

Graduate Student Handbook

Department of Poultry Science

Revised August 2025



Department of Poultry Science

College of Agricultural & Environmental Sciences

UNIVERSITY OF GEORGIA

GRADUATE STUDENT HANDBOOK
Department of Poultry Science
Revised August 2025

Table of Contents

GENERAL INFORMATION FOR ALL STUDENTS	7
Major Professor Requirement.....	7
Annual Departmental Requirements.....	7
Graduate Assistantships.....	7
Graduate Enrollment Policy.....	8
Tuition Waivers	8
Health Insurance.....	8
Grade Point Average Requirements	8
Appeals Procedure.....	9
Discrimination Policy	9
Graduate Student Hardships.....	9
UGA Well-Being Resources	10
Research Integrity & Safety Compliance	10
Working Environment	11
Travel Reimbursement.....	12
Annual Graduate Research Forum.....	13
Poultry Science Graduate Club.....	13
MASTER OF SCIENCE (MS) – THESIS OPTION DEGREE REQUIREMENTS.....	14
DOCTOR OF PHILOSOPHY (PhD) – DEGREE REQUIREMENTS.....	18
APPENDIX 1: POULTRY SCIENCE BUILDING SHARED SPACE ACCESS CONTACT LIST.....	25
APPENDIX 2: POULTRY SCIENCE BUSINESS OFFICE CONTACTS & DELEGATION FOR EXPENSE REPORT AND TRAVEL AUTHORIZATION PROCESSING.....	26
APPENDIX 3: GRADUATE-LEVEL COURSE APPLICATION FOR UNDERGRADUATE STUDENTS IN THE DOUBLE DAWGS DEGREE PROGRAM	28
APPENDIX 4: AVIAN BIOLOGY/POULTRY SCIENCE DOUBLE DAWGS PROGRAM OF STUDY	29
APPENDIX 5: BIOLOGICAL SCIENCES/POULTRY SCIENCE DOUBLE DAWGS PROGRAM OF STUDY.....	31
APPENDIX 6: DEPARTMENTAL GRADUATE PROGRAM FORMS	33

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

IMPORTANT DEPARTMENTAL CONTACTS

GRADUATE PROGRAM

Director of Graduate Studies

Dr. Laura E. Ellestad, Associate Professor
RM 210, lellestad@uga.edu, (706) 542-0387

Graduate Program Administrator

Kim Kotkiewicz, Administrative Specialist
RM 103, kimk@uga.edu, (706) 542-1337

DEPARTMENTAL TECHNICIANS¹

Second Floor Lab Communities & Shared Spaces

Brett Marshall, RM 201, brettjm@uga.edu, (765) 586-6965
Carlie Milfort, RM 201, milfort@uga.edu, (706) 542-0295
Dr. Lorraine Fuller, RM 401, alfuller@uga.edu, (706) 340-2217

Third Floor Lab Communities & Shared Spaces

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

Fourth Floor Lab Communities & Shared Spaces

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

Teaching Labs

Jamie Beauchamp, RM 132, jamiebeau@uga.edu, (706) 614-2838

¹Refer to Appendix 1 for the specific spaces and equipment each technician oversees.

BUSINESS OFFICE

Purchasing, Travel Authorization, & Expense Reimbursement²

Izzy Vicens, RM 233, isabelvicens@uga.edu, (706) 542-1371
Adrien Mason, RM 234, adrien.mason@uga.edu, (706) 542-2956

²Refer to Appendix 2 for your lab's primary Business Office contact.

Business Manager

Kerry Banks, RM 232, kerry.banks@uga.edu, (706) 542-1330

POULTRY RESEARCH CENTER

Manager

Lindsey Rackett, (770) 490-6449
lrackett@uga.edu

Assistant Manager

Jesse Hanks, (404) 771-5741
jhanks@uga.edu

Processing Facility

Dr. Brian Kiepper, Associate Professor
RM 310, bkiepper@uga.edu, (770) 402-8392

Dr. Aaron Bodie, Assistant Professor
RM 302, aaron.bodie@uga.edu, (479) 502-0854

POULTRY SCIENCE GRADUATE CLUB OFFICERS

President – Nic Mejia, jimejiaaba@uga.edu
Vice President – Manuel Arango, manuel.arango@uga.edu
Secretary – Bhargavi Kasireddy, bhargavi.kasireddy@uga.edu
Treasurer – Paniz Zarghami, Paniz.Zarghami@uga.edu
Events Coordinator – Federico Etcheverry, Federico.Etcheverry@uga.edu

GRADUATE SCHOOL & DEPARTMENTAL DEADLINES

MASTER OF SCIENCE DEGREE (MS)

Activity	Deadline ^{1,2}
Submit Advisory Committee to the Graduate School through the Enrolled Student Progress Portal .	No later than the end of the second semester and prior to submitting any other Graduate School forms
Hold Advisory Committee meetings each year. Submit online Annual Advisory Committee Evaluation Form to the Department using evaluation provided by the committee at the conclusion of the meeting.	Annually, no later than Aug 31 each year
Submit online Annual Accomplishments Form to the Department.	Annually, no later than Aug 31 each year
Enroll in POUL 8100 (Poultry Science Seminar) to give Departmental Progress Seminar .	In the second or third semester. Note: This presentation cannot serve as the Thesis Research Exit Seminar .
Submit Program of Study (G138) to the Graduate School through GradStatus .	No later than the Friday of the second full week of the semester in which the student intends to graduate ¹
Apply for Graduation in Athena .	No later than the Friday of the second full week of the semester in which the student intends to graduate ¹
Electronically submit complete Thesis draft for Format Check through ProQuest .	No later than the Monday at least six weeks prior to graduation (five weeks prior for summer graduation) ¹
Provide required information to the Graduate Program Administrator so they can publicly announce the Thesis Research Exit Seminar and submit the information to the Graduate School.	At least 3 weeks prior to the scheduled Thesis Research Exit Seminar & Final Oral Examination date
Distribute a Thesis draft that has been read and approved by the Major Professor to Advisory Committee.	No later than two weeks prior to the Thesis Defense & Final Oral Examination
Present Thesis Research Exit Seminar that is advertised to and open to the public.	Semester of graduation and prior to the closed Thesis Defense & Final Oral Examination
Closed Thesis Defense & Final Oral Examination with all members of the Advisory Committee Submit Approval Form for Master's Thesis & Final Oral Examination (for MS & MA) (G140) to the Graduate School through. Submit online Defense Skills Assessment Form to the Department using evaluation provided by the committee at the conclusion of the defense.	Semester of graduation and after the Thesis Research Exit Seminar Just before or immediately after the Thesis Defense & Final Oral Examination and must be submitted at least 3 full weeks prior to graduation ¹ Must be completed for the Director of Graduate Studies to process Approval Form for Master's Thesis & Final Oral Examination (for MS & MA) (G140) submitted to the Graduate School.
Submit final thesis as approved by the entire Advisory Committee through ProQuest and complete ETD Submission Approval (G129) form through GradStatus .	No later than three full weeks prior to graduation ¹
Complete Termination Checklist & Exit Survey sent by the Graduate Program Administrator.	

¹Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester.

²Refer to UGA's [Requirements for Master of Science \(MS\)](#) webpage for details related to degree requirements outlined by the Graduate School. Note that the Department may have additional requirements beyond what is specified by the Graduate School.

GRADUATE SCHOOL & DEPARTMENTAL DEADLINES

DOCTOR OF PHILOSOPHY DEGREE (PhD)

Activity	Deadline ^{1,2}
Submit Advisory Committee to the Graduate School through the Enrolled Student Progress Portal .	No later than the end of the first year and prior to submitting any other Graduate School forms
Hold Advisory Committee meetings each year. Submit online Annual Advisory Committee Evaluation Form to the Department using evaluation provided by the committee at the conclusion of the meeting.	Annually, no later than Aug 31 each year
Submit online Annual Accomplishments Form to the Department.	Annually, no later than Aug 31 each year
Enroll in POUL 8100 (Poultry Science Seminar) to give Departmental Progress Seminar . Enroll in POUL 8100 (Poultry Science Seminar) a second time	In the third or fourth semester Within final two semesters. Note: Students cannot take this in back-to-back semesters and the presentation during the second enrollment cannot serve as the Dissertation Research Exit Seminar .
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 and announcing the Comprehensive Examination to the Graduate School
Submit Program of Study (G138) to the Graduate School through GradStatus .	Prior to scheduling and announcing the Comprehensive Examination to the Graduate School
Provide required information to the Graduate Program Administrator so they can submit the Comprehensive Exam Announcement (G118) to the Graduate School	At least 3 weeks prior to the scheduled Oral Comprehensive Examination date
Submit Application for Admission to Candidacy for Doctoral Degrees (G162) to the Graduate School through GradStatus . Submit online Doctoral Comprehensive Exam Assessment Form to the Department using evaluation provided by the committee at the conclusion of the oral exam.	Immediately prior or just after passing the Oral Comprehensive Examination Must be completed for the Director of Graduate Studies to approve the Application for Admission to Candidacy for Doctoral Degrees (G162) form submitted to the Graduate School.
Apply for Graduation in Athena .	No later than the Friday of the second full week of the semester in which the student intends to graduate ¹
Electronically submit complete Dissertation draft for Format Check through ProQuest .	No later than the Monday at least six weeks prior to graduation (five weeks prior for summer graduation) ¹
Distribute a Dissertation draft that has been read and approved by the Major Professor to Advisory Committee	No later than two 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
Present Dissertation Research Exit Seminar that is advertised to and open to the public.	Semester of graduation and prior to the closed Dissertation Defense & Final Oral Examination
Closed Dissertation Defense & Final Oral Examination with all members of the Advisory Committee	Semester of graduation and after the Dissertation Research Exit Seminar

Submit Approval Form for Doctoral Dissertation & Final Oral Examination (G164) to the Graduate School through GradStatus. Submit online Defense Skills Assessment Form to the Department using evaluation provided by the committee at the conclusion of the defense.	Just before or immediately after the Dissertation Defense & Final Oral Examination and must be submitted at least 3 full weeks prior to graduation¹ Must be completed for the Director of Graduate Studies to process the Approval Form for Doctoral Dissertation & Final Oral Examination (G164) submitted to the Graduate School.
Submit final Dissertation as approved by the entire Advisory Committee through ProQuest and complete ETD Submission Approval (G129) form through GradStatus.	No later than three full weeks prior to graduation¹
Complete Termination Checklist & Exit Survey sent by the Graduate Program Administrator.	

¹Refer to the Graduate School's [Important Dates & Deadlines](#) webpage for exact dates relevant to each semester.

²Refer to UGA's [Requirements for Doctor of Philosophy \(PhD\)](#) webpage for details related to degree requirements outlined by the Graduate School. Note that the Department may have additional requirements beyond what is specified by the Graduate School.

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.

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 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 [Funding from the Graduate School](#) 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 1. 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 Graduate Program Administrator 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 Graduate Program Administrator 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 Graduate Program Administrator 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 2 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 Izzy Vicens (isabelvicens@uga.edu) in the business office, your Major Professor, and the Dr. Ellestad, Director of Graduate Studies.
 - b) Dr. Applegate will reply-all to indicate approval or denial of the travel funding. If approved, Dr. Ellestad 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 – Jul 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 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' 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 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.

Submit **Program of Study (G138)** to the Graduate School through [GradStatus](#) by the Friday of the second full week of the semester in which the student intends to graduate. It is the student's responsibility to ensure their committee approves this 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	POUL 7000 (up to 6h) Additional Grad Level Courses (at least 8 h)	

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 – Jul 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.

Submit **Program of Study (G138)** to the Graduate School through [GradStatus](#) by the end of the first year and prior to scheduling the Comprehensive Exams and announcing them to the Graduate School. It is the student's responsibility to ensure their committee approves this 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.

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 PhD Degree

30h of Graduate Level Courses			
1h GradFIRST (GRSC 7001)	16h 8000 or 9000 Level Courses^{3,5}	10h Graduate Level Courses⁵	3h POUL 9300⁵
Within 1 st or 2 nd Semester	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	Can include POUL 9300 (up to 6h) and POUL 9000	

Outline of Coursework Requirements for Straight PhD Degree

30h of Graduate Level Courses				
1h GradFIRST (GRSC 7001)	16h 8000 or 9000 Level Courses ^{3,5}	4h Graduate Level-Only Courses ^{4,5}	6h Graduate Level Courses ⁵	3h POUL 9300 ⁵
Within 1 st or 2 nd Semester	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		Can include POUL 9300 (up to 6h) and POUL 9000	

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 10h 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.

- 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 10h 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 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

- Brett Marshall – RM 201, brettjm@uga.edu, (765) 586-6965

Microscopy Core Lab (RM 236)

3 microscopes for histological analysis and fluorescent microscopy

- Brett Marshall – RM 201, brettjm@uga.edu, (765) 586-6965
- 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 2: 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* will be split up by faculty and departmental groups. Graduate students will use the contact assigned to your Major Professor as indicated below.*

Izzy Vicens - RM 233	Adrien Mason - RM 234
isabelvicens@uga.edu	adrien.mason@uga.edu
Instruction	All Extension Conferences
Farm	4H
Feed Mill	Chai
Processing Plant	Chen
Aggrey	Czarick
Applegate	Dunkley
Benson	Fairchild
Bodie	Kiepper
Dalloul	Ritz
Davis	
Ellestad	
Kim	
Li	
Navara	
Olukosi	
Regmi	
Selvaraj	
Tamim	
Thippareddi	

*Please delegate ALL members of the Business Office staff per the information in Appendix 3 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. Beside 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:

Authorize Users

Kimberley Kotkiewicz

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		
am41852	Mason,Adrien	Expense Report	Edit	+	-
am41852	Mason,Adrien	Travel Authorization	Edit & Submit	+	-
iav77752	Vicens,Isabel Angelina	Expense Report	Edit	+	-
iav77752	Vicens,Isabel Angelina	Travel Authorization	Edit & Submit	+	-
kkirk	Banks,Kerry A	Expense Report	Edit	+	-
kkirk	Banks,Kerry A	Travel Authorization	Edit & Submit	+	-

After Entering Expense Reports and Travel Authorizations:

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 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