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DISCLAIMER: These are departmental guidelines. The final authority for all matters contained herein is the Graduate School and current The UGA Graduate Bulletin.
An Open Letter to All Graduate Students

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

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

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

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

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

Kristen Navara
Graduate Coordinator
Department of Poultry Science
706-542-1369
knavara@uga.edu
## Forms and Deadlines (Graduate School and Department Combined)

### M.S. STUDENTS

<table>
<thead>
<tr>
<th>Form</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Advisory committee for M.S. Candidates</td>
<td>Before the end of the first semester</td>
</tr>
<tr>
<td>Committee Progress Form</td>
<td>Submitted annually by October 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Annual Review Form</td>
<td>Submitted annually by October 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Departmental Progress Seminar</td>
<td>Before the end of the first year</td>
</tr>
<tr>
<td>Submit progress seminar assessment forms</td>
<td>Immediately after progress seminar</td>
</tr>
<tr>
<td>Final departmental research seminar</td>
<td>Must be done prior to the final defense</td>
</tr>
<tr>
<td>Submit exit seminar assessment forms</td>
<td>Immediately after exit seminar</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>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.</td>
</tr>
<tr>
<td>Submission of unapproved thesis to committee</td>
<td>MUST be done at least two weeks prior to the final defense</td>
</tr>
<tr>
<td>Submission of approved thesis to the graduate school</td>
<td>Due the last day of classes of the semester in which the student intends to graduate (and for PhD students, after passing the oral comprehensive examination)</td>
</tr>
</tbody>
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### DOCTORAL STUDENTS

<table>
<thead>
<tr>
<th>Form</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Advisory committee for PhD Candidates</td>
<td>Before the end of the first year of residency</td>
</tr>
<tr>
<td>Preliminary Doctoral program of study (to graduate coordinator)</td>
<td>By the end of the first semester.</td>
</tr>
<tr>
<td>Final Doctoral program of study</td>
<td>Must be submitted before scheduling the oral comprehensive examination.</td>
</tr>
<tr>
<td>Committee Progress Form</td>
<td>Submitted annually by October 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Annual Review Form</td>
<td>Submitted annually by October 1&lt;sup&gt;st&lt;/sup&gt;</td>
</tr>
<tr>
<td>Submission of written research prospectus to the department</td>
<td>Must be done prior to the oral comprehensive examination.</td>
</tr>
<tr>
<td>Departmental Progress Seminar</td>
<td>Before oral and comprehensive written exams</td>
</tr>
<tr>
<td>Submit progress seminar assessment forms</td>
<td>Immediately after progress seminar</td>
</tr>
<tr>
<td>Application for admission to candidacy for doctoral degrees</td>
<td>After passing the oral comprehensive examination. Must be done at least 2 semesters prior to graduation.</td>
</tr>
<tr>
<td>Final departmental research seminar</td>
<td>Must be done prior to the final defense</td>
</tr>
<tr>
<td>Submit progress seminar assessment forms</td>
<td>Immediately after exit seminar</td>
</tr>
<tr>
<td>Application for Graduation</td>
<td>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.</td>
</tr>
</tbody>
</table>


| Submission of unapproved dissertation to committee | MUST be done at least two weeks prior to the final defense |
| Submission of approved dissertation to the graduate school | Due the last day of classes of the semester in which the student intends to graduate (and for PhD students, after passing the oral comprehensive examination) |

All forms can be found at: [http://gradschool.uga.edu/forms&publications/currentstudent_forms.html](http://gradschool.uga.edu/forms&publications/currentstudent_forms.html)
GENERAL INFORMATION FOR ALL STUDENTS

Annual Accomplishment Forms
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 (Appendix 4) to the graduate coordinator each year by October 1st. These reports detail all progress for the previous year, summarizing courses taken, research progress, meetings attended, papers presented and research papers submitted for publication. The form may also be found on the Poultry Science Department website.

Annual Required Committee Meetings
It is a requirement of the department for all students to meet with their advisory committees at least once a year both to ensure that the committee is actively engaged in the student’s education and to facilitate assessment of student progress. During at least one committee meeting per year, the committee will fill out the Annual Committee Evaluation Form (Appendix 5), which will be turned in to the Graduate Coordinator. At least one completed form must be submitted to the Graduate Coordinator each year by October 1st.

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

1. Graduate School Assistantship – Awarded each year on a competitive basis following nomination of the student by his/her department. Current stipends for this assistantship can be found at http://gradschool.uga.edu/financial/gsfa.html.

2. Graduate Recruitment Opportunities (GRO) assistantship – Awarded on a competitive basis to students nominated by the department that are first generation, educationally or economically disadvantaged, or have some aspects of a uniquely diverse background.

3. Presidential Graduate Fellows Program – designed to recruit PhD students, provides 5 years of support.

4. Departmental Research and Teaching Assistantship – These are awarded each semester on a competitive basis by the department of Poultry Science, and are subject to availability. Departmental assistantships will be terminated after 6 consecutive semesters for M.S. students, 9 consecutive semesters for PhD students, and 12 consecutive semesters for “direct” PhD students (including summers).

5. Research Assistantships through grants obtained by individual faculty members – research and teaching requirements are determined by the individual faculty member.

6. Research Assistantships obtained by the individual student – These are available through national and private funding agencies. For example, the National Science Foundation offers the Graduate Research Fellowship for M.S. students and the Doctoral Dissertation Improvement Grant for PhD Students.


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

**Tuition Waivers**

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

**Health Insurance**

Students with assistantships are required to participate in the UGA Mandatory Student Health Insurance plan. Administered by GM-Southwest, this plan is accident and sickness insurance policy that includes diagnosis and treatment of illness, injury, or medical conditions. If you have other insurance and wish to opt out, you must submit a waiver form to the graduate school.

See [http://www.hr.uga.edu/benefits/stuins/stuins_waiver_gmsw.html](http://www.hr.uga.edu/benefits/stuins/stuins_waiver_gmsw.html) for how to submit a waiver.

**Teaching Requirements**

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

**Grade Point Average Requirements and Probation**

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

**Appeals Procedure**

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

Appeals of academic matters should be referred to the
Office of Vice President for Instruction
308 New College
Athens, GA 30602-1695
(706)583-0690

Policies regarding appeals in the Graduate School may be obtained from the
Office of the Dean,
320 E. Clayton Street, Suite 400
or by phoning (706) 425-3111 or 425-3215

**Discrimination Policy**
The non-discrimination and anti-harassment policy is the same as that of the University and can be viewed at: [http://eoo.uga.edu/policies/NDAH-Policy.html](http://eoo.uga.edu/policies/NDAH-Policy.html).

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

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

**Meeting Attendance and Travel**
Students are encouraged to attend and present at national, regional, and state scientific meetings (e.g. The Poultry Science Association, the International Poultry Exposition, etc.). Departmental travel funds may be available for students who present posters or oral presentations at professional meetings. These funds must be requested from the Department Head and are subject to availability. There are also two graduate school sources of travel: The first is Graduate Student Travel which funds students on a competitive basis that apply for funds from the graduate school. Students must have a 3.5 GPA and must be presenting thesis or dissertation work at a meeting within the Continental US. There are also Doctoral Student Travel Grants for doctoral students at an advanced stage of their careers wishing to travel to present dissertation research. Information for these opportunities is available at: [http://gradschool.uga.edu/financial/travel.html](http://gradschool.uga.edu/financial/travel.html).
Manuscript and Grant Writing
In addition to writing a thesis or dissertation, students are strongly encouraged to prepare manuscripts suitable for submitting their findings to academic journals for publication, and grant proposals to national and local organizations to help fund their research. A list of current grant opportunities for graduate students is available on the Poultry Science Graduate Program website.

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

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

Working Environment
a) KEYS: Keys to the building and laboratories can be obtained from Marvin Atkins (Rm. 212)

b) WORK AREA: While students will tend to do most of their research in facilities assigned to their advisor, they are encouraged to broaden their research experience by the use of instrumentation in other areas of the department. To do so, the major professor should obtain permission from the individual responsible for the instruments and seek training in their use. Malfunction of an instrument should be brought to the attention of the responsible faculty member so repair can be initiated. The instruments, and the surrounding environs, should be left as clean or cleaner than they were when work was begun.

c) WORKING HOURS: The maintaining of "normal working hours" similar to those of technicians and faculty are expected and will greatly enhance students' potential for making satisfactory progress toward meeting the objectives of their research. The nature of the research with birds often requires students to spend time in the lab in the evening and on weekends. Students should be especially aware of safety precautions while working in the laboratory alone.

d) RESEARCH SUPPLIES: During the course of their research program, students will need certain materials, supplies and equipment. Any requests for materials, etc. initiated by students must be signed by their advisor before they are submitted. If possible, order items from the Central Research Store or from a vendor currently under contract with the university in order to
obtain the lowest prices. Please be advised that it may take an extended period of time to receive items that have been ordered.

e) **DESK**: Every attempt will be made to provide each student with a desk in a comfortable work environment.

f) **NOTEBOOKS, ETC.**: Notebooks, pens, pencils, graph paper, etc. are available for research purposes from the receptionist, Wilma Alwine (Room 219).

g) **TELEPHONES**: Students may use the telephone for local and long-distance, business-related calls. Please restrict the length of telephone conversations.

h) **PHOTOCOPIER**: The departmental photocopier is available for reproducing articles and other materials pertaining to research. Your major professor has an account for photocopying. Please obtain and use their number.

**Background in Poultry Science**

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

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

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

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

3. **Create a Program of Study**
   The program of study for M.S. degrees should be submitted by the end of the first semester. The following are requirements to be included on the M.S. degree plan of study:
   - 12 hours of graduate-only coursework. Graduate-only courses lower than 8000-level must be marked with a “*” on the plan of study.
   - POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 12h total above)
   - 9h of graduate coursework exclusive of POUL 7000 (thesis research) or 7300 (thesis writing)
   - Minimum of 3h of POUL 7300 (thesis writing)
   - 1h of POUL 8100 (Poultry Science Seminar)(included in 12h total above)
   - 6 credit hours of POUL 7000 or other graduate credit to total 30 hours of graduate credit.

   *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.

4. **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. 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.

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

### 6. 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.

### 7. Schedule an Oral Defense Date with the Graduate School

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

### 8. 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://www.grad.uga.edu/forms&publications/student/theses_and_dissertations.pdf](http://www.grad.uga.edu/forms&publications/student/theses_and_dissertations.pdf). 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.

### 9. 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 each with a completed Electronic Thesis and Dissertation Approval Form: [http://gradschool.uga.edu/forms&publications/student/etd_approval.pdf](http://gradschool.uga.edu/forms&publications/student/etd_approval.pdf).

### 10. 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 form can be accessed at: [https://gradschoolforms.webapps.uga.edu/form_types/1](https://gradschoolforms.webapps.uga.edu/form_types/1)
PHD DEGREE REQUIREMENTS

The following are the steps that must be taken to obtain a PhD 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 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 two additional faculty members that may or may not be graduate faculty at UGA. These members may be non-graduate faculty at UGA or may be a non-UGA faculty with a terminal degree in his or her field of study. Thus, a total of 5 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://gradschool.uga.edu/forms&publications/student/body_advcomphd.pdf](http://gradschool.uga.edu/forms&publications/student/body_advcomphd.pdf).

3. **Create a Program of Study**
   Doctoral students should submit a preliminary plan of study that has been approved by the student’s advisory committee to the graduate coordinator by the end of the first year of residence. The form for this preliminary program of study can be found at: [http://gradschool.uga.edu/forms&publications/student/body_prephdprg.pdf](http://gradschool.uga.edu/forms&publications/student/body_prephdprg.pdf).

   The final 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://gradschool.uga.edu/forms&publications/student/finalphdprg.pdf](http://gradschool.uga.edu/forms&publications/student/finalphdprg.pdf).

   The following are requirements to be included on the doctoral degree plan of study:
   - 16 or more hours of 8000-9000 level courses exclusive of POUL 9000 (dissertation research) or 9300 (dissertation writing)
   - 2h of POUL 8100 (Poultry Science Seminar) (included in the total 16h above)
   - POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 16h total above)
   - 6h of STAT 6210 & 6220 or an equivalent statistical sequence
   - 3h of an experimental design course is strongly recommended
   - Minimum of 3h of POUL 7300 (dissertation writing)
   - Additional graduate coursework including POUL 9000 to total 30 hours total of graduate-level course work.

   *The UGA graduate school does not allow the transfer of any credits from other institution for use in the PhD plan of study.*
4. **Submit a Research Prospectus to the Department**

The department requires doctoral students to submit a research prospectus describing the research that is intended for inclusion into the dissertation. This should be submitted by the third semester of the doctoral program and **MUST** be submitted prior to the oral comprehensive exam.

11. **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 completed forms are to be turned in to the graduate coordinator after completion of the seminar.

5. **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.

6. **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 must be notified of the upcoming oral comprehensive exam date at least 2 weeks in advance. The graduate coordinator will submit the form to schedule this date with the Graduate School. Be sure to notify the graduate coordinator if the date changes for any reason. The oral defense is open to all faculty and invited students. The student will field questions from committee members and other faculty members that wish to participate.

7. **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://gradschool.uga.edu/forms&publications/student/body_candphd.pdf](http://gradschool.uga.edu/forms&publications/student/body_candphd.pdf). Upon approval, the student is now a doctoral candidate.

8. **Prepare and Disseminate the Dissertation to the Committee Members**

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

9. **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 completed forms are to be turned in to the graduate coordinator after completion of the seminar.

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

11. **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://www.grad.uga.edu/forms&publications/student/theses_and_dissertations.pdf](http://www.grad.uga.edu/forms&publications/student/theses_and_dissertations.pdf). 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.

12. **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 each with a completed Electronic Thesis and Dissertation Approval Form: [http://gradschool.uga.edu/forms&publications/student/etd_approval.pdf](http://gradschool.uga.edu/forms&publications/student/etd_approval.pdf).

13. **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 form can be accessed at: [https://gradschoolforms.webapps.uga.edu/form_types/1](https://gradschoolforms.webapps.uga.edu/form_types/1)
“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 they score 4300 or better using the following equation:

\[
\text{Score} = 1000 \times \text{GPA} + \text{GRE}
\]

(GPA = undergraduate grade point average, and GRE = sum of the verbal and quantitative Graduate Record Examinations scores.)

In cases where the score obtained through the use of the formula is less than 4300, a written justification will be required from the department for admission to be approved by the Graduate School.

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

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

- 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)
- POUL 8120 or equivalent writing intensive course in which writing is assessed. (can be included in 12h total above)
- 6h of STAT 6210 & 6220 or an equivalent statistical sequence
- 3h of an experimental design course is strongly recommended
- 2h of POUL 8100 (Poultry Science Seminar) (included in the total 16h above)
- A minimum of 3h of POUL 9300 (dissertation writing)
- Additional graduate coursework including POUL 9000 to total 30 hours total of graduate-level course work.
APPENDIX 1: Requirement Checklist for Masters Degree in Poultry Science

1. Establish a committee and have first meeting by the end of first semester. Total members must be 3 (including major professor as chairperson. 2 members of the committee must be graduate faculty, only 1 can be from outside of UGA.

2. Submit preliminary plan of study to committee and graduate coordinator. Below is the outline of requirements for the degree:

- **Checklist:**
  - At least 12h of graduate only credit
  - POUL 8120 or equivalent writing intensive course where writing is assessed
  - At least 9h of other graduate courses (not POUL 7000 or 7300)
  - 3h of POUL 7300
  - Up to 6h of POUL 7000 (to bring total to 30h total)

*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. Submit final program of study to dean of the graduate school

4. Give Progress Seminar (Before end of first year)

5. Thesis submitted to and approved by major professor and committee at least 2 weeks prior to oral defense. Written assent of readiness is required by all members of the committee. Thesis must include:
   - Introduction
   - Literature Review
   - Chapters in either traditional or manuscript format
   - Concluding chapter

6. Give departmental exit seminar on thesis research.
7. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.

8. Results of the defense must be reported at least one week prior to graduation.

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

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

11. Submit the electronic file containing your thesis named according to the following format:
   lastname_firstname_middleInitial_yearMonthOfGraduation_degreeAcronym.pdf
   Submit this file to the following website:
   https://getd.libs.uga.edu/
   This must be accompanied by a signed thesis and dissertation approval form.

12. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.
APPENDIX 2: Requirement Checklist for PhD Degree in Poultry Science

1. Establish a committee and have first meeting by the end of first year
   Total members must be 5 (including major professor as chairperson. 3 members of the committee must be graduate faculty, 1 member must be from outside the department and only 1 can be from outside of UGA.)

2. Submit preliminary plan of study to committee and graduate coordinator. Below is the outline of requirements for the degree:

   - 30h of Graduate Courses
     - 16h of 8000-9000 level courses
       (Must include 2h of POUL 8100 and POUL 8120 or equivalent course (3h).
     - 11h of other graduate-level courses
       (Must include STAT 6210 & 6220 or equivalent sequence)
     - 3h of POUL 9300

   *Red indicates departmental requirements

   - 3h of POUL 9300
   - 6h STAT 6210 & 6220 or equivalent sequence
   - 5h of additional graduate coursework (including POUL 9000)

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

3. Give Progress Seminar (Before oral and written exams)

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

6. Dissertation submitted to and approved by major professor and committee. Written assent of readiness is required by all members of the committee. Thesis must include: Introduction, Literature Review, Chapters in either traditional or manuscript format, Concluding chapter.

7. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.

8. Give departmental exit seminar (before final defense)

9. Results of the defense must be reported at least one week prior to graduation.

10. Submit dissertation to graduate school for first format check. (Make sure to check deadlines for this on the graduate school website!)

11. Submit the electronic file containing your thesis named according to the following format:

   lastname_firstname_middleInitial_yearMonthOfGraduation_degreeAcronym.pdf

   Submit this file to the following website:
   https://getd.libs.uga.edu/
   This must be accompanied by a signed thesis and dissertation approval form.

12. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.
APPENDIX 3: Requirement Checklist for Straight PhD Degree in Poultry Science (without prior M.S. degree)

1. Establish a committee and have first meeting by the end of first year
   Total members must be 5 (including major professor as chairperson, 3 members of the committee must be graduate faculty, 1 member must be from outside the department and only 1 can be from outside of UGA.)

2. Initial requirement to do a straight PhD without a Masters degree:
   GPA * 1000 + GRE (verbal and quantitative) must equal > 4300. This equation uses the old GRE scoring system, so you must first convert your score on the new system before entering it into the equation. For the conversion list, go to http://gre.graduateshotline.com/gre_score_scale.html#.VAdy5dKwL9U.
   Complete form, get signatures, and submit to the graduate school.

3. Submit preliminary plan of study to committee and graduate coordinator. Below is the outline of requirements for the degree:

   - 30h of Graduate Courses
     - 20h of graduate only courses
       - (Must include 1h of POUL 8100, POUL 8120 (or equivalent) course (3h), STAT 6210 & 6220 (or equivalent).
       - 16h 8000-9000 level courses
       - 4h 8000-9000 level courses
     - 3h POUL 9300
     - 4h of additional graduate coursework (including POUL 9000)

   *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.

4. Give Progress Seminar (Before oral and written exams)

5. Advance to candidacy (at least 3 semesters prior to graduation)
   - A. Submit final plan of study to be approved by dean and graduate school
   - B. Submit a research prospectus/proposal to the department
   - C. Take a pass a written preliminary examination
   - D. Notify graduate school of completion of written examination and provide date, time, place, and committee members for oral examination at least 2 weeks prior to the exam
E. Take and pass oral preliminary examination (no more than one dissenting vote allowed)

F. Make sure residency requirements are met and apply for residency (residency requirements are 30h of consecutive coursework not including POUL 9300 or >15h of POUL 9000)

G. Have proper animal use approval from IACUC for proposed work

6. After candidacy, register for combined minimum of 10h of POUL 9000 or other coursework. Dissertation must be completed within 6yrs of admission to candidacy.

7. 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

8. After approval of thesis, oral defense can be scheduled with the committee. Notify graduate school of date at least 3 weeks in advance.

9. Results of the defense must be reported at least one week prior to graduation.

10. Give departmental exit seminar (before final defense)

11. Submit dissertation to graduate school for first format check. (Make sure to check deadlines for this on the graduate school website!)

12. Submit the electronic file containing your thesis named according to the following format:
    lastname_firstname_middleInitial_yearMonthOfGraduation_degreeAcronym.pdf
    Submit this file to the following website:
    https://getd.libs.uga.edu/
    This must be accompanied by a signed thesis and dissertation approval form.

13. Apply for graduation no later than the Friday of the second full week of classes (1st full week during the summer) in the semester of anticipated graduation.
APPENDIX 4  
Annual Graduate Student Accomplishments Report Form

Name: ________________________ Date: __________  □ M.S.  □ Ph.D.

This report serves as a record of your accomplishments and activities as a graduate student in the Poultry Science Department. It will be used by your major professor and the POUL Graduate Program, which is required to track outcomes of the overall program (aggregating the results from all students). Please include only publication or activities from October 1st of last year to September 30th this year.

Semester and year program started: ______________________

Expected graduation date: __________________________

Date of last annual committee meeting: _________________________

Graduate student requirements (refer to Official Graduate School Policy and Deadline Dates for the most up-to-date requirements at http://www.gradsch.uga.edu/)

Master of Science Degree Program  Doctor of Philosophy Degree Program

☐ Advisory committee Approved  ☐ Advisory committee approved
☐ Approved program of study on file  ☐ Preliminary program of study on file
☐ Progress seminar  ☐ Progress seminar
☐ Scheduling of defense  ☐ Approved research prospectus
☐ Exit Seminar  ☐ POUL 8100 Seminar (2h)
☐ POUL 8100 Seminar (1h)  ☐ POUL 8120 or equivalent course
☐ POUL 8120 or equivalent course  ☐ Exit seminar

PUBLICATIONS (List all published or in-press articles in research, teaching, outreach, or popular outlets)

1.

PRESENTATIONS (List all oral and poster presentations to research, teaching, outreach, or popular audiences)

1.

TEACHING (List and indicate role in any courses in which you taught, served as a TA, or provided a guest lecture)

1.

PROPOSALS WRITTEN (List any proposals for research, teaching, outreach, or service activities in which you had a lead role)

1.

AWARDS (List any awards you received for research, teaching, outreach, or service activities)

1.

WORKSHOPS (List any professional workshops you organized, or served as a presenter, or attended)

1.
**SERVICE** (List participation in professional societies, on committees, or as a reviewer for a journal or granting agency)

1.

**OTHER** (List any service as an officer for professional or campus groups, establishment of patents, etc)

____________________________________________________  ___________________________

Student Signature  
Date

____________________________________________________  ___________________________

Major Professor Signature  
Date
APPENDIX 5
Annual Committee Evaluation Form

Student: ____________________ Date: ____________________

Assessment Criteria Checklist:
- POUL 8100
- Progress Seminar
- POUL 2020 or equivalent
- STAT 6210 & 6220
- POUL 8120 or equivalent

Rating of student performance:

Please rate the student’s performance in each of the 7 categories listed below. These ratings will be used to indicate whether the student’s scientific development in these categories is commensurate with expectations for this stage (year) of their graduate training. These ratings are intended to indicate the student’s strengths as well as areas in which improvement is warranted. These ratings will also be used by the Poultry Science Department to assess the effectiveness of the graduate program.

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<tr>
<th>Learning Outcome</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Improvement Needed</th>
<th>Fails to Meet Minimal Expectation</th>
<th>Not Applicable at Present</th>
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<tr>
<td>Expertise in Field of Study</td>
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<td>Oral Communication Skills</td>
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<td>Critical Thinking and Interpretation of Data</td>
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<td>Contribution to experimental design</td>
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<td>Professional Development</td>
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<tr>
<th>Progress towards degree</th>
<th>Outstanding</th>
<th>Very Good</th>
<th>Satisfactory</th>
<th>Improvement Needed</th>
<th>Fails to Meet Minimal Expectation</th>
</tr>
</thead>
</table>

Additional Comments:

Major Professor: ____________________ Printed Name ____________________ Signature ________________ Date ________________

Student: ____________________ Printed Name ____________________ Signature ________________ Date ________________
APPENDIX 6
POULTRY SCIENCE GRADUATE STUDENT SKILLS ASSESSMENT QUESTIONNAIRE

This form is to be filled out by each voting committee member at the completion of the final defense.

Circle the number on the 1-5 scale that best describes the student’s abilities in the designated area, with 1 being the lowest and 5 being the highest proficiency:

A. Expertise of the student in his/her specific field of study:
   1    2    3    4    5

B. Knowledge in the broad field of Poultry Science and/or Avian Biology:
   1    2    3    4    5

C. Oral communication Skills:
   1    2    3    4    5

D. Written Communication Skills:
   1    2    3    4    5

E. Research skills appropriate to the field of study:
   1    2    3    4    5

____________________________________ ___________________________________
STUDENT NAME     DATE

____________________________________ ___________________________________
VOTING COMMITTEE MEMBER (PRINT)  COMMITTEE MEMBER SIGNATURE
APPENDIX 7
POULTRY SCIENCE ORAL SEMINAR EVALUATION FORM

Date: ___________________   Student Name: ___________________

Comment on the following. Use a score of 1-5 and provide reasoning for your score. (1 = poor, 5 = excellent). Additional constructive comments are also encouraged.

Definition of the problem and its importance:

Presentation of previous research in the area:

Statement of the hypothesis:

Logic and flow of the presentation:

Delivery:

Quality of visual aids:

Fielding questions:

Additional Comments: