

# **Graduate Student Guide**

Department of Poultry Science

Revised September 2023



**UNIVERSITY OF  
GEORGIA**

**College of Agricultural &  
Environmental Sciences**

*Department of Poultry Science*

# GRADUATE STUDENT GUIDE

## Department of Poultry Science

### Revised August 2023

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## **An Open Letter to All Graduate Students**

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

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

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

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

Again, Welcome to Poultry Science! We look forward to your success.

Dr. Kristen Navara  
Graduate Coordinator  
Department of Poultry Science  
706-542-1369  
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Graduate Coordinator Assistant: Kim Kotkiewicz, [kimk@uga.edu](mailto:kimk@uga.edu) or 706-542-1337

## Forms and Deadlines M.S. STUDENTS (Graduate School and Department Combined)

| Form   | Due Date  |
|--|---|
| Advisory Committee for M.S. Candidates<br><b>Submit the Form to the Grad School</b><br><i>Advisory Committee (G130)</i>                                  | Before the end of the first semester  |
| Annual Review Form   | Submitted annually by August 31 <sup>st</sup><br><a href="https://forms.gle/6hNRrFd9edk4Fzcs9">https://forms.gle/6hNRrFd9edk4Fzcs9</a>                            |
| Departmental Progress Seminar<br>(POUL 8100)   | Before the end of the first year  |
| Program of Study<br><b>Submit the Form to the Grad School</b><br><i>Program of Study (G138)</i>  | At least 1 semester prior to Graduation   |
| Application for Graduation<br><i>Completed in Athena</i>   | Must be done by the Friday of the second full week (first full week for Summer) of the semester in which the Student intends to graduate.                         |
| Submission of unapproved thesis to Committee   | Must be done at least two weeks prior to the final defense  |
| Final departmental research seminar  | Must be done prior to the final defense   |
| Defend Thesis<br><b>Submit the Form to the Grad School</b><br><i>Approval Form for Master's Thesis and Final Oral Examination (for MS and MA) (G140)</i> | Complete this the semester you plan to graduate   |
| Submission of approved thesis to the Graduate School<br><b>Submit the Form to the Grad School</b><br><i>ETD Submission Approval (G129)</i>               | Due the last day of classes of the semester in   which the Student intends to graduate (and for Ph.D. students, after passing the oral comprehensive examination) |
| Complete Termination Checklist & Exit Survey<br><b>Sent by Grad Coordinator Assistant</b>  |   |

## Forms and Deadlines DOCTORAL STUDENTS (Graduate School and Department Combined)

| Form  | Due Date  |
|---|---|
| Advisory Committee for Ph.D. Candidates<br><b>Submit the Form to the Grad School</b><br><i>Advisory Committee (G130)</i>  | Before the end of the first year of residency   |
| Doctoral program of study<br><b>Submit the Form to the Grad School</b><br><i>Program of Study (G138)</i>  | Must be submitted before scheduling the oral comprehensive examination.   |
| Annual Review Form  | Submitted annually by August 31 <sup>st</sup><br><a href="https://forms.gle/6hNRRFd9edk4Fzcs9">https://forms.gle/6hNRRFd9edk4Fzcs9</a>  |
| Submission of written research prospectus to the Department   | Must be done prior to the oral comprehensive examination and submitted with a prospectus form signed by the Committee.<br><a href="https://poultry.caes.uga.edu/content/dam/caes-subsite/poultry/documents/grad-student-page/22-Prospectus-Approval-Form.pdf">https://poultry.caes.uga.edu/content/dam/caes-subsite/poultry/documents/grad-student-page/22-Prospectus-Approval-Form.pdf</a> |
| Departmental Progress Seminar   | Before oral and comprehensive written exams<br>Can be satisfied by seminar given in POUL 8100   |
| Application for admission to candidacy for doctoral degrees<br>Graduate Coordinator Assistant submits<br><i>Comprehensive Exam Announcement (G118)</i><br><b>The Grad Coordinator Assistant submits</b> | After passing the written and oral comprehensive examinations. <b>Remember to request an announcement of the oral exam from Dr. Navara or Kim K. at least 2 weeks prior to the exam.</b> After the exams, submission of the Application for Admission to Candidacy can be done and must be approved at least 2 semesters prior to graduation.   |
| Submit oral exam skills assessment form   | Immediately after the oral exam.<br><a href="https://forms.gle/oVLdCcptD3orEZDD7">https://forms.gle/oVLdCcptD3orEZDD7</a>   |
| Final departmental research seminar   | Must be done prior to the final defense   |
| Application for Graduation<br>Done in Athena  | Must be done by the Friday of the second full week (first full week for Summer) of the semester in which the Student intends to graduate.   |
| Submission of unapproved dissertation to Committee  | MUST be done at least two weeks prior to the final defense  |

## Forms and Deadlines DOCTORAL STUDENTS (Graduate School and Department Combined) - continued

| Form   | Due Date  |
|--|---|
| Announce Defense to Grad School<br>Grad Assistant does this<br><br><i>Dissertation Defense Announcement (G119)</i><br><br><b>The Grad Coordinator Assistant submits and sends ListServ</b> | <b>At least 2 weeks prior</b> to the defense. Provide the following via email to <a href="mailto:kimk@uga.edu">kimk@uga.edu</a><br><br>Date, Time, Room, and Title<br><br>Secure your defense space using the Department RSVP system.<br><br>Provide details about your defense:<br>Your 81#,<br>Your degree (MS or Ph.D.),<br>Your major professor <b>and</b> committee members. |
| Defend Thesis<br>Submit <i>Approval Form for Doctoral Dissertation and Final Oral Examination (G164)</i> to the Grad School<br><b>Grad Coordinator Assistant submits</b>                   | This is the semester you plan to graduate   |
| Submission of the approved dissertation to the Graduate School<br>Submit <i>ETD Submission Approval (G129)</i> to Grad School  | Due the last day of classes of the semester in which the Student intends to graduate (and for Ph.D. students, after passing the oral comprehensive examination)   |
| Complete Termination Checklist and Exit Survey<br><br><b>Sent by Grad Coordinator Assistant</b>  | Exit Survey: <a href="https://docs.google.com/forms/d/1KN-4Zyz_XuKu61LMAohy9u_TbGroYFe1qlyfk-KXkqE/edit">https://docs.google.com/forms/d/1KN-4Zyz_XuKu61LMAohy9u_TbGroYFe1qlyfk-KXkqE/edit</a>  |

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

## GENERAL INFORMATION FOR ALL STUDENTS

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

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

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

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

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

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

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

**Teaching Requirements:** The Department feels it is valuable for students to obtain teaching experience. All students on a third-time assistantship will be required to assist with at least one course per year. For students on individual student or faculty assistantships, this will be at the discretion of the Faculty Member.

**Grade Point Average Requirements and Probation:** Students are required to maintain a grade point average (GPA) of 3.0. Students with a cumulative graduate course average below 3.0 are sent a letter of warning that must be signed by the Major Professor and Graduate Coordinator. If the GPA remains below 3.0 for an additional semester, the Student is placed on academic probation, during which the Student must maintain a 3.0 GPA every semester until the cumulative GPA is above 3.0. If the GPA of any semester is below 3.0 while the Student is on probation, the Student will be dismissed. In addition, it is a departmental rule that if after one semester on probation (exclusive of the summer semester), the Student is still on probation, the departmental assistantship will be terminated. A 3.0 cumulative GPA is required for admission to candidacy and graduation application.



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

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

Appeals of academic matters should be referred to the

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

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

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

**Animal Care and the Institutional Animal Care and Use Committee:** It is of the utmost importance that all researchers in the UGA community (including graduate students) treat and care for research animals with respect and according to the guidelines set by the Institutional Animal Care and Use Committee (IACUC). The Student is responsible for ensuring that all research activities they are conducting are part of a protocol (AUP) approved by IACUC. Students are encouraged to write and submit the AUP for their projects when possible to provide experience in creating an animal use and care protocol; however, the Major Professor is responsible for the quality of all protocols submitted to the Institutional Animal Care and Use Committee.

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

**Departmental Seminars:** All students are expected to attend departmental seminars unless there is a conflict with classes or occasionally with research schedules. In addition, students are welcome to suggest and invite potential departmental Speakers to participate in the departmental seminar schedule each semester. Funds to support the travel of Speakers are subject to availability and must be requested from the Department Head via the Graduate Coordinator's Assistant.

**Meeting Attendance and Travel (MS thesis and Ph.D. only):** Students are encouraged to attend and present at national, regional, and state scientific meetings (e.g., The Poultry Science Association, the International Poultry Exposition, etc.). Departmental travel funds may be available for students who present posters or oral presentations at professional meetings. These funds must be requested from the Department Head and are subject to availability. There are also opportunities to earn funding for travel through the annual competition at the Graduate Research Forum and through the incentives for publication (see below for details).

There are also two Graduate School sources of travel: 1. Graduate Student Travel which funds students on a competitive basis that apply for funds from the Graduate School. Students must have a 3.5 GPA and must be presenting thesis or dissertation work at a meeting within the Continental U.S. 2. Doctoral Student Travel Grants for doctoral students at an advanced stage of their careers wishing to travel to present dissertation research.

Information for these opportunities is available at: <http://grad.uga.edu/index.php/current-students/financial-information/travel-funding/> .

**Annual Graduate Research Forum (MS thesis and PhD only):** Each year, the department holds a Graduate Research Forum, where students present their work through either a poster presentation or an oral presentation. Oral presentation slots are limited and are granted through a competitive application process. Research presented in this competition can be preliminary and can also be something that you have presented previously at a conference. The purpose of this forum is to allow interactions among students and faculty, and to give you additional practice presenting your work. Participation is mandatory for all MS thesis and PhD students each year.

**Manuscript and Grant Writing (MS thesis and PhD only):** In addition to writing a thesis or dissertation, students are strongly encouraged to prepare manuscripts suitable for submitting their findings to academic journals for publication and grant proposals to national and local organizations to help fund their research.

To encourage publication of your work, the department offers a \$500 incentive to students who are first authors on publications of work produced during their time at UGA. This incentive *can* apply to more than one article published. These funds can be used for travel (i.e. to IPPE, PSA or other conferences/learning opportunities) for lodging, airfare, or per diem costs, or funds can also be used to cover student fees. Approval to cover travel is needed prior to the travel dates.

To apply for this incentive:

1. Send the link (where available) to the paper/article, along with the details of the paper/article: Article Name, Publication Name, Publication Date, Co-Authors to Dr. Applegate, Department Head ([applegt@uga.edu](mailto:applegt@uga.edu)), copying Stacy Minie ([stacy.mclaine@uga.edu](mailto:stacy.mclaine@uga.edu)) in the Business Office and your Major Professor
2. Dr. Applegate will reply to all in the email approving the Funds

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

**Poultry Science Graduate Student Organization:** Graduate students in the Department are encouraged to participate in the Poultry Science Graduate Student Organization. This group organizes special discussion, fundraisers and seminars. In addition, in the Fall, this group will assist in organizing an annual "Welcome Back" event for all graduate students in the Department.

### **Working Environment**

- a) **WORK AREA:** While students will tend to do most of their research in facilities assigned to their Major Professor, they are encouraged to broaden their research experience by the use of instrumentation in other areas of the Department. To do so, the Major Professor should obtain permission from the individual responsible for the instruments and seek training in their use. A malfunctioning instrument should be brought to the attention of the responsible Faculty Member, so repair can be initiated. The instruments, and the surrounding environs, should be left as clean or cleaner than they were when work was begun.
- b) **WORKING HOURS:** Maintaining of "normal working hours" similar to those of technicians and faculty are expected and will greatly enhance students' potential for making satisfactory progress toward meeting the objectives of their research. The nature of the research with birds often requires students to spend time in the lab in the evening

and on weekends. Students should be especially aware of safety precautions while working in the laboratory alone.

- c) **RESEARCH SUPPLIES:** During the course of their research program, students will need certain materials, supplies, and equipment. Any requests for materials, etc., initiated by students must be signed by their Major Professor before they are submitted. If possible, order items from the Central Research Store or from a vendor currently under contract with the University in order to obtain the lowest prices. Please be advised that it may take an extended period of time to receive items that have been ordered.
- d) **DESK:** Every attempt will be made to provide each Student with a desk in a comfortable work environment.
- e) **NOTEBOOKS, ETC.:** Notebooks, pens, pencils, graph paper, etc., are available for research purposes from the Business Office Staff.
- f) **PHOTOCOPIER:** The departmental photocopier is available for reproducing articles and other materials pertaining to research. You will be given an access number for photocopying from the Graduate Coordinator's Assistant.

**Background in Poultry Science:** Students who do not have a strong background in poultry science or avian biology are expected to acquire this knowledge. The Advisory Committee shall determine the need for acquiring it and the method whereby it will be acquired.

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

### **The Department's Hardship Funds for Students Guidelines:**

#### **Updated 6-6-23**

In the event an unexpected financial hardship falls on a student, the Department will consider assistance by paying student fees.

The steps to this process:

1. Apply to the Grad School's Student Hardship Assistance and obtain documentation of the award or denial. Visit <https://grad.uga.edu/graduate-student-emergency-fund/> for more information.
2. Provide documentation of the financial need to your Major Professor.
3. The Students Major Professor/Faculty will compose a memo to the Department Head,

copying the Department Admin Assistant, explain the circumstances of the need, attach the Grad School documentation and paperwork, and any other documentation provided, provided about the financial hardship (see 1 and 2 above), along with a recommendation that assistance be provided.

4. At the Department Head's sole discretion, funds covering all or part of the Students Fees will be applied to the Student Account for Fall & Spring Semesters.
5. The Department Admin Assistant will be the record keeper of awards and will coordinate with the Business Manager.
6. Deadlines for consideration are June 30th and November 15th.
7. As more pressing financial issues arise, please work with your Major Professor to bring this to the attention of the Department Head and the Department Administrative Assistant

### **Mental Health Resources**

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

## **M.S. DEGREE REQUIREMENTS – THESIS OPTION**

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

- 1. Form an Academic Committee:** The Academic Committee for M. S. students must be established by the end of the first semester. The Graduate School requires committees for M.S. degree candidates to consist of three members. Two of those members, including the Chair, must be members of the Graduate Faculty at UGA. The remaining member may be non-Graduate Faculty at UGA or a non-UGA Faculty with a terminal degree in his or her field of study. If the Committee consists of more than three Committee Members, the majority must be Graduate Faculty at UGA.
- 2. Create a Program of Study:** The program of study for M.S. degrees should be submitted by the end of the first semester. The following are the requirements to be included in the M.S. degree plan of study:

### **Graduate School Requirements:**

- 1 hour of GradFIRST credit taken during the first two semesters of starting the program.
- 12 hours of Graduate-only coursework. Graduate-only courses lower than 8000-level must be marked with a "\*" on the plan of study.
- 9 hours of additional graduate coursework **exclusive of** POUL 7000 (thesis research) or 7300 (thesis writing)
- Minimum of 3 hours of POUL 7300 (thesis writing)
- 6 hours of additional coursework (can inc. POUL 7000) to total 30 hours

### **Additional Departmental Requirements:**

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

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

- 3. Give a Departmental Progress Seminar:** Each Student must give a progress seminar that is open to all members of the Department. These seminars should be given before the end of the Student's first year. These progress seminars will be assessed by three Faculty Members to be chosen by the Student's Major Professor using the form link: <https://forms.gle/BRRwj6CJLrMu7fdeA>. These Faculty Members cannot be part of the Student's Advisory Committee. The completed forms are to be turned in to the Graduate Coordinator after completion of the seminar.

## **M.S. DEGREE REQUIREMENTS – THESIS OPTION – cont'd**

- 4. Prepare and Disseminate the Thesis to the Committee Members:** The thesis can be written in either traditional style or manuscript style. Traditional style includes an introduction, literature review, materials and methods, results, discussion, conclusion, literature cited, and figures and tables as appropriate to the Student's discipline. The manuscript style allows the compilation of previously prepared manuscripts. The introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. ***Thesis drafts MUST be submitted to Committee Members at least two weeks prior to the oral defense date.***
- 5. Schedule a Departmental Exit Seminar Date:** Each finishing Student is required to present his/her work to the Department in the form of a departmental seminar. This seminar should be scheduled prior to the oral defense, and an effort should be made to allow all Committee Members to attend. These progress seminars will be assessed by three Faculty Members to be chosen by the Student's Major Professor. These Faculty Members cannot be part of the Student's Advisory Committee. The completed forms are to be turned in to the Graduate Coordinator after completion of the seminar.
- 6. Schedule an Oral Defense Date with the Graduate School:** The oral defense must take place after all courses on the plan of study have been satisfied, and all Committee Members have reviewed the thesis. All Committee Members must be present for the duration of the oral defense. If a Committee Member cannot be present, he/she may participate via video chat or conference call. The Graduate Coordinator must be notified of the upcoming defense at least two weeks prior to the defense date via email, copying the Coordinator's Assistant. The Graduate Coordinator or Assistant will submit the form to schedule this date with the Graduate School. Be sure to notify the Graduate Coordinator and Assistant if the date changes for any reason. The oral defense is open to all faculty and invited students. The Student will field questions from Committee Members and other Faculty Members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, you must submit an Approval Form for Master's Thesis and Final Oral Examination to the Graduate School. In addition, the major professor will fill out the Poultry Science Graduate Student Skills Assessment Questionnaire (Appendix 5).
- 7. Submit a Thesis Draft to the Graduate School for a Format Check:** Theses should be formatted according to the Graduate School Thesis and Dissertation Guide, found at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/> . Care should be taken to conform to this guide as much as possible. The initial format check is due by mid-November during the Fall semester and mid-April during the Spring semester. See the Graduate School website for exact deadlines each semester; as they fluctuate.



## M.S. DEGREE REQUIREMENTS – THESIS OPTION – cont'd

8. **Submit a Final Thesis Version to the Graduate School:** After making the changes recommended by both the Graduate School and the Committee Members, five official copies should be submitted to the Graduate School.
9. **Apply to the Graduate School for Graduation:** All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). You can apply online here: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/> .

## MS DEGREE REQUIREMENTS: NON-THESIS OPTION

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

1. **Change from UPG Status (if applicable):** Students initially admitted as Unclassified Post-Graduate Students (UPG) should request a change in status from UPG to a prospective candidate working towards a degree as soon as they have completed all prerequisite requirements.
2. **Form an Academic Committee:** The Academic Committee for M. S. students must be established by the end of the first semester. The Graduate School requires committees for M.S. degree candidates to consist of three members. Two of those members, including the Chair, must be members of the Graduate Faculty at UGA. The remaining member may be non-Graduate Faculty at UGA or may be a non-UGA faculty with a terminal degree in his or her field of study. If the Committee consists of more than three Committee Members, the majority must be Graduate Faculty at UGA.
3. **Create a Program of Study:** The program of study for M.S. degrees should be submitted by the end of the first semester. The following are the requirements to be included on the M.S. degree plan of study:

|   |
|---|
| <b>Core:</b>  |
| 1 GradFIRST course within first two semesters of beginning the program (1 hour)   |
| A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L) |
| POUL 8120 – (3 hours – Scientific Writing & Literature retrieval)   |
| 3 hours graduate level course in applied statistics (e.g., STAT 6210 or FANR 6750)  |



**MS DEGREE REQUIREMENTS: NON-THESIS OPTION – cont'd**

|   |
|---|
| <b>Specialty:</b>   |
| 9 hours from the following list of courses: (POUL 6060, POUL 6200, POUL 6860, POUL 8333, POUL 8150, POUL 6300, ANNU 6370)   |
| <b>Experiential Learning Credits:</b>   |
| 3 hours POUL 7001 – Independent Research for Non-thesis students – Students <u>must</u> conduct a research project with a Faculty Member.                                 |
| 6 hours POUL 8310 – Poultry Science Graduate Internship – Students <u>must</u> write a written report that will be approved by Committee and submitted to the Department. |
| 1-2 additional credit hours of graduate coursework, making sure to total 12 hours of graduate only credit   |
| Minimum Total Credit Hours: 30  |

- 4. Schedule an Oral Defense Date with the Graduate School:** The oral defense must take place after all courses on the plan of study have been satisfied and all Committee Members have reviewed the thesis. All Committee Members must be present for the duration of the oral defense. If a Committee Member cannot be present, he/she may participate via video chat or conference call. The Graduate Coordinator and Assistant must be notified of the upcoming defense at least two weeks prior to the defense date. The Graduate Coordinator or Assistant will submit the form to schedule this date with the Graduate School. Be sure to notify the Graduate Coordinator and Assistant if the date changes for any reason. The oral defense is open to all Faculty and invited students. The Student will field questions from Committee Members and other Faculty Members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, you must submit an Approval Form for Master's Thesis and Final Oral Examination to the Graduate School. In addition, the major professor will fill out the Poultry Science Graduate Student Skills Assessment Questionnaire <https://forms.gle/gDRHi3shmYthnQTk8>.
- 5. Apply to the Graduate School for Graduation:** All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). You can apply online here: <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/> .

## PH.D. DEGREE REQUIREMENTS

***The following are the steps that must be taken to obtain a Ph.D. degree from the Department of Poultry Science:***

1. **Form an Academic Committee:** The Academic Committee for doctoral students must be established by the end of the first year of residency. The Graduate School requires committees for doctoral degree candidates to consist of three UGA Graduate Faculty Members. The Department requires one additional Faculty Member that may or may not be Graduate Faculty at UGA. These members may be non-Graduate Faculty at UGA or may be non-UGA Faculty with a terminal degree in his or her field of study. Thus, a total of 4 Committee Members, including the Committee Chair, are required. If the Committee consists of more than five Committee Members, the majority must be Graduate Faculty at UGA. The doctoral form for formation of an Academic Committee can be found at: <http://grad.uga.edu/index.php/current-students/forms/> .
2. **Create a Program of Study:** The program of study for doctoral degrees must be submitted to the Graduate School before the oral comprehensive examinations are scheduled. The form for the final program of study can be found at: <http://grad.uga.edu/index.php/current-students/forms/> .

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

### **Graduate School Requirements:**

- 1 hour of GradFIRST credit taken during the first two semesters of beginning the program.
- 16 hours or more of 8000-9000 level courses exclusive of POUL 9000 (dissertation research) or 9300 (dissertation writing)
- Minimum of 3 hours of POUL 9300 (dissertation writing)
- Additional graduate coursework, including POUL 9000, to total 30 hours total of graduate-level coursework.

### **Departmental Requirements:**

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

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

## PH.D. DEGREE REQUIREMENTS – cont'd

3. **Submit a Research Prospectus to the Department:** The Department requires doctoral students to submit a research prospectus that has been approved by all members of the Committee. This should be submitted by the third semester of the doctoral program and **MUST** be submitted prior to the oral comprehensive exam. Students must also submit with the prospectus the Prospectus Approval form (see Appendix 8) signed by the Committee. Students will not be allowed to advance to candidacy without this form.
  
6. **Give a Departmental Progress Seminar:** Each Student must give a progress seminar that is open to all members of the Department. This seminar must be completed before the oral and comprehensive written exams. These progress seminars will be assessed by three Faculty Members to be chosen by the Student's Major Professor. These Faculty Members cannot be part of the Student's Advisory Committee. The form can be found here and must be submitted after completion of the seminar:  
<https://forms.gle/BRRwj6CJLrMu7fdeA>
  
4. **Schedule and Complete Written Preliminary Examinations:** Written examinations will likely include material from the completed coursework documented in the plan of study, however, each Committee Member may have a different style or content of questioning. There is no rule regarding the number of questions required/allowed from each Committee Member or the time frame allowed to answer the questions. Ask each individual Committee Member for details about his/her questioning style.
  
5. **Schedule and Complete Oral Comprehensive Examination:** The oral comprehensive exam will likely include general knowledge in the field of study, however, there is no standard question content and/or style, so individual Faculty Members should be approached regarding his/her question style. The written preliminary examinations must be passed prior to the oral comprehensive examination. ***The Graduate Coordinator or the Graduate Coordinator's Assistant must be notified of the upcoming oral comprehensive exam date at least 2 weeks in advance.*** The Graduate Coordinator or Assistant will submit the form to schedule this date with the Graduate School. Be sure to notify the Graduate Coordinator and Assistant if the date changes for any reason. The oral defense is open to all Faculty and invited students. The Student will field questions from Committee Members and other Faculty Members that wish to participate. At the completion of the exam, the major professor must submit the Ph.D. Oral Examination Skills Assessment Form: <https://forms.gle/oVLdCcptD3orEZDD7>
  
6. **Submit the Application for Admission to Candidacy:** Once the written and oral exams have been passed, the Student should submit the Application for Admission to Candidacy found at: <http://grad.uga.edu/index.php/current-students/forms/> . Upon approval, the Student is now a doctoral candidate.

## PH.D. DEGREE REQUIREMENTS – cont'd

7. **Prepare and Disseminate the Dissertation to Committee Members:** The thesis can be written in either traditional style or manuscript style. Traditional style includes an introduction, literature review, materials and methods, results, discussion, conclusion, literature cited, and figures and tables as appropriate to the Student's discipline. Manuscript style allows the compilation of previously prepared manuscripts. The introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals. ***Dissertation drafts MUST be submitted to Committee Members at least two weeks prior to the oral defense date.***
  
8. **Schedule a Final Departmental Exit Seminar Date:** Each finishing Student is required to present his/her work to the Department in the form of a Final Departmental Exit Seminar. This seminar should be scheduled prior to the oral defense, and an effort should be made to allow all Committee Members to attend. These progress seminars will be assessed by three Faculty Members to be chosen by the Student's Major Professor. These Faculty Members cannot be part of the Student's Advisory Committee. The form can be found here and must be submitted after completion of the seminar:  
<https://forms.gle/BRRwj6CJLrMu7fdeA>
  
9. **Schedule an Oral Defense Date with the Graduate School:** The oral defense must take place after all courses on the plan of study have been satisfied and all Committee Members have reviewed the thesis. All Committee Members must be present for the duration of the oral defense. If a Committee Member cannot be present, he/she may participate via video chat or conference call. The Graduate Coordinator and Assistant must be notified of the upcoming defense at least two weeks prior to the defense date.

The Graduate Coordinator or Assistant will submit the form to schedule this date with the Graduate School. Be sure to notify the Graduate Coordinator and Assistant if the date changes for any reason. The oral defense is open to all faculty and invited students. The Student will field questions from Committee Members and other Faculty Members that wish to participate. In addition, the approval of the thesis will be discussed. After successful completion of the oral exam, an Approval Form for Doctoral Dissertation and Final Oral Examination (<http://grad.uga.edu/index.php/current-students/forms/>) will be filled out and submitted to the Graduate School. In addition, the student's major professor must fill out the Poultry Science Graduate Student Skills Assessment Questionnaire <https://forms.gle/gDRHi3shmYthnQTk8>.

## PH.D. DEGREE REQUIREMENTS – cont'd

- 10. Submit a Dissertation Draft to the Graduate School for a Format Check:** Theses should be formatted according to the Graduate School Thesis and Dissertation Guide, found at <http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>. Care should be taken to conform to this guide as much as possible. The initial format check is due by mid-November during Fall semester and mid-April during Spring semester. See the Graduate School website for exact deadlines each semester, as these deadlines change.
- 11. Submit a Final Dissertation Version to the Graduate School:** After making the changes recommended by both the Graduate School and the Committee Members, five official copies should be submitted to the Graduate School.
- 12. Apply to the Graduate School for Graduation:** All students wishing to graduate must submit an application for graduation by the deadline outlined by the Graduate School each semester (no later than the Friday of the second week of the semester you intend to graduate). This can be done online at <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/application-for-graduation/>.

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### "DIRECT" PHD ADDITIONAL REQUIREMENTS

Some students elect to pursue a doctoral degree without first completing a master's degree. This situation is reserved for exceptional students with a clear aptitude for the field of study. Students currently pursuing a master's degree may switch to a "direct" doctoral program if their Major Professor determines that they have the potential to thrive in a Ph.D. program.

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

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

#### Graduate School Requirements:

- 1h of GradFIRST credit taken within the first two semesters of beginning the program.
- 16 or more hours of 8000-9000 level courses exclusive of POUL 9000 (dissertation research) or 9300 (dissertation writing)
- 4 hours of coursework open only to graduate students. (courses that are not 8000 or 9000-level should be designated with an "\*" on the plan of study)
- A minimum of 3 hours of POUL 9300 (dissertation writing)
- Additional graduate coursework including POUL 9000 to total 30 hours total of graduate-level course work.

## "DIRECT" PHD ADDITIONAL REQUIREMENTS – cont'd

### Departmental Requirements:

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

## DOUBLEDAWG PROGRAM REQUIREMENTS

### Program Overview

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

### Admission Requirements

Completion of and passing grade in CHEM 2212 and 2212L

Minimum GPA of 3.2

Letter from a Faculty Member agreeing to serve as your research Major Professor

### Procedure for Application to the Dual Degree Pathway:

- **Student must 1<sup>st</sup> find a potential Mentor.** Admission is contingent on the Student finding a Faculty Member who will agree (and provide a letter to this effect) to serve as the major research Major Professor.
- Applications are due **June 1<sup>st</sup>**, following the 2<sup>nd</sup> year of the undergraduate academic program. Students beyond this point are not eligible.
- Students will be required to submit the following:
  - An unofficial transcript
  - A curriculum vitae
- Three letters of recommendation to Kim Kotkiewicz, KimK@uga.edu
- The prospective Mentor must also submit a letter of agreement by the June 1<sup>st</sup> due date.
- Decisions will be made before the start of the next Fall semester. If admitted, students are still undergraduate students, but they can be granted permission to take graduate-level courses.

### Admission to the Graduate Program

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

- Applications for this are due by **July 1<sup>st</sup>** of your 4<sup>th</sup> year in the undergraduate program

### Procedure for Application to the Dual Degree Pathway - continued:

- Students will be required to submit the following:
  - o An unofficial transcript (GPA minimum = 3.2)
  - o GRE scores (GRE minimum = 302 combined verbal and quantitative scores)
  - o A Statement of Research

### To Remain in the Program:

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

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

In order to take undergraduate courses, permission for each course must be requested from the Graduate School. See Appendix 7 for that form.



## APPENDIX 1: Steps for Master’s Degree – Thesis Track in Poultry Science

- 1. Establish a Committee and have the first meeting by the end of the first semester. The total number of members must be 3 (including your Major Professor as Chairperson. 2 members of the Committee must be Graduate Faculty, and only 1 can be from outside of UGA.
- 2. Submit the program of study to the Graduate School. Below is the outline of requirements for the degree:

| <b>30h of Graduate Level Courses</b>                                     |   |   |   |  |
|--|---|---|---|--|
| <b>1h<br/>GradFIRST<br/>course</b>                                       | <b>12h Grad-only courses</b>  | <b>9h grad<br/>courses</b>  | <b>POUL 7300</b><br>(at least 3<br>hours) | <b>Additional<br/>graduate<br/>coursework<br/>to add up to<br/>30 hours<br/>total</b><br>(can use POUL<br>7000 &<br>additional<br>POUL 7300<br>hours for this) |
| Taken within<br>the first two<br>semesters of<br>starting the<br>program | Prof Dev.<br>Course (1-3 hour)<br>POUL 8100<br>(1 hour)<br>POUL 8120<br>(3 hour)<br>One Statistics course (3 hours)<br><br>Other grad-only courses<br>(7 hours) | (excluding<br>POUL 7000 &<br>7300,<br>do not have to<br>be grad only) |   |  |

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

- 3. Give Progress Seminar (Before the end of the first year)
- 4. Thesis submitted to and approved by the Major Professor and Committee at least 2 weeks prior to the oral defense. Thesis must include:
  - Introduction
  - Literature Review
  - Chapters in either traditional or manuscript format
  - Concluding chapter
- 5. Give Departmental Exit seminar on thesis research.
- 6. After approval of thesis, your oral defense can be scheduled with the Committee. Notify Graduate School of date at least 3 weeks in advance.
- 7. Results of the defense must be reported at least one week prior to graduation.
- 8. Submit thesis to Graduate School for first format check.  
(Make sure to check deadlines for this on the Graduate School website.)



- 9. Submit revised thesis to Graduate School for final format check.  
(Check the deadlines on the Graduate School website).
  
- 10. Submit the electronic file containing your thesis named according to the Graduate School format and procedure described at the website below:  
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
  
- 11. Apply for graduation no later than the Friday of the second full week of classes (1<sup>st</sup> full week during the summer) in the semester of anticipated graduation.

## APPENDIX 2: Steps for Master’s Degree Non-Thesis Track in Poultry Science

1.  Establish a committee and have the first meeting by the end of the first semester. The total number of members must be 3 (including your Major Professor as Chairperson; 2 members of the Committee must be Graduate Faculty, and only 1 can be from outside of UGA.
2.  Submit a preliminary plan of study to the Committee and Graduate Coordinator. Below is the outline of requirements for the degree:

|   |
|---|
| <b>Core:</b>  |
| 1 GradFIRST course within first two semesters of beginning the program (1 hour)   |
| A graduate-level Professional Development Course (such as POUL 8050, POUL 8200, COMM 6350, FORS 8140, or FANR 8300-8300L)   |
| POUL 8120 – (3 hours – Scientific Writing & Literature retrieval)   |
| 3 hours graduate level course in applied statistics (e.g., STAT 6210 or FANR 6750)  |
| <b>Specialty:</b>   |
| 9 hours from the following list of courses: (POUL 6060, POUL 6200, POUL 6860, POUL 8333, POUL 8150, POUL 6300, ANNU 6370)   |
| <b>Experiential Learning Credits:</b>   |
| 3 hours POUL 7001 – Independent Research for Non-thesis students – Students <u>must</u> conduct a research project with a Faculty Member.                                 |
| 6 hours POUL 8310 – Poultry Science Graduate Internship – Students <u>must</u> write a written report that will be approved by Committee and submitted to the Department. |
| 1-2 additional credit hours of graduate coursework, making sure to total 12 hours of graduate only credit   |
| <b>Minimum Total Credit Hours: 30</b>   |

3.  Submit the final program of study to the Dean of the Graduate School.
4.  Oral defense can be scheduled with the Committee. Notify the Graduate School of date at least 3 weeks in advance.
5.  Results of the defense must be reported at least one week prior to graduation.
6.  Apply for graduation no later than the Friday of the second full week of classes (1<sup>st</sup> full week during the summer) in the semester of anticipated graduation.

### APPENDIX 3: Steps for Ph.D. Degree in Poultry Science

1.  Establish a committee and have first meeting by the end of first year  
Total members must be 4 (including Major Professor as Chairperson. 3 members of the Committee must be Graduate Faculty, 1 member must be from outside the Department, and only 1 can be from outside of UGA.)

2.  Submit program of study to the Graduate School. Below is the outline of requirements for the degree:

| <b>30 hours of Graduate Level Courses</b>                    |   |  |   |
|--|---|--|---|
| <b>1 hour<br/>GradFIRST<br/>course</b>                       | <b>16 hours<br/>8000-9000 level<br/>courses</b>   | <b>Additional grad courses<br/>to add up to a total<br/>of 30 hours:</b>   | <b>POUL 9300<br/>(at least 3 hours)</b> |
| Taken within the first two semesters of starting the program | Prof. Dev. Course (1-3 hours)<br>POUL 8100 (2 hours)<br>POUL 8120 (3 hours)<br>Other courses (10 hours) | STAT 6210 (3 hours)<br>STAT 6220 (3 hours)<br>Remaining 5 hours can include POUL 7000 and additional hours of POUL 7300 and do not have to be grad only) |   |

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

3.  Give Progress Seminar (Before oral and written exams)
4.  Advance to candidacy (at least 3 semesters prior to graduation)
  - A.  Submit final plan of study to The Graduate School.
  - B.  Submit a research prospectus/proposal to the Department
  - C.  Take and pass a written preliminary examination
  - D.  Notify Graduate School of completion of written examination and provide date, time, place, and Committee Members for oral examination at least 2 weeks prior to the exam
  - E.  Take and pass oral preliminary examination (no more than one dissenting vote allowed)
  - F.  Make sure residency requirements are met and apply for residency (residency requirements are 30 hours of consecutive coursework not including POUL 9300 or >15 hours of POUL 9000)
  - G.  Have proper animal use approval from IACUC for proposed work
5.  After candidacy, register for combined minimum of 10 hours of POUL 9000 or other coursework. Dissertation must be completed within 6 yrs of admission to candidacy.

### APPENDIX 3: Steps for Ph.D. Degree in Poultry Science – cont'd

6.  Dissertation submitted to and approved by Major Professor and Committee. .  
Thesis must include:
  - Introduction
  - Literature Review
  - Chapters in either traditional or manuscript format
  - Concluding chapter
7.  After approval of thesis, oral defense can be scheduled with the Committee. Notify Graduate School of date at least 2 weeks in advance.
8.  Give Departmental Exit Seminar (before final defense)
9.  Results of the defense must be reported at least one week prior to graduation.
10.  Submit dissertation to Graduate School for first format check. (Make sure to check deadlines for this on the Graduate School website.)
11.  Submit the electronic file containing your thesis named according to the format and procedures at the website below:  
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
12.  Apply for graduation no later than the Friday of the second full week of classes (1<sup>st</sup> full week during the summer) in the semester of anticipated graduation.

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

1.  Establish a committee and have first meeting by the end of first year  
Total members must be 4 (including Major Professor as Chairperson. 3 members of the Committee must be Graduate Faculty, 1 member must be from outside the Department and only 1 can be from outside of UGA.)
2.  Submit program of study to the Graduate School. Below is the outline of requirements for the degree:

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

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

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

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

5.  After candidacy, register for combined minimum of 10h of POUL 9000 or other coursework. Dissertation must be completed within 6 yrs of admission to candidacy.
6.  Dissertation submitted to and approved by Major Professor and Committee. Written assent of readiness is required by all members of the Committee. Thesis must include:  
Introduction  
Literature Review  
Chapters in either traditional or manuscript format  
Concluding chapter
7.  After approval of thesis, oral defense can be scheduled with the Committee. Notify Graduate School of date at least 2 weeks in advance.
8.  Results of the defense must be reported at least one week prior to graduation.
9.  Give departmental exit seminar (before final defense)
10.  Submit dissertation to Graduate School for first format check. (Make sure to check deadlines for this on the Graduate School website!)
11.  Submit the electronic file containing your thesis named according to the format and procedures outlined on the website below:  
<https://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>
12.  Apply for graduation no later than the Friday of the second full week of classes (1<sup>st</sup> full week during the summer) in the semester of anticipated graduation.

## APPENDIX 5

**SAMPLE PROGRAM OF STUDY**  
**AVIAN BIOLOGY BSA/ POULTRY SCIENCE MS**

| <b>YEAR 1</b>                        |              |   |              |
|--------------------------------------|--------------|---|--------------|
| <b>Fall Courses</b>                  | <b>Hours</b> | <b>Spring Courses</b>                     | <b>Hours</b> |
| 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            |
| <b>Total</b>                         | <b>14</b>    | <b>Total</b>                              | <b>15</b>    |

| <b>YEAR 2</b>                              |              |                                       |              |
|--|--------------|---------------------------------------|--------------|
| <b>Fall Courses</b>                        | <b>Hours</b> | <b>Spring Courses</b>                 | <b>Hours</b> |
| 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            |
| <b>Total</b>                               | <b>14</b>    | <b>Total</b>                          | <b>14</b>    |

**Summer Course**

POUL 4960 – Undergraduate research – 3 hours

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

**Summer Course**

POUL 4960 – Undergraduate research – 3 hours

| <b>YEAR 4</b>                           |              |                                 |              |
|---|--------------|---------------------------------|--------------|
| <b>Fall Courses</b>                     | <b>Hours</b> | <b>Spring Courses</b>           | <b>Hours</b> |
| *POUL 4300/6300 – Nutr. Immunology      | 3            | POUL 3123                       | 3            |
| POUL 3050 – Molecular Diagnostic Tools  | 3            | World Lang & Culture (GenEd IV) | 3            |
| General Elective                        | 3            | POUL 8120 – Scientific Writing  | 3            |
| CAES Elective                           | 3            | General Elective                | 3            |
| *ANNU 4370/6370 – Monogastric Nutrition | 3            |                                 |              |
| <b>Total</b>                            | <b>15</b>    | <b>Total</b>                    | <b>12</b>    |

**APPENDIX 5 – cont'd****Summer Course**

POUL 7000 – Master's Research - 3

**YEAR 5**

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

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

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



## APPENDIX 6

**SAMPLE PROGRAM OF STUDY**  
**BIOLOGICAL SCIENCES BSA/ POULTRY SCIENCE MS**

**YEAR 1**

| <b>Fall Courses</b>                  |   | <b>Hours</b> | <b>Spring Courses</b>                     |   | <b>Hours</b> |
|--------------------------------------|---|--------------|---|---|--------------|
| 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 |              |
| <b>Total</b>                         |   | <b>14</b>    | <b>Total</b>                              |   | <b>15</b>    |

**YEAR 2**

| <b>Fall Courses</b>                        |  | <b>Hours</b> | <b>Spring Courses</b>                 |  | <b>Hours</b> |
|--|--|--------------|---------------------------------------|--|--------------|
| 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            |
| <b>Total</b>                               |  | <b>14</b>    | <b>Total</b>                          |  | <b>14</b>    |

**Summer Course**

POUL 4960 – Undergraduate research – 3 hours

**YEAR 3**

| <b>Fall Courses</b>                      |  | <b>Hours</b> | <b>Spring Courses</b>                     |  | <b>Hours</b> |
|--|--|--------------|---|--|--------------|
| 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            |
| <b>Total</b>                             |  | <b>15</b>    | <b>Total</b>                              |  | <b>13</b>    |

**Summer Course**

POUL 4960 – Undergraduate research – 3 hours

**YEAR 4**

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

**Summer Course**

POUL 7000 – Master's Research – 3

**APPENDIX 6 – cont'd****YEAR 5**

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

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

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

**APPENDIX 7**



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

Instructions:

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

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

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

|                         |                           |
|-------------------------|---------------------------|
| Date                    | Student's signature       |
| Approved: _____<br>Date | Instructor Signature      |
| Approved: _____<br>Date | Department Head Signature |
| Approved: _____<br>Date | Grad School Signature     |

