotes student success by cultivating a culture that supports an active, healthy, and engaged student community. Anyone needing assistance is encouraged to contact Student Care & Outreach in the Division of Student Affairs at 706-542-8479 or visit the [Student Care and Outreach](#) website. Student Care & Outreach helps students navigate difficult circumstances by connecting them with the most appropriate resources or services. They also administer the Embark@UGA program, which supports students experiencing, or who have experienced, homelessness, foster care, or housing insecurity. UGA provides both clinical and non-clinical options to support student well-being and mental health, any time, any place. Whether on campus, or studying from home or abroad, UGA Well-being Resources are here to help.

- [Well-being Resources](#)
- [Student Care and Outreach](#)
- [University Health Center](#)
- [Counseling and Psychiatric Services \(CAPS\)](#) or CAPS 24/7 crisis support at 706-542-2273
- [Health Promotion at the Fontaine Center](#)
- [Accessibility & Testing Resources](#)

Research Integrity & Safety Compliance: All graduate students are expected to conduct research with integrity, including compliance with all laboratory safety and animal use training necessary to complete their projects. It is the responsibility of the student and their Major Professor to ensure that all training is completed and documented before a student begins work in the laboratory or with animals and that training records are kept up-to-date. The majority of online training courses are available through the University's online [Professional Education Portal](#) (PEP).

- 1) *Laboratory Safety Training* – The Office of Research Safety and Environmental Safety Division provide oversight of laboratory and research safety and compliance, and detailed information can be found on their [Research Integrity & Safety Support Services](#) webpage. At a minimum, all students working in a laboratory setting with chemicals present must complete **Lab Safety Basics, Right to Know Phase I (initial) & II (annual), and Hazardous Waste Training (annual)**. Depending on the student's research project and/or activities conducted in their Major Professor's laboratory or workspaces they access, additional training requirements could exist. It is the student's responsibility to work with their Major Professor to understand and comply with all requirements.
- 2) *Animal Care & Use in Research and Teaching* – Ethical and humane treatment of vertebrate animals used for research and teaching purposes is governed by UGA's [Institutional Animal Care and Use Committee \(IACUC\)](#). Prior to conducting any activities with animals, an approved Animal Use Protocol (AUP) that describes husbandry and detailed experimental and teaching procedures must be in place. While the major professor or faculty instructor is responsible for obtaining AUP approval, students are expected to ensure that all their research and teaching activities are covered by an approved AUP that includes all personnel caring for and handling live animals. Students should be familiar with all details of the approved AUP under which their work falls. Students must remain in compliance with these [animal care & use training requirements](#) mandated by UGA's IACUC, which include **IACUC 101, Sharps Training, Staying Healthy While Working with Animals, and Enrollment or Declining Enrollment in the Research Occupational Health Program** at a minimum. Depending on the student's research project and/or activities conducted in their Major Professor's laboratory or workspaces they access, additional training requirements could exist. It is the student's responsibility to work with their Major Professor to understand and comply with all requirements. Note that it can take several months for AUP approval, so students and their Major Professor must plan accordingly. Students should report any animal welfare concerns to appropriate personnel, which includes their Major Professor, the facility supervisor, the IACUC Chair, or the Office of Animal Care and Use. UGA's Policy on Reporting and Investigating Animal Welfare Concerns can be found [here](#), and concerns can be reported anonymously through the [Anonymous Welfare Concerns Reporting Form](#) or through the UGA Ethics and Compliance Reporting Hotline: 1-877-516-3467.

Working Environment: Graduate students will have access to laboratory and office spaces within the Department and are expected to exhibit professional and courteous behavior and act in a manner that demonstrates integrity and respect for others and the campus environment at all times. This includes complying with all University, College, and Departmental rules and regulations associated with these spaces, maintaining spaces in a clean and orderly state, and bringing all concerns to the faculty member in charge of each space and/or the Department Head. Failure to comply with rules and regulations or maintain spaces in a clean and orderly state will result in revocation of access.

- 1) *Laboratory Spaces* – The Department has several lab communities that are each shared by 2 – 5 faculty members, and students will be assigned to and do most of their work within their Major Professor's lab community. Each lab community shares space and equipment differently, and students are expected to learn and comply with the rules associated with their lab community. The Department also has several core research spaces with shared equipment that are managed by the Technicians listed on p. 3 and as indicated in Appendix 2. Prior to entry into these common spaces and using any equipment therein, students must contact the Technician managing each space to ascertain rules and regulations associated with their use and receive any necessary training. Entry into all laboratory spaces within the Department is controlled by UGAcard access, which will be granted by Departmental Technicians as indicated on p. 3 of this Handbook after they have confirmed the student's research safety training is current and they have conducted any additional required online or hands-on training. Students are only permitted to enter laboratory spaces to which they have been given access and are prohibited from bringing others that do

not have independent access into the laboratories without express permission from the faculty member in charge of the space.

- 2) Office Spaces – The Department has several shared graduate student offices throughout the building. Every effort will be made to provide students a desk in their lab community's office so they are in a shared office space with their labmates. In the event there is not an open desk available to do this, students may be assigned a desk in another graduate student office and given the opportunity to move to their lab community's office space if a desk becomes available. The Administrative Assistant will assign graduate students to offices, and the Departmental Technician as listed on p. 3 will assign desks within each office. Students are not permitted to switch offices or desks within an office without express permission from the Administrative Assistant or Technician, respectively.
- 3) Office Supplies – General office supplies (pens, pencils, clips, printer paper, etc.) are available in RM 232A for students to use for academic and research purposes. Students must ask permission from Business Office staff before entering the supply room and taking any items. Please be mindful that these are common supply stocks used by everyone in the building, so take only what you personally need and let someone in the Business Office know if any supplies are running low.
- 4) Printing & Photocopying – The Department has a common photocopier/printer in RM 245, and each graduate student group office has a printer. These are to be used for academic and research purposes only. The department administrative assistant will provide students with an access code to the photocopier. To have your computer connected to the printer in your office or the Departmental copier for printing, submit a help request through the [CAES Office of Information Technology](#) website or email Emory Chastain (emoryc@uga.edu).
- 5) Work Expectations – All graduate students on assistantship are expected to work between thirteen (13) and twenty (20) hours a week that corresponds to the effort level of their assistantship. This is outside of time dedicated to attending classes, studying and performing coursework, and satisfying hours associated with research and writing credit enrollments. For each research or thesis/dissertation writing credit hour a student is enrolled in (POUL 7000 and POUL 7300 for MS, POUL 9000 or POUL 9300 for PhD), they are expected to work a minimum of 3 hours a week towards meeting these requirements.

Travel Reimbursement: Students are eligible to be reimbursed for travel-related expenses to attend scientific conferences and participate in other activities that have been approved by their Major Professor and are in compliance with University policy. Students must comply with all Departmental and University procedures for in-state and out-of-state travel when submitting their expenses to the Departmental business office for reimbursement. Please refer to Appendix 1 and p. 3 for the Business Office contacts, links to University travel policy, and how to delegate Business office staff for Expense Report and Travel Authorization processing.

Students should communicate with their Major Professor well in advance of planning any travel to understand the lab policy for what would be eligible for reimbursement, as most travel funding will come from them. Additional sources of funding available through the Graduate School or the Department include:

- 1) Graduate School Conference Travel Grants – These are designed to encourage and support graduate students' professional development by making it possible for students to present results of their thesis or dissertation research at important conferences in their fields. These are provided quarterly and calls for application with information on eligibility and procedures will be sent for each travel period by the Director of Graduate Studies or Graduate Program Administrator. Additional information can be found on the Graduate School's [Graduate School Conference Travel Grants](#) webpage.

- 2) Graduate Research Forum Award Winners – Oral and poster presentation winners from the Annual Graduate Research Forum will be awarded \$500 in travel funds. These funds should be used for scientific conference attendance or other professional development related travel.
- 3) Manuscript Publication Incentive – The Department provides students \$500 in travel funds for each first-author manuscript resulting from their work as a graduate student in our program that is published in a peer-reviewed scientific journal. Funds should be used for scientific conference attendance or other professional development related travel and must be used prior to graduation. To apply for & use this incentive:
 - a) Send the full published manuscript citation and include a link to the publication or attached pdf to Dr. Applegate, Department Head (applegt@uga.edu). Copy appropriate business office contact listed in Appendix 1, your Major Professor, and the Director of Graduate Studies.
 - b) Dr. Applegate will reply-all to indicate approval or denial of the travel funding. If approved, the Director of Graduate Studies will confirm the student is in good standing with all Departmental Graduate Program requirements.
 - c) Include a copy of this email chain when submitting expense reimbursement information to the business office.

Annual Graduate Research Forum: The Department holds an Annual Graduate Research Forum that provides students with an opportunity to share their research with the Department, see what other graduate students are studying, interact with invited guests that include accomplished poultry scientists from academia and industry, and celebrate their accomplishments and successes over the previous academic year. All MS – Thesis Option and PhD students who have been enrolled in the Department of Poultry Science Graduate Program for a year or longer are expected to participate by presenting their work in oral or poster format, with opportunities to win travel awards that support their academic, scientific, and professional development. Information about the Graduate Research Forum will be sent out each year by the Director of Graduate Studies or Graduate Program Administrator.

Poultry Science Graduate Club: Departmental graduate students are encouraged to participate in the Poultry Science Graduate Student Club that organizes seminars, professional development opportunities, and social events.

MASTER OF SCIENCE (MS) – THESIS OPTION DEGREE REQUIREMENTS

Below are the requirements to complete a MS – Thesis Option degree in the Department of Poultry Science Graduate Program. See page 4 of this Handbook for deadlines by which actions should be completed. Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester, and UGA's [Requirements for Master of Science \(MS\)](#) webpage for details related to degree requirements outlined by the Graduate School.

To be eligible for Departmental scholarships and publication incentives and College and Graduate School awards, students **must:**

- Meet with their Advisory committee at least once a year. This meeting must occur and be documented to the Department using the [Annual Advisory Committee Evaluation Form](#) followed by submission of the online [Annual Advisory Committee Evaluation Form](#) by Aug. 31 each year. *Note: During semester of graduation, the [Defense Skills Assessment Form](#) can be submitted to document that year's committee meeting. Hard copies of these and other Departmental forms can be found in Appendix 6.*
- Submit the online [Annual Accomplishments Form](#) documenting accomplishments and activities that occurred between Aug. 1 – July 31 each year to the Department by Aug. 31 annually.

- 1) **Form an academic Advisory Committee:** The academic Advisory Committee is charged with planning and approving the student's Program of Study, helping guide Thesis research, reading and approving the Thesis, and administering the Thesis Defense and Final Oral Examination. The MS Advisory Committee must consist of a minimum of three members, with the Major Professor and at least one other member holding Graduate Program Faculty status at UGA. The third member may be a member of Graduate Program Faculty at UGA or an external member. External members are non-Graduate Faculty at UGA that hold a terminal degree in their field or non-UGA faculty that hold a terminal degree in their field. If the Committee consists of more than three members, the majority must be Graduate Program Faculty at UGA. To request an external Advisory Committee member, the student's Major Professor must write a letter to the Director of Graduate Studies outlining the benefit to the student's academic program; if approved, the student will then upload the letter signed by their Major Professor and co-signed by the Director of Graduate Studies as well as a recent CV for the external member when submitting their Advisory Committee to the Graduate School.

The academic Advisory Committee should be established and meet no later than the end of the second semester, with students submitting their Advisory Committee to the Graduate School through the [Enrolled Student Progress Portal](#) around the time of the initial meeting. The Advisory Committee must be approved and finalized by the Graduate School before students submit any other Graduate School forms.

- 2) **Create & Submit a Plan of Study:** With input from their entire Advisory Committee, students will develop a coursework plan that meets all Graduate School and Departmental requirements outlined below. Classes should be selected to complement students' Thesis research and provide academic, scientific, and professional development opportunities that prepare them for future endeavors. No grade below C will be accepted on the Plan of Study. To be eligible for graduation, students must maintain a 3.0 (B) average on the Program of Study and the entire graduate transcript.

Partial Plan of Study: All new students are required to submit a **Partial Plan of Study** prior to the beginning of their first semester. This plan includes courses the students will take during their 1st and 2nd semester in the graduate program. A Partial Plan of Study is to be approved by the Director of Graduate Studies and the Graduate School.

Full Plan of Study: All students are to submit a **Full Plan of Study** by the end of their 3rd semester. This plan will consist of all courses the student has taken, is currently registered for, and courses planned for future

semesters that meet all degree requirements. A **Full Plan of Study** is to be approved by the Major Professor, Advisory Committee, Director of Graduate Studies, and the Graduate School. If the student's coursework deviates from the approved **Full Plan of Study**, students must submit a final **Revised Full Plan of Study** that reflects courses actually taken. The **Revised Full Plan of Study** must be submitted no later than the deadline listed for the intended semester of graduation and is approved by the Major Professor, Director of Graduate Studies, and the Graduate School.

How to Submit a Full Plan of Study: Students will upload a draft of their courses to their profile in [DegreeWorks](#), then send the Graduate Program Administrator an email informing them of the uploaded draft and provide a copy of their Full Plan of Study Worksheet that indicates courses used to satisfy all Departmental and Graduate School requirements. A **Full Plan of Study** will be denied if the student does not send an email with a copy of their Plan of Study Worksheet to the Graduate Program Administrator and/or if they submit the plan directly to the Graduate School. Only the Graduate Program Administrator should submit the **Full Plan of Study** to the Graduate School for all required approvals. For the **Full Plan of Study** – It is the student's responsibility to make sure their advisory committee approves the submission in [GradStatus](#).

Graduate School Credit Hour Requirements (30 credit hours of Graduate Level Courses):

- 1 credit hour of GradFIRST (GRSC 7001) taken within the first two semesters
- 12 credit hours of graduate level-only courses. Any 6000- and 7000-level courses cannot have associated 4000- or 5000-level sections, and this must be indicated on the Program of Study. Thesis research (POUL 7000) and writing (POUL 7300) courses do not count towards these 12 hours
- 14 credit hours of additional graduate-level courses, only 6 credit hours of which can be POUL 7000 that are applied to the Program of Study
- 3 credit hours of POUL 7300 (Thesis writing). No more than 3 credit hours can be applied towards the Program of Study

Departmental Coursework Requirements:

- 3 or more credit hours of scientific writing courses (e.g. BIOL 6300W, POUL 8120, CBIO 8080)
- 3 or more credit hours of statistics courses (e.g. STAT 6210, STAT 6220, STAT 6315). Graduate-level only courses will count towards the 12 credit hours listed above.
- 1 or more credit hours of a graduate level professional development course (e.g. POUL 8050, POUL 8200, FANR 8300/L, COMM 6350)
- 1 credit hour of POUL 8100¹ (Poultry Science Seminar). This is intended to satisfy the Progress Seminar requirement and should be taken in the 2nd or 3rd semester. This presentation cannot fulfill the Thesis Research Exit Seminar requirement described below. To get permission to register for POUL 8100 in your 2nd or 3rd semester, email the Graduate Program Administrator.

¹POUL 8100 is mandatory, suggestions for other requirements are listed but additional courses could meet the requirements. To inquire if a course is eligible to satisfy a Departmental requirement, please email the Director of Graduate Studies with a brief description and syllabus.

Outline of Coursework Requirements for MS Degree

30h of Graduate Level Courses			
1h GradFIRST (GRSC 7001)	12h Graduate Level-Only Courses ²	14h Graduate Level Courses	3h POUL 7300
Within 1 st or 2 nd Semester	Scientific Writing (3h) ² Statistics (3h) ² Professional Development (1h) ² POUL 8100 (1h) – Within 2 nd or 3 rd Semester Additional Grad Level-Only Courses (at least 4h) ²	Must include 3h of POUL 7300 and can include up to 6h of POUL 7000 Additional Grad Level Courses to total 14h	

²Only 8000-level or 6000- and 7000-level courses without associated undergraduate sections can be applied towards these 12 credit hours. If required Scientific Writing, Statistics, or Professional Development courses are not graduate level-only, more than 4 additional hours will be needed to satisfy this requirement.

- 3) **Apply for Graduation:** Students must apply to graduate in [Athena](#) by the Friday of the second full week of the semester in which the student intends to graduate. If you are unable to meet deadlines for your intended semester, email gradinfo@uga.edu to request a change in graduation. **Students must be registered for a minimum of 3 credit hours during the semester they intend to graduate.**
- 4) **Draft Master's Thesis:** Students must write a Thesis demonstrating their ability to conduct independent research, analyze and present data, and interpret research findings. This should be done under the direction of the student's Major Professor and will ultimately need to be approved by the entire Advisory Committee. Refer to the Graduate School's [Thesis and Dissertation Formatting](#) webpage and the [Graduate School Style Manual](#) for guidelines related to Thesis preparation and processing.

Per the Graduate School: The thesis is a “representation of a student’s individual effort. As such, the use of generative AI in theses is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis.”

- a) **Format Check** – Students must electronically submit a complete thesis draft for the first **Format Check** through [ProQuest](#) by the Monday at least six weeks prior to graduation (five weeks prior for summer graduation). If you miss this format check, the Graduate School will automatically move your graduation to the following semester.
 - b) **Distribute Thesis to Advisory Committee** – Once the student's Major Professor has approved the student's Thesis, it must be distributed to the entire Advisory Committee at least two weeks prior to the **Thesis Research Exit Seminar** and **Thesis Defense & Final Oral Examination**.
- 5) **Hold Thesis Defense & Oral Examination:** The Thesis defense consists of a public **Thesis Research Exit Seminar** followed by a closed **Final Oral Examination** in which only the student and all members of the Advisory Committee are present. The student and Major Professor must appear in person for both components of the defense, but other committee members can participate via video conference if comments of all participants can be clearly and consistently heard. If the Major Professor is unable to attend the defense in person, they can designate an alternate member of the Advisory Committee to serve as chair that must be present in person.

- a) *Schedule Defense with the Graduate School and Advertise Exit Seminar* – Students must provide the following information to the Graduate Program Administrator at least three weeks prior to the defense date so they can submit it to the Graduate School and announce the **Thesis Research Exit Seminar**:

- i. UGA ID (81#)
- ii. Name (Last, First Middle)
- iii. UGA email
- iv. Department
- v. Major
- vi. Graduation Term
- vii. Degree
- viii. Thesis Title
- ix. Exam Details (Date, Time, Building, Rm #)
- x. Major Professor & Committee Members

If the Thesis defense does not occur as planned, it is the student's responsibility to notify the Director of Graduate Studies and the Graduate Program Administrator of this as soon as they are aware and provide the Graduate Program Administrator with the new information to re-announce to the Graduate School and advertise the seminar.

- b) *Hold the Thesis Defense & Oral Examination* – On the date and time advertised to the public and announced to the Graduate School, the student must give the open **Thesis Research Exit Seminar** and hold the closed **Final Oral Examination**. The **Thesis Research Exit Seminar** cannot take place as part of the student's enrollment in POUL 8100.

- i. The student must submit the **Approval Form for Master's Thesis & Final Oral Examination (for MS & MA) (G140)** to the Graduate School through [GradStatus](#) around the time of the defense. It is the student's responsibility to ensure their committee approves this submission in [GradStatus](#).
- ii. The Academic Advisory Committee must evaluate the student's performance at the defense using the [Defense Skills Assessment Form](#), and the student must submit this to the Department through the online [Defense Skills Assessment Submission Form](#) before the Director of Graduate Studies will give final approval of the **Master's Thesis & Final Oral Examination (for MS & MA) (G140)**.

- 6) **Submit Final Thesis:** The student must make any revisions required by their Advisory Committee and address formatting issues indicated by the Graduate School at the **Format Check**. The student must then submit the final Thesis as approved by the Advisory Committee to the Graduate School through [ProQuest](#) and submit the **ETD Submission Approval (G129)** form through [GradStatus](#) at least three full weeks prior to graduation. It is the student's responsibility to ensure that their Major Professor approves the submission in [GradStatus](#).

Students must ensure that they have completed all requirements and met all deadlines for the semester they intend to graduate. Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester. In circumstances outside the student's control, the Director of Graduate Studies may request an extension of certain deadlines from the Graduate School if the Major Professor sends an email clearly documenting the need for such a request. Deadline extensions are at the sole discretion of the Graduate School.

DOCTOR OF PHILOSOPHY (PhD) – DEGREE REQUIREMENTS

Below are the requirements to complete a PhD degree in the Department of Poultry Science Graduate Program. See pages 5 – 6 of this Handbook for deadlines by which actions should be completed. Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester, and UGA's [Requirements for Doctor of Philosophy \(PhD\)](#) webpage for details related to degree requirements outlined by the Graduate School.

To be eligible for Departmental scholarships and publication incentives and College and Graduate School awards, students **must:**

- Meet with their Advisory committee at least once a year. This meeting must occur and be documented to the Department using the [Annual Advisory Committee Evaluation Form](#) followed by submission of the online [Annual Advisory Committee Evaluation Form](#) by Aug. 31 each year. Note: During semesters of comprehensive examination and graduation, the [Doctoral Comprehensive Exam Assessment Form](#) and [Defense Skills Assessment Form](#) can be submitted to document those year's committee meetings, respectively. Hard copies of these and other Departmental forms can be found in Appendix 6.
- Submit the online [Annual Accomplishments Form](#) documenting accomplishments and activities that occurred between Aug. 1 – July 31 each year to the Department by Aug. 31 annually.

7) **Form an academic Advisory Committee:** The academic Advisory Committee is charged with planning and approving the student's Program of Study, helping guide Dissertation research, reading and approving the Dissertation, and administering the Dissertation Defense and Final Oral Examination. The PhD Advisory Committee must consist of a minimum of four members, with the Major Professor and at least two other members holding Graduate Program Faculty status at UGA. The fourth member may be a member of Graduate Program Faculty at UGA or an external member, which are non-Graduate Faculty at UGA that hold a terminal degree in their field or non-UGA faculty that hold a terminal degree in their field. Only one external member can be non-UGA faculty, and the majority of the committee must be Graduate Program Faculty at UGA. To request an external Advisory Committee member, the student's Major Professor must write a letter to the Director of Graduate Studies outlining the benefit to the student's academic program; if approved, the student will then upload the letter signed by their Major Professor and co-signed by the Director of Graduate Studies as well as a recent CV for the external member when submitting their Advisory Committee to the Graduate School.

The academic Advisory Committee should be established and meet no later than the end of the first year, with students submitting their Advisory Committee to the Graduate School through the [Enrolled Student Progress Portal](#) around the time of the initial meeting. The Advisory Committee must be approved and finalized by the Graduate School before students submit any other Graduate School forms.

8) **Create & Submit a Program of Study:** With input from their entire Advisory Committee, students will develop a coursework plan that meets all Graduate School and Departmental requirements outlined below. Classes should be selected to complement students' Dissertation research and provide academic, scientific, and professional development opportunities that prepare them for future endeavors. No grade below C will be accepted on the Program of Study. To be eligible for graduation, students must maintain a 3.0 (B) average on the Program of Study and the entire graduate transcript. The final Program of Study must show all graduate courses relevant to the Doctoral program and not just courses satisfying minimum degree requirements.

Partial Plan of Study: All new students are required to submit a **Partial Plan of Study** prior to the beginning of their first semester. This plan includes courses the students will take during their 1st and 2nd semester in the graduate program. A Partial Plan of Study is to be approved by the Director of Graduate Studies and the Graduate School.

Full Plan of Study: All students are to submit a **Full Plan of Study** by the end of their 3rd semester. This plan will consist of all courses the student has taken, is currently registered for, and courses planned for future semesters that meet all degree requirements. A **Full Plan of Study** is to be approved by the Major Professor, Advisory Committee, Director of Graduate Studies, and the Graduate School. If the students coursework deviates from the approved **Full Plan of Study**, students must submit a final **Revised Full Plan of Study** that reflects courses actually taken. The **Revised Full Plan of Study** must be submitted no later than the deadline listed for the intended semester of graduation and is approved by the Major Professor, Director of Graduate Studies, and the Graduate School.

How to Submit a Full Plan of Study: Students will upload a draft of their courses to their profile in [DegreeWorks](#), then send the Graduate Program Administrator an email informing them of the uploaded draft and provide a copy of their Full Plan of Study Worksheet that indicates courses used to satisfy all Departmental and Graduate School requirements. A **Full Plan of Study** will be denied if the student does not send an email with a copy of their Plan of Study Worksheet to the Graduate Program Administrator and/or if they submit the plan directly to the Graduate School. Only the Graduate Program Administrator should submit the **Full Plan of Study** to the Graduate School for all required approvals. For the **Full Plan of Study** – It is the student's responsibility to make sure their advisory committee approves the submission in [GradStatus](#).

Graduate School Credit Hour Requirements (30 credit hours of Graduate Level Courses):

- 1 credit hour of GradFIRST (GRSC 7001) taken within the first two semesters
- 16 credit hours of 8000- and 9000-level courses. Dissertation research (POUL 9000) and writing (POUL 9300) do not count towards these 16 hours.
- **NOTE:** Straight PhD students that do not have a Master's degree must have 4 additional credit hours of graduate level-only courses (20 total graduate coursework credit hours that do not include POUL 9000 and POUL 9300). Any 6000- and 7000-level courses cannot have associated 4000- or 5000-level sections, and this must be indicated on the Program of Study.
- 10 credit hours of additional graduate-level courses that can include POUL 9000 and POUL 9300, though only 6 additional credit hours (9 total credit hours) of POUL 9300 can be applied to the Program of Study. These must occur after Admission to Candidacy
- 3 credit hours of POUL 9300 (Dissertation writing).

Departmental Coursework Requirements

- 3 or more credit hours of scientific writing courses (e.g. BIOL 6300W, POUL 8120, CBIO 8080)
- 6 or more credit hours of statistics courses (e.g. STAT 6210 & STAT 6220, STAT 6230, STAT 6315, STAT 8200). Graduate-level only courses will count towards the 4 additional credits needed for straight PhD students.
- 1 or more credit hours of a graduate level professional development course (e.g. POUL 8050, POUL 8200, FANR 8300/L, COMM 6350)
- 2 credit hours of POUL 8100¹ (Poultry Science Seminar). The first of these is intended to satisfy the Progress Seminar requirement and should be taken in the 3rd or 4th semester, and the second of these should be taken within the final two semesters. Students cannot take this in back-to-back semesters and the presentation during the second enrollment cannot fulfill the Dissertation Research Exit Seminar requirement described below. To get permission to register for POUL 8100, email the Graduate Program Administrator.

¹One credit of POUL 8100 is mandatory, and an equivalent seminar course could be taken to satisfy the second credit requirement. Suggestions for other requirements are listed but additional courses could meet the requirements. To inquire if a course is eligible to satisfy a Departmental requirement, please email the Director of Graduate Studies with a brief description and syllabus.

Outline of Coursework Requirements for PhD Degree

30h of Graduate Level Courses			
1h GradFIRST (GRSC 7001) Within 1 st or 2 nd Semester	16h 8000 or 9000 Level Courses^{3,5} Scientific Writing (3h) ³ Statistics (6h) ³ Professional Development (1h) ³ POUL 8100 (2h) – Within 3 rd or 4 th Semester (1 st hr) and final 2 semesters (2 nd hr) Additional 8000- or 9000-Level Courses (at least 4h) ³	10h Graduate Level Courses⁵ Must include at least 3h of POUL 9300 (can include up to 6h) and can include POUL 9000	3h POUL 9300⁵

Outline of Coursework Requirements for Straight PhD Degree

30h of Graduate Level Courses				
1h GradFIRST (GRSC 7001) Within 1 st or 2 nd Semester	16h 8000 or 9000 Level Courses^{3,5} Scientific Writing (3h) ³ Statistics (6h) ³ Professional Development (1h) ³ POUL 8100 (2h) – Within 2 nd or 3 rd Semester (1 st hr) and final 2 semesters (2 nd hr) Additional 8000- or 9000-Level Courses (at least 4h) ³	4h Graduate Level-Only Courses^{4,5}	6h Graduate Level Courses⁵ Must include at least 3h of POUL 9300 (can include up to 6h) and can include POUL 9000	3h POUL 9300⁵

³If required Scientific Writing, Statistics, or Professional Development courses are not 8000- or 9000-level, more than 4h will be needed to satisfy this requirement. Up to 9 credits of POUL 8510 can be counted towards this requirement in the Program of Study if the Advisory Committee and Director of Graduate Studies approve the credit as coursework and the course is open to all Departmental graduate students.

⁴Only 8000-level or 6000- and 7000-level courses without associated undergraduate sections can be applied towards these 4 credit hours.

⁵Students must register for a combined total of 10hrs of dissertation or other appropriate graduate credit following Admission to Candidacy.

- 9) **Hold Dissertation Research Prospectus Meeting & Submit Approved Prospectus:** The student's Major Professor has the primary responsibility for guiding Dissertation research, but the student should consult all members of the Advisory Committee in areas relevant to their expertise. The student must prepare a Dissertation Research Prospectus and, once approved by the Major Professor, should distribute this to all members of their Advisory Committee. The student must hold a Prospectus Approval meeting with all members of their Advisory Committee present where they formally consider the Dissertation research. Approval of the Dissertation Prospectus requires agreement of the Advisory Committee with no more than one dissenting vote. The Prospectus Approval meeting cannot take the place of the Oral Comprehensive Exam described below.

The student must submit the [Ph.D. Student Prospectus Approval Form](#) signed by all Advisory Committee members that approve of the Dissertation Research Prospectus and a copy of the approved Dissertation Research Prospectus to the Department using the [Approved Prospectus Submission Form](#). This must be submitted prior to scheduling the Comprehensive Exams and announcing them to the Graduate School.

10) Schedule and Complete the Comprehensive Exams: The Doctoral Comprehensive Exam in the Department of Poultry Science consists of both written and oral components. Students should consult with their entire Advisory Committee regarding content and style of questioning. The Oral Comprehensive exam must be announced to the Graduate School no later than 2 weeks in advance.

Students must be registered for a minimum of 3 credit hours during the semester they take the Comprehensive Exam.

Timing:

- Prior to scheduling the written and oral qualifying exams, students must have held their prospectus approval meeting and submitted the [Ph.D. Student Prospectus Approval Form](#) to the Department.
- The Comprehensive Exam should be taken no later than 3 semesters prior to the anticipated semester of graduation (e.g. Spring 2026 for a Spring 2027 graduation).

Scheduling & Policy:

- Written and oral exams should be scheduled at the same time and be attempted within no more than a five-week period unless there is a failure of the written exam (see below).
 - Written exams for all Advisory Committee members should be completed within a period of no more than 2 weeks.
 - Written exam must be passed before proceeding to the oral exam. No more than one dissenting vote is allowed for a student to pass the written exam.
 - Oral exams should be scheduled for no more than 3 weeks after successful completion of the written exam. No more than one dissenting vote is allowed for a student to pass the oral exam.
- Dissenting votes from more than one Advisory Committee member will constitute a failure of the written and/or oral exam.
 - All Advisory Committee members' votes carry equal weight. At the conclusion of both the written and oral Comprehensive Exams, votes of each member of the Advisory Committee should be disclosed to the committee as a whole.
 - The ability of a student to re-attempt the failed portion of the exam is at the discretion of the Advisory Committee.
 - If the committee allows a second attempt, this must occur after a period of not less than 4 weeks after the initial failure and no later than the end of the following semester.
 - If the committee does not allow a second attempt, the student can be stepped down to a thesis Master's degree or will be dismissed from the Poultry Science Graduate program.
 - If the student fails the written exam and will be allowed a second attempt, the oral exam cannot proceed. The Director of Graduate Studies must be notified, so they can inform the Graduate School that the oral exam did not proceed as scheduled. The oral exam should be re-scheduled according to Graduate School policy prior to the second attempt.
 - If the student passes the written exam but fails the oral exam, this must be documented on the **Written & Oral Comprehensive Examination (G168)** form. If allowed by the Advisory Committee, a second oral exam must be re-scheduled with the Graduate School so a second G168 form can be initiated for the second attempt.
 - Students are limited to a total of two attempts to pass the Comprehensive Exam, meaning they can only fail either the written or the oral exam one time. If the student fails the written exam, they must pass the oral exam at the first attempt. If the student passes the written exam but

fails the oral exam on the first attempt, they would be permitted a second attempt at the oral exam if the committee allows.

- a) Written Comprehensive Exam – These should include questions from all members of the student's Advisory Committee and be scheduled prior to the Oral Comprehensive Exam. Each Advisory Committee member will assess the student's performance and indicate if they passed or failed. Advancement to the Oral Comprehensive Exam requires agreement of the Advisory Committee with no more than one dissenting vote.
- b) Oral Comprehensive Exam – The Oral Comprehensive Exam must be announced to the Graduate school at least 2 weeks in advance. The student must provide the required information to the Graduate Program Administrator so they can submit the **Comprehensive Exam Announcement (G118)** to the Graduate School.
 - i. UGA ID (81#)
 - ii. Name (Last, First Middle)
 - iii. UGA email
 - iv. Department
 - v. Major
 - vi. Degree
 - vii. Exam Details (Date, Time, Building, Rm #)
 - viii. Major Professor & Committee Members

If the Oral Comprehensive Exam does not occur as planned, it is the student's responsibility to notify the Director of Graduate Studies and the Graduate Program Administrator of this as soon as they are aware and provide the Graduate Program Administrator with the new information to re-announce the exam to the Graduate School.

Each Advisory Committee member will assess the student's performance and indicate if they passed or failed by completing the **Written and Oral Comprehensive Examination (G168)** form in [GradStatus](#). It is the student's responsibility to ensure their committee completes this form. The Advisory committee must also evaluate the student's performance on the [Doctoral Comprehensive Exam Assessment Form](#), and the student must submit this to Department through the online [Doctoral Comprehensive Exam Assessment Submission Form](#) before the Director of Graduate Studies will give final approval of the **Written and Oral Comprehensive Examination (G168)** in [GradStatus](#).

- 11) **Apply for Admission to Candidacy:** After the student has passed the Comprehensive Exam, they must submit the **Application to Candidacy for Doctoral Degrees (G162)** in [GradStatus](#) for approval by their Major Professor and the Director of Graduate Studies. It is the student's responsibility to ensure their Major Professor approves this form. Following Admission to Candidacy, students must register for a combined total of 10hr of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester that they enter candidacy must be admitted to candidacy by the published deadline that can be found for each semester on the Graduate School's [Important Dates & Deadlines](#) webpage and register for 10h of dissertation or other appropriate graduate credit.
- 12) **Apply for Graduation:** Students must apply to graduate in [Athena](#) by the Friday of the second full week of the semester in which the student intends to graduate. If a student is unable to meet deadlines for their intended semester, email gradinfo@uga.edu to request a change in graduation. **Students must be registered for a minimum of 3 credit hours during the semester they intend to graduate.**

13) Draft Doctoral Dissertation: Students must write a Dissertation demonstrating their ability to conduct independent research, analyze and present data, and interpret research findings. This should be done under the direction of the student's Major Professor and will ultimately need to be approved by the entire Advisory Committee. Refer to the Graduate School's [Thesis and Dissertation Formatting](#) webpage and the [Graduate School Style Manual](#) for guidelines related to Dissertation preparation and processing.

Per the Graduate School: The Dissertation is a "representation of a student's individual effort. As such, the use of generative AI in dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the dissertation."

- a) *Format Check* – Students must electronically submit a complete thesis draft for the first **Format Check** through [ProQuest](#) by the Monday at least six weeks prior to graduation (five weeks prior for summer graduation). If you miss this format check, the Graduate School will automatically move your graduation to the following semester.
- b) *Distribute Dissertation to Advisory Committee* – Once the student's Major Professor has approved the student's Dissertation, it must be distributed to the entire Advisory Committee at least two weeks prior to the **Dissertation Research Exit Seminar** and **Dissertation Defense & Final Oral Examination**.

14) Hold Dissertation Defense & Oral Examination: The Dissertation defense consists of a public **Dissertation Research Exit Seminar** followed by a closed **Final Oral Examination** in which only the student and all members of the Advisory Committee are present. The student and Major Professor must appear in person for both components of the defense, but other committee members can participate via video conference if comments of all participants can be clearly and consistently heard. If the Major Professor is unable to attend the defense in person, they can designate an alternate member of the Advisory Committee to serve as chair that must be present in person.

- a) *Schedule Defense with the Graduate School and Advertise Exit Seminar* – Students must provide the following information to the Graduate Program Administrator at least three weeks prior to the defense date so they can submit the **Dissertation Defense Announcement (G119)** to the Graduate School and announce the **Dissertation Research Exit Seminar**:
 - i. UGA ID (81#)
 - ii. Name (Last, First Middle)
 - iii. UGA email
 - iv. Department
 - v. Major
 - vi. Graduation Term
 - vii. Degree
 - viii. Thesis Title
 - ix. Exam Details (Date, Time, Building, Rm #)
 - x. Major Professor & Committee Members

If the Dissertation defense does not occur as planned, it is the student's responsibility to notify the Director of Graduate Studies and the Graduate Program Administrator of this as soon as they are aware and provide the Graduate Program Administrator with the new information to re-announce to the Graduate School and advertise the seminar.

b) *Hold the Dissertation Defense & Oral Examination* – On the date and time advertised to the public and announced to the Graduate School, the student must give the open **Dissertation Research Exit Seminar** and hold the closed **Final Oral Examination**. The **Dissertation Research Exit Seminar** cannot take place as part of the student's enrollment in POUL 8100.

- i. The student must submit the **Approval Form for Doctoral Dissertation & Final Oral Examination (G164)** to the Graduate School through [GradStatus](#) around the time of the defense. It is the student's responsibility to ensure their committee approves this submission in [GradStatus](#).
- ii. The Academic Advisory Committee must evaluate the student's performance at the defense using the [Defense Skills Assessment Form](#), and the student must submit this to the Department through the online [Defense Skills Assessment Submission Form](#) before the Director of Graduate Studies will give final approval of the **Dissertation & Final Oral Examination (G164)**.

15) Submit Final Dissertation: The student must make any revisions required by their Advisory Committee and address formatting issues indicated by the Graduate School at the **Format Check**. The student must then submit the final Dissertation as approved by the Advisory Committee to the Graduate School through [ProQuest](#) and submit the **ETD Submission Approval (G129)** form through [GradStatus](#) at least three full weeks prior to graduation. It is the student's responsibility to ensure that their Major Professor approves the submission in [GradStatus](#).

Students must ensure that they have completed all requirements and met all deadlines for the semester they intend to graduate. Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester. In circumstances outside the student's control, the Director of Graduate Studies may request an extension of certain deadlines from the Graduate School if the Major Professor sends an email clearly documenting the need for such a request. Deadline extensions are at the sole discretion of the Graduate School.

DOUBLE DAWGS PROGRAM REQUIREMENTS

Program Overview: This program is a fast-track for exceptional students with aspirations of obtaining an MS – Thesis Option degree. It allows students to get both a Bachelor of Science in Agriculture (BSA) in one of our majors and an MS degree within a 5-year period. Students will complete the BSA requirements within the first four years while also beginning MS research and coursework during the fourth year. All remaining MS degree coursework and program requirements will be completed during the 5th year.

Admission Requirements & Process: To be eligible to apply to this Dual Degree pathway, students must have taken and passed CHEM 2212/L, have a GPA of 3.2 or greater, and identified a Departmental faculty member willing to serve as their Major Professor. In order to apply, students must:

- 1) Identify a Major Professor that will serve as a research mentor and provide a letter indicating such.
- 2) Submit an application by **June 1 following the second year of the Undergraduate academic program**. The following must be submitted by email to the Graduate Program Administrator by the deadline:
 - a. Unofficial Transcript
 - b. Resume or Curriculum Vitae
 - c. Three letters of recommendation
 - d. Prospective Major Professor's letter of agreement to mentor
- 3) Decisions will be made by the beginning of the following Fall semester. Once admitted, students are still Undergraduates but can be granted permission to take Graduate-level courses. Permission for each Graduate-level course must be requested from the Graduate School using the form in Appendix 3.
- 4) During the student's fourth year of the Undergraduate academic program, they must apply to the Graduate School to be admitted as an M.S. student for the 5th and final year of the program. Applications are due by **February 1 of the fourth year in the Undergraduate academic program** so students can be admitted for summer matriculation in the Graduate Program. The following must be submitted by the deadline:
 - a. An unofficial transcript with a minimum GPA of 3.2
 - b. GRE scores, with a GRE minimum of 302 (verbal + quantitative)
 - c. A Statement of Research

Minimum Standards to Remain in the Program: To remain in the Dual Degree Pathway and be eligible for a BSA/MS degree, students must maintain a cumulative GPA of 3.2 and 3.0 (B) average in Graduate-level courses. They must also complete all the MS degree requirements listed under that section of the Handbook. If the Major Professor steps down, students have one semester to identify a new Major Professor to remain in the program.

For sample Programs of Study that will allow completion of the program, refer to Appendices 4 (Avian Biology BSA/Poultry Science MS) & 5 (Biological Sciences BSA/Poultry Science MS).

APPENDIX 1: POULTRY SCIENCE BUSINESS OFFICE CONTACTS & DELEGATION FOR EXPENSE REPORT AND TRAVEL AUTHORIZATION PROCESSING

Payment Requests, Purchase Orders, Travel Authorizations, and Travel & Non-Travel Expense Reimbursements* are split up by faculty and departmental groups. Graduate students will use the contact assigned to their Major Professor.*

VACANT - RM 233		Jenna Adair - RM 234	
		jnh04551@uga.edu	
	BUSINESS OFFICE PERSONNEL ARE IN TRANSITION. THIS SECTION WILL BE UPDATED WITH CONTACTS FOR EACH LABORATORY AND DEPARTMENTAL GROUP SOON.		

*Please delegate ALL members of the Business Office staff per the information provided below if you have not already done so, in case someone other than your primary contact needs to assist.

Full travel policy can be found on the Finance & Administration [UGA Travel Basics](#) webpage.

All out-of-state and international travel requires a fully approved travel authority in advance of the travel.

If you have additional questions that your primary contact or Major Professor cannot help with, contact Kerry Banks, Business Manager: kerry.banks@uga.edu, RM 232

Please use the following instructions to add all of the Business Office staff as delegates for Expense Report and Travel Authorization Processing (copy IDs from the image below):

For Expense Reports/Reimbursements:

1. Go to onesource.uga.edu.
2. Click on UGA Financial Management System dropdown menu & log in.
3. Click on the TE Profile & Delegation box.
4. Next to where your name is on the second line, click on the plus button.
5. Put in Authorized User ID from image below and then click on the name when it shows up.
6. On the Expenses Document Type, select Expense Report.
7. On the Authorization Level, select Edit.

For Travel Authorizations:

1. Click on the plus button again.
2. Put in Authorized User ID from image below and then click on the name when it shows up.
3. On the Expense Document Type, select Travel Authorization.
4. On the Authorization Level, select Edit & Submit.
5. Click Save.

Your screen should look like this and include your name with “Edit & Submit” for Authorization Level for both Expense Report and Travel Authorization: After Entering Expense Reports and Travel Authorizations:

Authorize Users

Your Name

Entering new UserIDs on this page will give those users the ability to enter expense transactions on behalf of the employee.

Authorize Users

*Authorized User ID	Name	Expenses Document Type	*Authorization Level		
ia77752	Vicens, Isabel Angelina	Expense Report	Edit	+	-
ia77752	Vicens, Isabel Angelina	Travel Authorization	Edit & Submit	+	-
kkirk	Banks, Kerry A	Expense Report	Edit	+	-
kkirk	Banks, Kerry A	Travel Authorization	Edit & Submit	+	-
ksk89249	Kotkiewicz, Kimberley S	Expense Report	Edit	+	-
ksk89249	Kotkiewicz, Kimberley S	Travel Authorization	Edit & Submit	+	-
Your MyID	Your Name	Expense Report	Edit & Submit	+	-
Your MyID	Your Name	Travel Authorization	Edit & Submit	+	-

1. Go to Review/Edit Profile on the left-hand side of the screen.
2. At the top, click on the User Defaults tab.
3. In the Expense Defaults box:
 - a. Make sure Billing Type has Default Value selected.
 - b. Where it says Payment type, put EMP and click to select when it shows up.
4. Scroll to the bottom of the screen and click Save.
5. Log out of the system.

APPENDIX 2: POULTRY SCIENCE BUILDING SHARED SPACE ACCESS CONTACT LIST

Graduate students must contact technicians as listed below to ascertain rules associated with each space and receive any necessary training related to space or equipment use. Plan ahead and reach out for access and/or training well in advance of the first day of expected use. Students are only permitted to enter laboratory spaces to which they have been given access and are prohibited from bringing others that do not have independent access into any lab without express permission from the faculty member in charge of that space.

Molecular Core Lab (RM 230)

PCR machines, 2 qPCR systems, plate reader, UV gel imager, nanodrop, QIAcube

- VACANT – RM 201

Microscopy Core Lab (RM 236)

3 microscopes for histological analysis and fluorescent microscopy

- Dr. Lorraine Fuller – RM 401, alfuller@uga.edu, (706) 340-2217

Autoclave Rooms (RM 216 & RM 420)

2 autoclaves, 1 ice machine, 1 glasswasher, DI H₂O access, cold storage in each

- 1st and 2nd floor students: Carlie Milfort – RM 201, milfort@uga.edu, (706) 542-0295
- 3rd floor students: Cortney Leone – RM 301, cortney.leone@uga.edu, (706) 542-2236
- 4th floor students: Jonah Sta Monica – RM 406, jstamonica@uga.edu, (248) 497-5283

Liquid Nitrogen Access (RM 217 & RM 330)

- Dr. Lorraine Fuller – RM 401, alfuller@uga.edu, (706) 340-2217

Cell Culture Rooms (RM 238, RM 328, & RM 403)

2 incubators and 2 biosafety cabinets each

- Dr. Lorraine Fuller – RM 401, alfuller@uga.edu, (706) 340-2217

Bacteriology Lab (RM 303)

- Cortney Leone – RM 301, cortney.leone@uga.edu, (706) 542-2236

Food Safety Intervention Lab (RM 316)

- Cortney Leone – RM 301, cortney.leone@uga.edu, (706) 542-2236

Nutrition Core Lab (RM 405)

2 ovens for dehydration or ashing of samples, feed grinding station

- Jonah Sta Monica – RM 406, jstamonica@uga.edu, (248) 497-5283

Teaching Lab Spaces (RM 007, RM 011, RM 012, & RM 015)

These spaces are not available for general research use. Access is restricted solely to Graduate Teaching Assistants working with undergraduate lab classes each semester for class-related use.

- Jamie Beauchamp – RM 132, jamiebea@uga.edu, 706-614-2838

Access to main lab communities or non-restricted equipment in shared areas (e.g. ice machines, DI H₂O, freezer farms) may be provided on request by Kim Kotkiewicz (kimk@uga.edu) on the 1st floor, Carlie or Brett on the 2nd floor, Cortney on the 3rd floor, or Jonah on the 4th floor. *You are required to review shared room policy and undertake equipment-specific training from one of the technicians prior to use of dishwashers, autoclaves, liquid nitrogen retrieval, or use of cold rooms in these spaces.*

APPENDIX 3: GRADUATE-LEVEL COURSE APPLICATION FOR UNDERGRADUATE STUDENTS IN THE DOUBLE DAWGS DEGREE PROGRAM



UNIVERSITY OF
GEORGIA
Graduate School

Graduate Course Application
Due by 5 pm 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 Undergraduate 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.

Approved by: _____
Instructor's Signature

Date

Approved by: _____
Department Head's Signature

Date

Approved by: _____
Graduate School's Signature

Date

APPENDIX 4: AVIAN BIOLOGY/POULTRY SCIENCE DOUBLE DAWGS PROGRAM OF STUDY

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, 3 hours

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
Total	15	Total	13

Summer Course

POUL 4960 – Undergraduate research, 3 hours

YEAR 4			
Fall Courses	Hours	Spring Courses	Hours
World Lang & Culture (GenEd IV)	3	POUL 3123	3
POUL 3050 – Molecular Diagnostic Tools	3	*WILD(ECOL) 4060/L-6060/L	3
General Elective	3	POUL 3000 – Avian Surg Tech.	4
CAES Elective	3	General Elective	3
*ANNU(ADSC)(POUL) 4370/6370		CAES Elective	3
Monogastric Nutrition	3		
Total	15	Total	16

APPENDIX 4 – CONT'D:

Summer Course

STAT 6210 - Introduction to Statistical Methods, 3 hours

YEAR 5			
Fall Courses	Hours	Spring Courses	Hours
STAT 6220 – Intro. Statistical Methods II	3	POUL 8120 – Scientific Writing	3
BCMB 6000 – Gen. Biochem. Mol. Biol.	3	POUL 8100 – Seminar	1
POUL 7000 – Master's Research	6	POUL 7000 – Thesis Research	6
POUL 8200 – Professional Development	1	POUL 7300 – Master's Research	3
GRSC 7001 - GradFirst	1		
Total	14	Total	13
Total Credits towards Undergraduate BSA degree			122
Total Credits towards Graduate Degree			43
Total Graduate Only Credits (including POUL 7000 & 7300)			30
Total Graduate Only Credits (excluding POUL 7000 & 7300)			15

**Asterisks are undergraduate courses used to satisfy graduate degree requirements.*

APPENDIX 5: BIOLOGICAL SCIENCES/POULTRY SCIENCE DOUBLE DAWGS PROGRAM OF STUDY

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, 3 hours

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, 3 hours

YEAR 4

Fall Courses	Hours	Spring Courses	Hours
World Lang & Culture (GenEd IV)	3	POUL 3123	3
MIBO 3510L – Microbiology Laboratory	3	*WILD(ECOL) 4060/L-6060/L	3
General Elective	3	Major Elective	3
Major elective	3	Major Elective	3
*ANNU(ADSC)(POUL) 4370/6370			
Monogastric Nutrition	3	General Elective	3
Total	15	Total	15

APPENDIX 5 – CONT'D:

Summer Course

STAT 6210 - Introduction to Statistical Methods, 3 hours

YEAR 5

Fall Courses	Hours	Spring Courses	Hours
STAT 6220 – Intro. Statistical Methods II	3	POUL 8120 – Scientific Writing	3
BCMB 6000 – Gen. Biochem. Mol. Biol.	3	POUL 8100 – Seminar	1
POUL 7000 – Master's Research	6	POUL 7000 – Thesis Research	6
POUL 8200 – Professional Development	1	POUL 7300 – Thesis Writing	3
GRSC 7001 - GradFirst	1		
Total	14	Total	13
Total Credits towards Undergraduate BSA degree			121
Total Credits towards Graduate Degree			43
Total Graduate Only Credits (including POUL 7000 & 7300)			30
Total Graduate Only Credits (excluding POUL 7000 & 7300)			15

**Asterisks are undergraduate courses used to satisfy graduate degree requirements.*

APPENDIX 6: DEPARTMENTAL GRADUATE PROGRAM FORMS

- Online [Annual Accomplishments Form](#) (Due by Aug 31 Each Year)
- [Annual Advisory Committee Evaluation](#) & Online [Annual Advisory Committee Evaluation Submission Form](#) (Due by Aug 31 Each Year)
- [Defense Skills Assessment Form](#) & Online [Defense Skills Assessment Submission Form](#)
- [Prospectus Approval Form](#) and Online [Approved Prospectus Submission Form](#)
- [Doctoral Comprehensive Exam Assessment Form](#) & Online [Doctoral Comprehensive Exam Assessment Submission Form](#)

Department of Poultry Science
Annual Advisory Committee Evaluation Form

All Poultry Science graduate students are required to meet annually with their Advisory Committee. The student should use the information documented here during this meeting to submit the online [Annual Advisory Committee Evaluation Submission Form](#) to the departmental graduate program by Aug 31 each year.

Student Name: _____ **Meeting Date:** _____

Degree Program: _____ **Years Enrolled in Program:** _____

Advisory Committee Members Present (specify in-person or remote): _____

Coursework Requirements (Check if Completed):

- _____ Statistics (≥ 3 cr for M.S.; ≥ 6 cr for Ph.D.)
- _____ Scientific Writing (≥ 3 cr for both M.S. & Ph.D.)
- _____ Poultry Science Seminar (POUL 8100; once for M.S.; twice for Ph.D.)
- _____ Professional Development (≥ 1 cr both for M.S. & Ph.D.)

Degree Requirements (Check if Completed):

- _____ Advisory Committee Finalized by Graduate School
- _____ Program of Study Approved by Graduate School
- _____ Admission to Candidacy (Ph.D. only)

Committee Evaluation of Student Progress:

Rate the student's performance in each category to assess whether their scientific and professional development is commensurate with expectations for this stage in their graduate training. The evaluations are intended to indicate strengths and areas for improvement, and ratings will be used by the Department of Poultry Science to assess the effectiveness of its graduate program.

	Does Not Meet Expectations (1)	Needs Improvement (2)	Satisfactory (3)	Very Good (4)	Outstanding (5)	Not Applicable at Present
Expertise in Field of Study						
Oral Communication Skills						
Written Communication Skills						
Contribution to Research Project Development						
Use of Research Methods						
Critical Thinking and Interpretation of Data						
Progress Towards Degree						

Major Professor Name

Major Professor Signature

Student Name

Student Signature

**Department of Poultry Science
Defense Skills Assessment Form**

This form should be filled out at the conclusion of the MS Thesis or PhD Dissertation Defense to assess the student's performance during both the Research Exit Seminar and Final Oral Examination. The student must use the information documented here to submit the online [Defense Skills Assessment Submission Form](#) to the departmental graduate program before the Director of Graduate Studies will approve the Thesis (G140) or Dissertation (G164) and Final Oral Examination form submitted to the Graduate School.

Student Name: _____ **Defense Date:** _____

Degree Program: _____ **Years Enrolled in Program:** _____

Voting Advisory Committee Members Present (specify in-person or remote): _____

Committee Assessment of Student's Performance:

Rate the student's performance in each category to assess whether their scientific and professional abilities are commensurate with expectations for their degree program. The evaluations are intended to indicate strengths and areas for improvement, and ratings will be used by the Department of Poultry Science to assess the effectiveness of its graduate program.

	Does Not Meet Expectations (1)	Needs Improvement (2)	Satisfactory (3)	Very Good (4)	Outstanding (5)
General Poultry Science and/or Avian Biology Knowledge					
Expertise in Specific Area of Study					
Oral Communication Skills					
Written Communication Skills					
Contribution to Research Project Development					
Use of Research Methods					
Critical Thinking and Interpretation of Data					
Professional Development					

Major Professor Name

Major Professor Signature

Student Name

Student Signature

Department of Poultry Science
Ph.D. Student Prospectus Approval Form

All Poultry Science Ph.D. students are required to have a research prospectus approved by their entire advisory committee prior to scheduling comprehensive exams. This signed approval form and a copy of the approved prospectus must be submitted to the departmental graduate program using this [Approved Prospectus Submission Form](#) before comprehensive exams will be announced to the Graduate School (Form G118).

Attached is my Ph.D. dissertation research prospectus as approved by my entire advisory committee.

Date the proposed research was presented to and approved by the committee: _____

Prospectus Title:

Student Name

Student Signature

The following voting Advisory Committee members have read and approved the prospectus:

Major Professor Name

Major Professor Signature

Committee Member Name

Committee Member Signature

Committee Member Name

Committee Member Signature

Committee Member Name

Committee Member Signature

Committee Member Name

Committee Member Signature

Note: If any Advisory Committee members attended the meeting remotely and were unable to sign the form, an email from that member confirming that they attended the meeting and approve the prospectus can take the place of the signature.

Department of Poultry Science
Doctoral Comprehensive Exam Assessment Form

This form should be filled out at the conclusion of the Oral Comprehensive exam to assess the student's performance on both the written and oral components of the exam. The student must use the information documented here to submit the online [Doctoral Comprehensive Exam Assessment Submission Form](#) to the departmental graduate program before the Director of Graduate Studies will approve the Written and Oral Comprehensive Examination form (G168) submitted to the Graduate School.

Student Name: _____

Oral Exam Date: _____

Years Enrolled in Program: _____

Voting Advisory Committee Members Present (specify in-person or remote): _____

Committee Assessment of Student's Performance:

Rate the student in each category below to assess their performance on both the written and oral comprehensive exam. The evaluations are intended to indicate strengths and areas for improvement, and ratings will be used by the Department of Poultry Science to assess the effectiveness of its graduate program.

	Does Not Meet Expectations (1)	Needs Improvement (2)	Satisfactory (3)	Very Good (4)	Outstanding (5)
Knowledge Demonstrated on Written Comprehensive Examination					
General Poultry Science and/or Avian Biology Knowledge					
Expertise in Specific Area of Study					
Oral Communication Skills					
Written Communication Skills					
Understanding of Research Methods					
Critical Thinking					

Major Professor Name

Major Professor Signature

Student Name

Student Signature