

ANIMAL AND DAIRY SCIENCE DEPARTMENT  
GRADUATE PROGRAM POLICY & GUIDE  
THE UNIVERSITY OF GEORGIA

Revised Summer Semester 2022

PREFACE

The graduate program and policy guide for the Department of Animal and Dairy Science outlines the requirements needed to successfully complete our graduate degree programs. Although most of the guidelines are minimum requirements established by UGA Graduate School, some are Departmental. A detailed discussion of the degree requirements as set by the UGA Graduate School can be found in the Graduate School Bulletin ([www.gradsch.uga.edu](http://www.gradsch.uga.edu)). A checklist is provided in the preface of the graduate program and policy guide for students to facilitate completion of degree requirements in a timely manner. Several items on the check list require submission of a form to the Graduate School. The necessary forms and deadline dates (Advisory Committee, Program of study, Admission to Candidacy, Oral and Final Examination Reports and Application for Graduation) can be found on the graduate school web page ([http://www.grad.uga.edu/forms&publications/currentstudent\\_forms.html](http://www.grad.uga.edu/forms&publications/currentstudent_forms.html)). Most of these forms are now electronic in nature and will be routed to the appropriate individuals for the required signatures. All final forms (electronic and printed) are submitted through the Departmental Graduate Coordinator Assistant to the UGA Graduate School.

**It is the responsibility of the student to keep these forms up to date and to meet all requirements on time.** Check with your major professor or the Graduate Coordinator and Graduate Coordinator Assistant if there are any questions. Upon arrival, new students will be assigned a desk by the graduate coordinator assistant. Desk assignments cannot be changed without permission. Incoming students should notify the graduate coordinator assistant to be added to the Graduate Student e-mail list-serv ([adscgradl@listserv.uga.edu](mailto:adscgradl@listserv.uga.edu)) and the ADSC list-serv ([adstalk@listserv.uga.edu](mailto:adstalk@listserv.uga.edu)), to register online and to set up a University e-mail address. Incoming students on assistantship need to complete their financial personnel information as instructed by the departmental accountants. Graduate faculty in ADSC should make sure that they are on the graduate faculty listserv ([adscgradfac@listserv.uga.edu](mailto:adscgradfac@listserv.uga.edu)).

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## 1. GRADUATE DEGREE PROGRAMS

The Department of Animal and Dairy Science offers degree programs leading to the Master of Science in Animal and Dairy Science (MS with thesis and non-thesis options) and the Doctor of Philosophy (PhD) in Animal and Dairy Science. Emphasis during the program of study can be placed in biotechnology, breeding and genetics, meats and muscle biology, nutrition, reproductive physiology, or production and management. The department has full-time faculty members located in Athens and the Tifton Coastal Plains Experiment Station (CPES). Graduate courses in Animal and Dairy Science (ADSC), along with Biochemistry (BCMB), Cell Biology (CBIO), Food Science (FDST), Microbiology (MIBO), Poultry Science (POUL), Statistics (STAT), and Veterinary Physiology and Pharmacology (VPHY) provide most of the courses for the program of study for Animal and Dairy Science students.

There are approximately 25 graduate faculty and 65 graduate students in the Department of Animal and Dairy Science. Graduate faculty and graduate students are also located at the Coastal Plains Experiment Station (CPES) in Tifton, GA. Collaborative research programs exist with research faculty from the College of Veterinary Medicine and other College and University Departments.

Modern facilities, laboratories and equipment are in place for in depth research training in all program areas. Specialized areas of interest include a core facility for genomics and/or proteomics, the Meat Science and Technology Center, environmentally controlled large and small animal facilities, beef, dairy cattle, swine and horse research farms located in proximity to the Athens campus and dairy and beef cattle research facilities at the CPES in Tifton.

Research and teaching assistantships are available to qualified candidates in the MS (thesis seeking) and PhD degree programs and are based on availability of both departmental and research faculty grant funds. Students on assistantship support are eligible to receive a tuition waiver from the UGA graduate school. Prospective graduate students who desire financial aid may apply for assistance directly to individual faculty of the Animal and Dairy Science Department. Thesis and dissertation research programs are applied at improving food animal productivity, profitability and sustainability or using animal models for human research applications.

### **Degree Requirements**

#### **A. Master of Science in Animal and Dairy Sciences (non-thesis option)**

This is a non-thesis degree program intended to give students advanced academic and professional training in food animal production and management. Students in this degree program use it to gain advanced animal knowledge and experience to enhance their opportunities for Veterinary School admission or opportunities in extension, teaching, technical and/or laboratory support in agribusiness and pharmaceutical industries.

This degree program requires a student to achieve 30 h of graduate credit with 24 h of course work with at least 12 h of courses on the program of study being open only to graduate students and a minimum of 3 h related to a specific research project directed by their faculty mentor. This is a terminal degree program designed for those who desire advanced instruction in animal sciences but are not specifically interested in a research career. Details of recommended courses are explained below. The non-thesis option MS can be completed in 2 semesters plus 2 summer sessions.

#### **B. Master of Science in Animal and Dairy Science (thesis option)**

The MS program of study requires a total of 30 h of graduate credit including 24 h of course work with at least 12 h of courses on the program of study being open only to graduate students. MS students must have a minimum of 3 credit hours of Master's research (ADSC 7000) and 3 credit hours of Master's Thesis (ADSC 7300). A minimum of 6 h of graduate level coursework in biochemistry or related, and 4-6 h of statistics is required in the program of study. The MS thesis consists of a literature review and a least one manuscript suitable for publication in a scientific refereed journal. The thesis research for a MS in Animal and Dairy Science can be focused on biotechnology, genetics, meats and muscle biology, nutrition or reproductive physiology of laboratory or farm animals (cattle, horses and swine). The MS degree program is flexible enough to interest students who may want to consider it as a terminal degree program or those who want to use it as a preparatory step for a PhD. The MS degree is typically a 2-year program.

#### **C. PhD in Animal and Dairy Science**

The PhD degree is typically undertaken by students who have already earned a MS degree, but can also be initiated by exceptionally qualified students who have completed a bachelor's degree. The PhD program of

study requires a total 16 h of courses intended for doctoral students (>8000 level) and a minimum of 3 h each of Doctoral Research (ADSC 9000) and Doctoral Dissertation (ADSC 9300). A minimum of 6 h of doctoral level coursework in biochemistry, cell biology or genetics and 6 h of statistics are required in the program of study. The dissertation consists of a literature review and a least two to three manuscripts suitable for publication in a scientific refereed journal. Dissertation research for a PhD in Animal and Dairy Science can be focused on biotechnology, genetics, meats and muscle biology, or nutrition of laboratory or farm animals (cattle and swine). The PhD program is typically 3 years for students with an MS degree and 5 years for students with a BS degree.

2. FACULTY (Research and Teaching Interests can be found at <http://www.ads.uga.edu>)

The following is a list of ADS faculty and adjuncts who are eligible to serve as major professor for graduate students working toward the MADS, MS or PhD degrees.

Graduate Faculty at Athens and Coastal Plains Experiment Station (CPES) Campuses

Bart, Amrit	Aquaculture
Bohlen, Jillian	Applied Dairy Reproduction
Callaway, Todd	Ruminant Microbiology
Dove, C. Robert	Swine Nutrition
Duberstein, Kylee J.	Equine Nutrition
Fluharty, Francis (Head)	Ruminant Nutrition
Fontes, Pedro*	Reproductive Physiology
Gonzalez, John Michael	Muscle Biology
Henry, Darren	Ruminant Nutrition/GHG (CPES)
Henry, Francine	Ruminant Nutrition (CPES)
Karumbaiah, Lohitash	Glycobiology
Liu, Hongxiang*	Stem Cell Biology
Lourenco, Daniela L.	Breeding and Genetics
Lourenco, Jeferson	Nutrition/Metagenomics/Microbiome
Misztal, Ignacy	Breeding & Genetics
Mortensen, Luke J.	Regenerative Medicine and Engineering
Pringle, T. Dean	Meat and Muscle Biology
Rekaya, Romdhane*	Genetics & Bioinformatics
Ryman, Valerie	Dairy Health and Mastitis
Stelzleni, Alexander*	Meat and Muscle Biology
Stewart, Lawton*	Beef Cattle Nutrition and Forages
Stice, Steve	Stem Cell Biology & Genetic Engineering
Tao, Sha*	Dairy Cattle Heat Stress Physiology
Tucker, Jennifer J.	Beef Cattle Nutrition and Forages (CPES)
Turner, Kari	Equine Exercise Physiology
West, Franklin D. *	Stem Cell Biology & Genetic Engineering
Yao, Yao	Muscle Biology Gene Editing/Regulation

\* Members of the 2022 ADSC graduate committee

### 3. ADMISSION PROCEDURES

Admission to one of the graduate degree programs in ADS requires that a prospect satisfy the ADS departmental and UGA graduate school requirements, as well as **identify a major professor willing to bring the student into their lab, serve as mentor, and provide assistantship support if needed.** Admission may be denied if the applicant: 1) does not meet the UGA Graduate School criteria, 2) does not fit the criteria outlined by ADS or 3) is unable to find a major professor who is willing to serve as their mentor. The application form is available on-line through the UGA Graduate School ([www.grad.uga.edu](http://www.grad.uga.edu)) and is submitted electronically. The application is a part of the admission file that must be completed before the ADSC graduate committee will evaluate and make their recommendation on acceptance. A completed admission file consists of 1) an application form, 2) complete and official undergraduate and graduate school transcripts, 3) GRE scores (and TOEFL score for international applicants from countries that speak English as a foreign language) 4) a letter of intent or personal statement (indicating faculty mentor); and 5) three letters of recommendation.

As part of the online application to the UGA Graduate School, applicants are instructed to provide e-mail addresses of three professionals who have the ability to evaluate the candidate's potential for success in graduate school. The best recommendation letters for graduate school are likely from different individuals than might be used for admission to veterinary school or for a job. Letters should be from faculty members involved in graduate education or who have the ability to evaluate the applicant's ability to complete a graduate degree. A letter of intent or Statement of Purpose (usually one page describing the applicant's interest in earning a graduate degree and long-term career goals) should be uploaded in the portal. The Departmental admission file is established by the Graduate Coordinator Assistant and contains all admission documents and related correspondence. Once complete, the admission file will be evaluated by the ADSC Graduate Committee for acceptability into a graduate training program in ADSC. Applicants are encouraged to contact ADSC graduate faculty within their program area of interest to solicit a major Professor. If necessary, the Graduate Coordinator will contact appropriate faculty to help identify a major professor. **Prospective graduate students must identify a major professor before they can be accepted into the program.**

When a student is recommended for acceptance and a faculty member agrees to serve as major professor, the Graduate Coordinator will recommend their acceptance electronically to the UGA Graduate School. The Dean of the Graduate School makes the final decision and notifies the student in writing regarding admission. Qualified students in the MS (thesis option only) and PhD program can apply and receive an assistantship. The Graduate Coordinator or Department Head office will notify an applicant with a separate letter offering a Departmental assistantship and its stipulations. Copies of the letter of acceptance and the assistantship offer will be placed in a student's Departmental file. Once a student is accepted and in agreement to start into the program, their admission file will be maintained with all their enrolled student forms and documents during their matriculation. Students wanting to continue on a Ph.D. program after completing a MS degree in ADSC at UGA must re-apply to the graduate school for the Ph.D. program. However, they can be recommended for admittance to the PhD program with a letter of support from their current major professor and support from the graduate coordinator and may not need to solicit additional letters of recommendation.

#### **Highlights of the Application Procedure**

1. Contact faculty members with Graduate Faculty Status in ADS who can take you into their program
2. Apply to the grad school on-line (<https://grad.uga.edu/index.php/prospective-students/apply-now/>).
3. Take the GRE general test and TOEFL or IELTS if required.
4. Send transcripts from undergraduate or other graduate programs to the Graduate School.  
(Grad school has set a minimum GPA of 3.0 for admission)
5. Obtain 3 letters of reference (part of online application process).
6. Write a statement of purpose indicating why you want to do a graduate degree, the area of interest. (species, discipline) and long-term career goals.

### 4. REQUIREMENTS FOR ADMISSION

All admissions are based on a favorable evaluation as outlined above and acceptance by the Graduate School. Completed graduate school application forms and non-refundable application fee (\$75.00 Domestic, \$100.00 International), transcripts, GRE scores, TOEFL/IELTS if needed, statement of purpose,

and three favorable letters of recommendation are required. Although visitation by applicants is highly encouraged it is recognized that this may not be practical for those who are located a longer distance from UGA. **The minimum GPA for acceptance by the Graduate School is 3.0.** Applicants must have taken the General GRE exam to be considered for admission. Scores on the verbal and quantitative sections of the exam range between 130 and 170 (maximum combined = 340). The minimum GRE score that is considered for admission should be greater than the 20<sup>th</sup> percentile on both the verbal and quantitative sections of the **GRE exam or a combined total of 290** (verbal + quantitative).

Applicants for the Ph.D. degree should have completed a thesis-based M.S. program. Exceptional students, with undergraduate GPA of 3.5 or greater, may be considered for admission directly to the Ph.D. program.

**Applicants whose primary language is not English must submit official TOEFL or IELTS scores that are not more than two years old.** Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language (e.g., the United Kingdom, Australia, New Zealand) usually are not required to submit the TOEFL (or IELTS) scores. If such an applicant received the degree more than two years prior to application to the Graduate School and has been residing/working in a country where the primary language is not English, he or she must submit current scores. Some departments may require the TOEFL (or IELTS) regardless of previous educational experience. The minimum TOEFL score requirement is an overall score of 80 with at least 20 on speaking and writing. The minimum IELTS score requirement is an overall bandwidth of 6.5, with no single band (score) below 6.0.

## 5. DEGREE SPECIFIC REQUIREMENTS

-All new incoming graduate students (non-thesis MS, thesis MS, and PhD) to the University as of FALL 2022 must sign up for GradFIRST Seminar (GRSC 7001) ideally in their first semester, but no later than second semester. Animal and Dairy Sciences will offer a GRSC 7001 seminar in the Fall and Spring. The course offered by Animal and Dairy Sciences is preferred for all ADSC graduate students. To sign up for the ADSC GRSC 7001 students will need to contact the Graduate Coordinator Assistant to get a POD (permission of department) that allows them to register. ***Degree forms required by the Graduate School will not be approved by the Graduate Coordinator or Graduate School until the GradFIRST requirement is met.***

### A. NON-THESIS MASTER OF SCIENCE

All requirements as stipulated in the Graduate Bulletin must be fulfilled. Necessary forms can be accessed from the Graduate School web page ([www.grad.uga.edu](http://www.grad.uga.edu)). The program of study is developed by the student and the advisory committee during the first academic semester. Students admitted into the non-thesis degree program without an undergraduate degree in Animal Science or Dairy Science or equivalent may be required to take undergraduate courses in the major as determined by the major professor, advisory committee and/or Graduate Coordinator.

Any graduate student using University facilities must register for a minimum of three hours and must be continuously enrolled for two of three semesters a year. Graduate students must have their program of study approved by the graduate school before their intended semester of graduation. The program of study form is available on-line and should be completed during a student's first or second semester of residence.

The program of study for the non-thesis requires that a student complete a minimum of 30 semester hours consisting of at least 24 hours of course work and 3 hours of special problem (ADSC8700 or ADSC8710). Of the 24 semester hours of course work, 12 hours must come from Animal and Dairy Science and/or related graduate courses (CRSS, POUL, VPHY etc.). Students must register for 1 hr of ADSC 8800, Graduate Seminar. It is possible for non-thesis students to complete their degree program requirements in just over one year. This would require the student to enroll for the full credit hour load of 12 h for Fall and Spring semesters and a total of 9 h in 2 summer sessions. No more than 6 h of Special Problems credit can be included in a Program of Study. Research credit can be awarded as ADSC 7000 (Master's Research). Students wishing to gain teaching experience may work with ADS faculty and serve as teaching assistants. Credit for this activity is earned as ADSC 7990 (Supervised Teaching Practicum in Animal and Dairy Science, S/U graded).

The ADSC graduate faculty requires that ADSC NTMS students have the following graduate courses on their program of study:

- Students should have a minimum of 3 h of graduate credit in statistics.
- Students should have a minimum of 3 h of graduate credit in biochemistry.
- All students should register for a minimum 1 hour of ADSC 8800 and present a seminar to their discipline group/graduate committee.
- All students must register for 1 hr of GRSC 7001 in the first semester, no later than 2<sup>nd</sup> semester. The preferred course is the GRSC 7001 course offered by ADSC faculty.

Non-thesis MS students, who become interested in pursuing a MS thesis can petition the ADSC graduate committee to change their degree program from non-thesis to thesis. The ADSC graduate committee will review the student's qualifications as if they were a new admission for the program. In order to change degree program from non-thesis to thesis, the student should have ~3.5 GPA on more than 9 h of graduate course work and must have a graduate faculty person willing to serve as their advisor. It is highly recommended that a student who desires to change from non-thesis to thesis includes a supplemental letter of recommendation from their intended major Professor with their letter of petition to the ADSC graduate committee.

#### B. MASTER OF SCIENCE IN ANIMAL AND DAIRY SCIENCE (Thesis option)

All requirements for specific graduate degree programs as listed in the Graduate Bulletin must be fulfilled. All the necessary forms as required by the graduate school for enrolled students as they matriculate can be accessed from the Graduate School web page ([www.grad.uga.edu](http://www.grad.uga.edu)). The program of study is developed by the student and the advisory committee during the first academic semester. Students admitted into the MS degree program without undergraduate degrees in ADSC or related majors may be required to take undergraduate courses in ADSC as determined by the major professor, advisory committee and/or Graduate Coordinator.

Any graduate student using University facilities must register for a minimum of 3 h and must be continuously enrolled for two of three semesters a year. Students holding assistantships should register for 18 h during the Fall and Spring semesters and Summer session. Typically, MS students average 2-3 graduate lecture courses per semester in their first year and enroll in either ADSC7000 or ADSC7300 to attain a total of 18 h/Fall and Spring semesters. Students receiving assistantship support are required to assist with departmental work (such as assisting in research, teaching and recruitment programs for 14 to 20 h per week for a 35-to-50%-time assistantship, respectively), which is coordinated by their major professor, Graduate Coordinator and Department Head.

Thesis option MS students must have their program of study approved by the graduate school before their intended semester of graduation. The program of study form is available on-line and should be completed during a student's first or second semester of residence. MS graduate students are recommended to compose their program of study form only listing their minimum requirements as stipulated by the graduate school. The minimum MS program of study requirements consists of 30 total semester h consisting of at least 24 hours of graduate level course work and 3 hours of Master's Thesis (ADSC 7000) and 3 h of Master's Research (ADSC 7300). Of the 24-credit h of course work, at least 12 credit h or half of their graduate courses must be those open only to graduate students. This 12-credit h requirement does not include 4000/6000 or split-level courses or Master's Research or Thesis. A maximum of 6 h of Special Problems credit can be used on a Program of Study. Graduate students can apply to transfer up to 6 semester h of graduate coursework from other graduate school institutions by completing and submitting an on-line form. Only graduate level courses where the student was awarded a grade of "B" or better and that have not already been used towards another degree will be allowed to transfer.

Although a minimum of 3 hours of ADSC 7000 Master's Research and 3 h ADSC 7300 Master's Thesis must be included on the Program of Study, most MS students will take considerably more of these type of credit hours in order to fulfill their credit hour requirements when on assistantship.

The ADSC graduate faculty requires that ADSC MS students have the following graduate courses on their program of study:

- All students should have 4-6 h of Statistics (STAT 6315 is the preferred course).
- All students, except those in the Breeding and Genetics program area, should have a minimum of

6 h of graduate credit in biochemistry or related.

- All breeding and quantitative genetics students should have STAT 8200 and one graduate level course in BCMB, GENE, BIOL or VPHY.
- All students should register for a minimum 2 h of ADSC 8800, for presenting a research proposal seminar during their first and research results seminar scheduled during their second year.
- All students must register for 1 hr of GRSC 7001 in the first semester, no later than 2<sup>nd</sup> semester. The preferred course is the GRSC 7001 course offered by ADSC faculty.

Students can petition the ADSC graduate committee to change their program of study requirements.

### C. DOCTOR OF PHILOSOPHY (Ph.D.) DEGREE

All requirements in the Graduate Bulletin must be fulfilled. All the necessary forms can be accessed from the Graduate School web page ([www.grad.uga.edu](http://www.grad.uga.edu)). The program of study is developed by the student, the major Professor and the advisory committee during the first academic year. A preliminary program of study, developed by the major professor and the doctoral student and approved by a majority of the advisory committee, will be submitted to the graduate coordinator by the end of the student's first year of residence. The program of study should consist of 16 or more h of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study. A maximum of 6 h of Special Problems credit can be used on a Program of Study. The program of study for a student who bypasses the master's degree must contain 4 semester h of University of Georgia courses open only to graduate students in addition to 16 semester hours of 8000 and 9000 level courses. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. A preliminary program of study must be printed and submitted to the Graduate Coordinator within the first year of the Ph.D. program. The final program of study must be submitted (on-line) to the Graduate School prior to notification of the comprehensive examination. This program of study must be submitted on the proper form for approval by the advisory committee, the graduate coordinator, and the dean of the Graduate School. The final program of study must show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirement. Courses from the master's degree and courses taken at other universities should be listed in the "Relevant Master's or Other Graduate Degree Courses" section of the program of study form. The program of study must carry a minimum of 30 h of course work, 3 h of which must be dissertation writing (9300). The department should evaluate carefully and fully each doctoral student's progress and qualifications at the end of the first year of study in order to advise the student whether or not to continue in the program.

A student must register for at least 3 h each semester if university facilities or staff time are used. Students holding Departmental assistantships, Graduate School assistantships or Regents Out-of-State tuition waivers should register for 18 h during Fall and Spring semesters and the Summer session. Students who receive departmental assistantship funds are required to assist with departmental work (assistance in research or teaching for 14 to 20 h/week for a 35-to-50 %-time assistantship) as coordinated by their major professor, the graduate coordinator and the Department Head. The objective of assisting with departmental work is to provide overall training for the student. Students must register for at least 3 h during the semester of graduation. The following core courses are required on the Ph.D. Program of Study (or should have been part of the MS degree program for students continuing in the PhD):

- All Ph.D. students should have STAT 6315 and STAT 8200 or the equivalent.
- All students, except those in Breeding and Quantitative Genetics, should have a minimum of 6 h of courses in either Biochemistry (BCMB), Cell Biology (CBIO), Genetics (GENE) and Carbohydrates and Lipids (ANNU8350).
- All Breeding and Genetics students should have Computations in Animal Breeding (ADSC 8200) and Advanced Methods in Animal Breeding (ADSC 8210) or equivalent.
- All students should register for a minimum 2 h of ADSC 8800, for presenting: A research proposal seminar to their graduate committee and an exit seminar scheduled during the Departmental seminar program during their last semester of residence. Additional seminar credit is available for students who present seminars within their discipline groups.
- All students must register for 1 hr of GRSC 7001 in the first semester, no later than 2<sup>nd</sup> semester. The preferred course is the GRSC 7001 course offered by ADSC faculty.

Students can petition the ADSC graduate committee to change their program of study requirements.



## 6. PROBATION AND DISMISSAL (As required by Graduate School and ADSC)

- A. Warning status procedure
- First semester after graduate cumulative GPA drops below 3.0.
  - Registration flagged for next semester.
  - Letter to student with copy to graduate coordinator for filing.
  - Student must complete advisement form from Graduate School website ([http://www.grad.uga.edu/forms&publications/currentstudent\\_forms.html](http://www.grad.uga.edu/forms&publications/currentstudent_forms.html)) with approval of major professor and graduate coordinator.
  - Upon receiving the signed advisement form at the Graduate School, the registration flag will be moved to the next semester.
- B. Probation status
- Begins with second semester graduate cumulative GPA below 3.0. Graduate students are not permitted to hold assistantship when on academic probation unless approved by the Department Head.
  - Student must complete advisement form with approval by the major professor and graduate coordinator.
  - Upon receiving the signed advisement form the registration flag will be moved to the next semester.
  - Student will continue under probation status as long as each semester GPA is 3.0 or higher; but overall is below 3.0.
  - Students should consider re-taking courses with poor grades because the graduate school will count the highest grade when calculating a GPA.
- C. Dismissal
- Occurs if semester GPA drops below 3.0 during probation.
  - Student notified by letter with copy to the department.
  - Student's right to appeal stated in letter.
- D. Dismissal policy from the Department
- Students who are making unsatisfactory progress in their graduate program can have their assistantship support discontinued and be dismissed from the program. This requires a written consensus from the student's graduate committee that describes the grounds for these actions to be submitted to the graduate coordinator and Department head. The major professor and graduate committee should provide a student who is making unsatisfactory progress a written plan of corrective action that can be accomplished within a reasonable timeframe in order for the student to avoid losing assistantship support and/or being dismissed. The student's adherence to this corrective plan should be documented before considering this action.

## 7. STUDENT COURSE LOADS and CONTINUOUS ENROLLMENT POLICY

Degree seeking graduate students at the University of Georgia are required to register for a minimum of 3 h for at least two semesters in each academic year (fall, spring, and summer). Graduate students using University facilities and/or staff time will be required to register for a minimum of 3 h each semester. All students receiving an assistantship, or an out-of-state tuition waiver should register for 18 credit h per semester (fall, spring, and summer) during the period of the appointment. Students holding assistantships must register and pay fees before the drop-add period, otherwise they will lose their assistantship. International students and person's receiving financial aid must register for the number of hours required by those categories. You must register for a minimum of 3 h during the semester you complete degree requirements even if you were registered for the two previous semesters.

- A. Students may register for a maximum of eighteen (18) semester h without approval of the Dean of the Graduate School. To enroll for more than eighteen (18) h per semester, students must have a written recommendation from their major professor and approval of the Dean of the Graduate School.
- B. Research, teaching, or service assistantships are viewed as part of the total professional program of students and are combined with graduate courses to form full-time loads. A full course load for students who hold at least one-third, and no more than one-half time assistantships, consists of the assistantship and a minimum of 12 h of course work. These students may register for a maximum of eighteen (18) hours without approval of the Dean of the Graduate School. To enroll for more than eighteen hours per semester, they must have a written recommendation from their major

- professor and approval of the Dean of the Graduate School.
- C. Because of the intensive nature of class work in the summer sessions, a full course load for graduate students holding Departmental assistantships, Graduate School assistantships, or Regents Out-of-State tuition waiver is considered to be 9 semester h.
  - D. Full-time employees of the University of Georgia, with their supervisor's permission can take a maximum of two courses or 6 h of graduate course work during a semester. Employees can apply for tuition assistance after six months of employment (see Tuition Assistance Program at UGA).
  - E. Audits will not be counted when considering maximum and minimum course load requirements.

## 8. ASSISTANTSHIPS

- A. Selection: Prospective candidates for the MS (thesis option only) or PhD degree in the Department of Animal and Dairy Science may be considered for graduate research and teaching assistantships. **Students in the non-thesis option of the MS program are not eligible for assistantship support.** Priority for Departmental assistantships is given to those students who have been on research funded assistantships during their first year of their MS or PhD for their second year of their MS and the second and third year of their PhD. All awards will be made on a competitive basis; the following criteria are listed in approximate order of priority.
  - a. Current recipients continuing work on their advanced degree making satisfactory progress as evaluated by major professor and Department Head. Commencement of a Ph.D. program following completion of a M.S. degree is not continuation of a program; student electing to do so will be given the same consideration as other "new" students.
  - b. Scholarly achievement.
  - c. Persons applying for Graduate School and Departmental assistantships for the next academic year (Fall semester) should begin the previous November-December to have admission and assistantship applications submitted by February 15. Most assistantships are awarded several months in advance. Graduate School assistantships are awarded by the Graduate School and applications are due in January.
  - d. Recommendation of students for graduate assistantships will be made by the major professor and Graduate Coordinator to the Head of Department. Senior Faculty providing assistantship support for the first year of the students MS and PhD program will receive higher priority for their students to be placed on Departmental Assistantship during the second year on MS and the second and third year on PhD. Students selected to receive graduate assistantships will be notified by the Head of Department.
- B. Assistantship Recipients:
  - a. Assistantships are subject to annual review by the major professor. The usual maximum period a student may have a graduate assistantship will be:
 

M.S. Candidate	2 years
Ph.D. Candidate	3 years
  - b. Recipients will be expected to assist with departmental work, which is normally coordinated by the major professor and is in addition to their own research. The objective of assisting with departmental work is to provide additional training for the student.

Students on regular graduate assistantships are expected to work an average of 14 h per week, or the equivalent thereof, over and beyond the work required to earn credit for ADSC 7000/7300 and 9000/9300 or other courses for which they are registered. This work may or may not be in duties associated with the student's research problem, and may be entirely teaching or research, or a combination of teaching and research duties. In general, graduate students are expected to be at work during normal hours of operation of the University. Students should notify their Major Professor of their class and work schedules, and request approval for times they will be away from campus.

## 9. ANNUAL EVALUATIONS AND ASSESSMENT:

All graduate students will be evaluated by their major professor annually prior to the start of the calendar year. A satisfactory evaluation will be required for renewal of Departmental assistantship funding. As part of their final exam for each degree, the student's advisory committee will complete the "Graduate Program Assessment Sheet" describing the learning outcomes achieved by the student. This form is a summary of the committee's assessment of the student and is returned to the Graduate Coordinator.

## 10. TEACHING OPPORTUNITIES FOR GRADUATE STUDENTS

It is highly desirable that graduate students gain teaching experience at some time during their course of study. All students on departmental funds for their assistantship, will be required to serve as TAs at some time during their program. Students (M.S. or Ph.D.) wishing to earn credit for teaching activities can register for ADSC 7990. Teaching assistant assignments involve preparing and presenting a lecture, preparing and grading of exam papers, or assisting undergraduate students in laboratories. Once a graduate student has been assigned to a course by the department head, the extent of involvement of the student in that course should be determined by the instructor with the advice of the major professor. Standard questionnaire forms will be used to evaluate teaching effectiveness of graduate teaching assistants. Since some TAs are assigned limited teaching roles in some courses, the instructor for each course will decide which, if any, TAs are to be evaluated.

## 11. CHECKLISTS FOR STUDENTS

Action	Notes		
	MS	PHD	
GRSC 7001 GradFIRST	YES	YES	Required of all students, no later than 1 <sup>st</sup> year
ADS Annual Evaluation	YES	YES	Required of all students, due Dec 15.
Advisory Committee Form	YES	YES	Should be completed after first semester.
Program of Study	YES	YES	Should be completed after first semester. Forms are different for each degree.
Advisory Committee Form	YES	YES	MS and PhD forms different. Should be completed after first semester.
Oral and Written Comprehensive Exam	NO	YES	Graduate School must be notified 2 weeks prior to exam.
Admission to Candidacy Form	NO	YES	Filed after completion of PhD Preliminary Exam.
Application to Graduate	YES	YES	Required for all degrees. Apply on Grad School page. Due second week of semester you are planning on graduating.
Final Exam	YES	YES	Exams differ by degree. See Degree-specific notes.
Graduate Program Assessment Sheet	YES	YES	Obtain from Coordinator. Advisory Committee completes and returns to Coordinator.
Final Defense Form	YES	YES	Forms are different for each degree.

### A. STUDENTS WORKING TOWARDS THE NON-THESIS MS DEGREE

It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence:

1. A prospective candidate working towards a non-thesis MS degree should have an advisory committee approved by the Graduate Coordinator during the first or second semester of residence. The advisory committee will consist of the major professor and at least two faculty members. The major professor and at least one other person on the advisory committee must be a regular or provisional member of the graduate faculty.
2. A prospective candidate working towards a non-thesis MS degree should file a Program of Study no later than the end of the first semester of residence.
3. All non-thesis MS students must complete an Annual Evaluation after meeting with their major professor who also signs the evaluation. Completed Evaluation forms are turned in to the Graduate Coordinator by December 15 each year.
4. As part of the requirements for the non-thesis MS degree, the student must register for 3h (but not more than 6 h) of Special Problems in Animal and Dairy Science (ADSC 8700 and/or 8710). The

purpose of the Special Problem requirement is to provide an independent project for the student and additional experience in an emphasis area to facilitate their opportunities upon completing their degree program. This project should involve research, teaching or extension program areas. It can involve working directly with animals and collecting experimental data, analyzing experimental samples, developing or evaluating teaching or extension programs and or writing a literature review. The project should involve approximately 6-10 h of work per week during the semester that the student is enrolled in ADSC 8700 or 8710. The project can be conducted over multiple semesters as needed. The student is required to write a paper based on scientific method and in Journal style and submit it to their graduate committee prior to their final MADS exams. The paper is not intended to be a thesis and there is no official requirement for the paper to be published, but it is recognized that a publication or even an abstract is the best way for a student to demonstrate experience in a focus area. The project should be part of the subject material covered on the student's final exam. The project is typically directed by the student's major professor.

5. Final Examination(s). A final examination(s), both written and oral covering both the program of study and their special problem is required of all non-thesis MS candidates. Students will have both written and oral examinations. The written exam is given during the student's last semester and preferably around the mid-point of the semester. The Major Professor will request 2-5 questions from each member of the student's advisory committee. The Major Professor will consolidate these questions into one written exam and administer it to the student. The student will be given the written exam and typically allowed to complete it within one working day. A copy of the completed examination will be provided to each member of the student's committee after the student completes the exam. The main intention of the written exam is to provide subject material that is expected for the student to be prepared for and master on their oral examination. If the major professor or other committee members feel that the student has not thoroughly or satisfactorily answered any part of the written exam, they may ask the student to re-take the exam. After completion of the written exam, the final oral examination will be administered by the advisory committee, with the major professor serving as chairman. All members of the advisory committee must be present. The committee will vote to pass or fail the student after the completion of the oral examination. The student must receive a passing vote from the majority of their advisory committee to pass their exams.
6. Final Clearance. All requirements for the degree must be completed and reported in writing by the graduate coordinator to the Graduate School no later than one week prior to graduation. A student must be enrolled for a minimum of 3 h of credit the semester in which he/she completes degree requirements.

**B. STUDENTS WORKING TOWARDS THE MS DEGREE (thesis option)**

It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence:

1. A prospective candidate working towards a MS degree should have an advisory committee approved by the Graduate Coordinator during the first or second semester of residence. The advisory committee will consist of the major professor and at least two other faculty members. The major professor and at least one other person on the advisory committee must be a member of the graduate faculty.
2. A prospective candidate working towards a MS degree should file a Program of Study no later than the end of the first or second semester of residence.
3. All students must complete an Annual Evaluation after meeting with their major professor who also signs the evaluation. Completed Evaluation forms are turned in to the Graduate Coordinator by December 15 each year.
4. A prospective MS candidate should have the thesis research project proposal approved by the advisory committee by the end of the second semester of residence. In order to graduate, a student must maintain a 3.0 GPA on all courses on the Program of study. Students should present a MS thesis research proposal seminar during their first year and a second seminar on the results of their project during the second year of the program for ADSC 8800 credit.
5. MS Thesis requirements: The Graduate School style manual and Policies and Procedures for electronic thesis preparation and submittal are available online. The major professor should receive a corrected and approved draft of the thesis in time to be reviewed and edited before being delivered to the other committee members. The thesis approved by the Major Professor should be

given to the other committee members two weeks before the final thesis defense. Written assent of two of the three committee members will be required before a thesis will be approved as ready for a final defense. The thesis, signed by the major professor, must be electronically submitted to the Graduate School for a format check approximately one month before graduation a final corrected/approved version of the thesis must be submitted approximately two weeks prior to graduation. Thesis/dissertation students who do not meet deadlines for current semester graduation must register for a minimum of 3 h for next semester.

6. The MS student is required to present an exit seminar on their Thesis research as their degree program is being completed. This is typically done on the same day as the final thesis exam. The Graduate Coordinator should be notified of the seminar date, time and title at least 2 weeks prior to the defense.
7. MS Final thesis defense: A final examination mainly on the thesis is required of all MS candidates. The committee will vote to pass or fail the student, and record their actions on graduate school forms, after the completion of the oral defense. The student must receive a passing vote from the majority of their advisory committee to pass their defense. The final defense will be administered by the advisory committee, with the major professor serving as chairman. All members of the advisory committee must be present during the defense or linked to the examination by conference call or tele-video conferencing.
8. Final Clearance. All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. The major professor, advisory committee members and graduate coordinator sign the Thesis Defense and Final Exam Approval Form when the thesis defense is complete, and all required changes have been made to the thesis. A student must enroll for a minimum of three hours of credit the semester in which he/she completes degree requirements.

### C. STUDENTS WORKING TOWARDS THE PH.D. DEGREE

It is the duty of the student to see that the following steps are taken in their proper sequence.

1. Advisory Committee: Upon recommendation of the major professor and the Graduate Coordinator, the Dean of the Graduate School appoints an Advisory Committee consisting of the major professor as chairman and four additional members. One member of the committee must be from outside the Department. The chairman must be a regular member of the graduate faculty and two other members of this committee must be members of the graduate faculty. An electronic form is available on the graduate school's web page that must be completed and signed for this purpose. The Advisory Committee, in consultation with the student, is responsible for planning the student's program, approving a subject for the dissertation, and arranging preliminary and final examinations. Because of the nature of its duties, it is necessary that the Advisory Committee be appointed at the earliest possible date after the student has been admitted into the graduate program. The Advisory Committee must be appointed by the end of the student's first semester in residence. A PhD student should have the dissertation project proposal approved by the advisory committee by the end of the second semester of residence. Students should present a PhD dissertation research proposal seminar for ADSC 8800 during their first year and a second seminar on their research results during their last year of the program.
2. Program of Study: A preliminary Program of Study, developed by the student and major professor and approved by a majority of members of the Advisory Committee, must be submitted to the Graduate Coordinator by the end of the student's first year of residency. This program should include relevant graduate courses taken prior to those which appear on the doctoral program of study. The Final Program of Study must be submitted for the approval of the Dean of the Graduate School prior to the notification of the oral comprehensive examination to the graduate school by the graduate coordinator.
3. All students must complete an Annual Evaluation after meeting with their major professor who also signs the evaluation. Completed Evaluation forms are turned in to the Graduate Coordinator by December 15 each year.
4. Comprehensive (Preliminary) Examination: After completing the Program of Study the student must take and pass both written and oral comprehensive examinations. These examinations are administered by the student's Advisory Committee. The committee administering written doctoral examinations will spell out in detail what a student needs to do in order to prepare for a second and final examination if his first attempt was unsatisfactory. After a student has passed all phases

of the written examination and has satisfactorily completed the courses required in the doctoral program, as well as the requirements which may have been set by the Advisory Committee, they can take the preliminary oral examination. The student must notify the Graduate Coordinator of the date, time and place of the oral preliminary examination. The Graduate Coordinator must notify the Graduate School at least 2 weeks prior to the exam, therefore, the student should communicate with the Coordinator with a sufficient amount of time in order to allow notification. Immediately after the oral examination, the major professor should report the results on the approval form to the Dean of the Graduate School. All members of the advisory committee must be present (in person or by tele-video conference or conference call) for the entire oral examination.

5. Admission to Candidacy: Normally, Admission to Candidacy is requested immediately after the successful completion of the preliminary oral examination. Application forms for Admission to Candidacy must be filed approximately eight weeks before graduation. The following requirements should be completed at this stage:
  - a. Program of Study has been approved.
  - b. Prerequisites set at the time of admission have been satisfied.
  - c. An average of 3.0 or higher has been maintained on all graduate courses taken and all courses on the program of study and there is not a grade below 2.0 for any course on the Program of Study.
  - d. Preliminary written and oral examinations were passed and reported to the Graduate School. A form is available for the request for Admission to Candidacy.
  - e. The residency requirement has been fulfilled.

After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours. PhD candidates on assistantship should continue to register for a full load of hours.

6. Application for Graduation: A student must complete the application for graduation during the first week of the semester that they anticipate graduating. If a student does not graduate as planned, he/she must notify the Registrar and the Graduate School by letter and give the new proposed date of graduation.
7. Dissertation and Final Oral Examination: Detailed instructions for the preparation of the electronic submittal and format check of the dissertation may be obtained from the Graduate School office or online at their web site. When the dissertation has been approved by the major professor, it is submitted to the Advisory Committee at least two and preferably three weeks before the final oral defense. At the time the dissertation is submitted to the Advisory Committee, the major professor completes Part I of the Approval Form for Doctoral Dissertation and Final Oral Examination and the Graduate Coordinator notifies the Graduate School in writing of the date of the oral defense. The Advisory Committee completes Part II and the major professor completes Part III, the final approval of the dissertation. After the oral defense, the Advisory Committee completes Part IV of the above form and the major professor sends the original to the Graduate School, one copy to the Department Graduate Coordinator, one copy to the student, and keeps a copy for his file. When the dissertation is approved, it must carry the signature of the student's major professor and the Dean of the Graduate School. The Dean's signature must be obtained at least one week prior to graduation. Dissertation students who do not meet deadlines for current semester graduation must register for a minimum of 3 hours for next semester.

## 12. RESPONSIBILITIES OF ADS GRADUATE STUDENTS

- A. General: Each M.S. or Ph.D. candidate should be familiar with degree requirements established by the Graduate School as outlined in the Graduate Bulletin. It is the responsibility of each student to take initiative for fulfilling these requirements. Major Professors are available if there are questions regarding requirements. Each graduate student is required to have an annual evaluation by their major professor. Completed evaluation forms are to be turned into the Graduate Coordinator by December 15 of each year.
- B. Research responsibilities: The major professor is responsible for developing and supervising research responsibilities. The responsibilities will vary from student to student because of research programs and priorities. Students in MS and PhD programs should be aware that these

- degree programs are full-time responsibilities.
- C. Teaching responsibilities: Graduate students are encouraged to have teaching assignments during their stay in the Department. The Graduate Coordinator and Graduate Committee will evaluate teaching assistant needs and make student assignments based on communication with the course instructor and major professor.
  - D. Vacations: Graduate students on assistantship, no matter what the source of funding for the assistantship, do not accrue any official vacation time, other than the 12 official University holiday days. Assistantships provide a yearly stipend, which carries an obligation/schedule more like the work schedule of other UGA employees and less like the schedule of typical students. There are "Instructional holidays" like spring break and fall break, which are NOT on the list of 12 holiday days. Although there are no classes those days, the university is open and working. Similarly, University facilities are open during time between Fall Semester finals and the start of classes in the spring – the five days between Christmas and New Years are the only days the University is closed. Semester breaks are an excellent time to make progress in on thesis and dissertation research. It is expected that graduate students will spend the majority of time during the semester breaks working on their research so that they can graduate in a timely manner. Discuss with your faculty advisor in advance your plans for vacation.
  - E. Departmental Seminars: All graduate students pursuing the M.S. and Ph.D. degrees are expected to attend departmental seminars, enroll in graduate seminar (ADSC 8800) and participate in journal club type programs within their discipline areas. Details are described below.

All graduate students pursuing the M.S. and Ph.D. degrees are expected to attend departmental seminars, enroll in graduate seminar (ADSC 8800) and participate in journal club type programs within their discipline areas. MS students in the non-thesis option must take at least 1 h of ADSC 8800 and present a seminar in the course for credit. M.S. and PhD students are required to have a minimum of 2 h of ADSC 8800 which should include a research proposal seminar and another seminar on research results or another topic. Students are expected to attend the organized departmental seminar program. Attendance can be considered a part of expected performance of graduate students and will be a condition of continued support from the department and consideration of what constitutes satisfactory performance toward their degree. No course credit will be given for this activity.

All MS and PhD graduate students will still be expected to give a publicly announced exit seminar in conjunction with their thesis and dissertation defense. Non-thesis option students will be expected to make a presentation to their advisory committee at a minimum. No course credit will be given for this activity.

A graduate seminar will be established by graduate faculty and offered each semester as ADSC 8800. All graduate students will be expected to enroll in the course for the number of hours indicated above. Those enrolled for credit will be required to make a presentation. Topics should include a presentation on their proposed area of research, a review of their data after completion of the project or a topic unrelated to their own research. Seminars will be evaluated by the audience and comments summarized by the graduate coordinator. The schedule for the seminars will be announced and they will be open to the department.

### 13. RESPONSIBILITIES OF GRADUATE COORDINATOR

- A. Work with the Graduate Coordinator Assistant to maintain a master file of all graduate student records.
- B. Work with the Graduate Coordinator Assistant to serve as the contact person between the Graduate School and Department in connection with:
  - a. Correspondence with the Graduate School.
  - b. Departmental recommendations on admissions to the Graduate School.
  - c. Signing all Graduate School forms representing the Department.
  - d. Any other problem related to a student and the student's program.
- C. Chair the Departmental Graduate Committee and act with full involvement in the screening and evaluation of applications for graduate training. Summarize evaluations and make

- recommendations to the Department Head and then to the Graduate School.
- D. Work with the Graduate Coordinator Assistant to oversee and manage pre-registration for each semester.
- E. Approve the Advisory Committees for MS and PhD candidates in consultation with the major professor.
- F. Approve a student's Program of Study.
- G. Confer with Department Head about problems with graduate students or programs.
- H. Inform prospective students of requirements for admission, areas of study available, procedures for applying for admission and for assistantships, etc.
- I. Counsel with students on problems and concerns related to graduate programs.

#### 14. DUTIES OF MAJOR PROFESSOR

- A. For prospective M.S degree candidate:
  - a. The major professor of an MS student must be a member of the graduate faculty of the University.
  - b. Counsels with student regarding financial support and other matters pertaining to his/her relationship in the graduate program. It should be pointed out that fulfilling all of the requirements for the degree is the responsibility of the student, not the major professor.
  - c. Serves as principal advisor for all aspects of the student's program of study.
  - d. Meet with student annually to evaluate progress and complete annual evaluation form.
  - e. Serves as chairman of the Advisory Committee.
  - f. Assures that bound copies of the thesis are given to the Department Head for the department file and major professor.
- B. For prospective Ph.D. degree candidate:
  - a. The major professor must be a member of the graduate faculty of the University.
  - b. The major professor will counsel with the student in all matters pertaining to the graduate student's pursuit of the advanced degree.
  - c. Meet with student annually to evaluate progress and complete annual evaluation form.
  - d. Serve as chairman of the Advisory Committee.
  - e. Assure that a minimum of five copies of the dissertation are submitted to the University library for binding.

#### 15. CHANGING ADVISOR

- A. While the faculty discourages changes in graduate student-major professor assignments, legitimate circumstances do arise whereby changes in graduate student-major professor assignments are beneficial to both parties concerned. In cases where a graduate student elects to change major professor or a major professor elects not to remain as major professor of a graduate student, the Graduate Coordinator and Department Head will assist both parties in arbitration of a fair and objective settlement.
- B. Justification for changes in graduate student-major professor assignment:
  - a. Graduate student changes career goals.
  - b. Advisor unable to fulfill commitment to graduate student training because of illness, temporary leave, special assignment, etc.
  - c. A graduate student-major professor conflict may arise that cannot be settled to the mutual benefit of both parties concerned.
- C. Procedures for changing graduate student-major professor assignment:
  - a. The graduate student or major professor should send a written petition with justification(s) for change to Graduate Coordinator and Department Head. If a mutual agreement was arbitrated between graduate student and major professor, a letter of mutual agreement should be written by Graduate Coordinator and signed and dated by graduate student, major professor and Graduate Coordinator. If no agreement can be reached, the matter should be referred to the Graduate Coordinator and Department Head for a final decision.
  - b. In all petitions, willingness of a second qualified major professor to direct the graduate student in a degree program is a necessary prerequisite for a graduate student changing major professors.



#### 16. ADSC GRADUATE COMMITTEE

This committee oversees and coordinates the Animal and Dairy Science graduate program. The committee is appointed by the Department Head and consists of at least five faculty members. A majority of the members must be on Graduate faculty. Appointments are for a minimum three-year term and will be rotational, as needed, to allow continuity. The chairman of the committee will be appointed by the Department Head. The president of the departmental graduate student organization will be a non-voting member of the Graduate Committee. The president of the graduate student organization will not be present for, nor have inputs into discussions of items 2a, b, and c under Duties of the Graduate Committee. The Department Head will be an ex-officio member of this committee. The chairman of the committee will also assume the responsibilities of Graduate Coordinator. The composition of the committee should be such that fair representation of departmental programs is evident. Members of the committee may be reappointed but should not serve more than two consecutive terms depending on graduate faculty availability. A member may be reappointed after a break in service of three years. Appointments are effective July 1 of each year.

##### Duties of the ADSC Graduate Committee

- A. Make recommendations to the faculty on:
  - a. Degree programs
  - b. Graduate policy
  - c. Graduate student teaching opportunities and responsibilities
  - d. Departmental service and work service responsibilities of graduate students
  - e. Procedure for changing advisors
  - f. Status of the training program and proposed changes
  - g. Other duties as assigned
- B. Make recommendations to the Department Head on:
  - a. Admissions, probations and dismissals
  - b. Assistantships
  - c. Degrees to be conferred
  - d. Teaching assignments for graduate students
  - e. Maintenance and desired changes in the training procedures to foster excellence in the graduate program

#### 17. GUIDE FOR DEPARTMENTAL SUPPLIES AND EQUIPMENT

- A. Students will be assigned a desk by the Graduate Coordinator Assistant, Susan Bradley room 202, insofar as possible. Conduct in offices and cubicles is expected to be professional.
- B. Appropriate keys, as approved by your Major Professor, may be checked out from the office manager, Room 102, 542-6259.
- C. Departmental supplies and equipment may be used for research and teaching. Supplies and equipment (paper, printing, etc.) are not permitted for registered courses. Typing and printing of thesis or dissertation must be handled and paid for by the student. However, research submitted to journals may be facilitated with Departmental support.
- D. Business letters and documents for graduate students must be approved and arranged for by the major professor. If a student is on a teaching assignment, all materials necessary for instruction of the course will be handled through the faculty person assigned as principal instructor.
- E. News releases are normally channeled through the College of Agriculture. It is proper for a graduate student to prepare a news release in cooperation with his/her major professor.
- F. Prior to taking any trip on university funds, a travel request form must be completed, initialed by the major professor and submitted to the Department Head (at least two days prior to in-state travel, four weeks for international travel and ten days prior to out-of-state travel).
- G. Departmental vehicles are available for use in carrying out research work upon approval of the major professor. Students must be on the payroll before driving Departmental vehicles. Students can sign out Department Vehicles at the main receptionist office (room 101). Before checking the vehicle in, it must be serviced (gasoline, oil, water) at the Physical Plant Service Station with charges being made to the appropriate account number and research project number and signed for by the driver. For extended trips, a credit card is available. In the event of an accident, a State of Georgia Motor Vehicle Report must be filed within five days. See appendix for Experiment

Station Policy.

#### 18. HEALTH INSURANCE and WORKERS COMPENSATION

- A. Health Insurance:  
Graduate student health information about eligibility, mandatory and voluntary enrollment, university contribution, and waiver process are linked to descriptions on the UGA Human Resources Web page. (<http://www.uhs.uga.edu/insurance/index.html>).

All graduate students on assistantship and fellowships and international students holding "F" or "J" visa status are required to have health insurance. Students already having health insurance can waive the mandatory plan, but it must be done early in the semester. The University provides a 40% contribution to the health insurance premium.

The students will be charged for their contribution to the insurance premium contribution by 3 payroll deductions during September, October and November for Fall and February, March, and April for Spring/Summer. There is also a voluntary plan for UGA students who are not required to have insurance if they are taking more than 6 h.

- B. Workers Compensation Process:  
If an employee needs emergency care transport to the nearest emergency room. An ambulance is a covered expense. Call 1-877-656-7475 to report the injury after emergency care (if needed). After reporting the injury the worker can call 1-800-900-1582 to arrange other medical care and/or check with UGA graduate student health insurance guidelines. By the second business day after the injury fill out the First report of injury package of forms and attach a Workers compensation notice and forward to Workers Compensation Human Resources UGA 30602. Before the second day of missed work complete the Workers compensation wage statement and send it to Dept of Admin. Services/Risk Mgt. Services P.O. Box 38198 Atlanta GA 30334. ([http://www.hr.uga.edu/work\\_comp\\_guidelines.html](http://www.hr.uga.edu/work_comp_guidelines.html))

#### 19. USE OF STATE VEHICLES

Use of state-owned vehicles must be closely monitored to ensure compliance with state laws and prevention of criticism of the University. The following policies and procedures shall govern the use of state-owned vehicles under the control of the Georgia Agricultural Experiment Stations:

- A. Vehicles shall be operated by current UGA employees holding a valid Georgia Driver's license, where required, and the use of such vehicles shall be for official purposes consistent with requirements of the agricultural research program of the College of Agriculture Experiment Stations. No driver shall use alcoholic beverages or drugs while operating or attempting to operate a vehicle. Research units operating motor pools may enforce additional restrictions not inconsistent with these policies and procedures.
- B. When a state-owned vehicle is used out-of-town for research purposes it can be used for the convenience of employees to obtain lodging, food, etc. Out-of-town use is defined to exclude use for the convenience of employees in the county where the vehicle is headquartered.
- C. In the event of an accident involving a state-owned vehicle, the driver shall follow the procedure outline below:

An accident occurring on the University of Georgia Campus, Athens, Georgia, will be reported immediately to the Police Department, Public Safety Division. Accidents occurring on University properties outside Athens will be reported to the appropriate security personnel at the facility. If the accident occurs off University property, the investigation request is made to the local police or Georgia State Patrol. All accidents should be reported to Business and Finance Office as soon as possible so that the insurance carrier can be notified. Explicit instructions are included in the glove compartment of each University vehicle. The vehicle should not be moved before an investigation officer arrives. An accident report form and other forms as needed are then filled out, (forms are located in the glove compartment of each vehicle and include specific instructions for their completion).

## APPENDIX

### Keys to Success as a graduate Student

The purpose of graduate studies at ADSC is to help each graduate student become an expert in one of several research fields in animal science. It is the responsibility of the department to provide an appropriate academic environment and facilities for each student to prosper. Critical evaluation of projects, thesis and dissertation research progress will be conducted to ensure success. Substantial resources are required to train graduate students including a substantial time commitment by the student, the student's major professor and the student's graduate committee. Graduate students are expected to be genuinely interested in their graduate studies and achieve success upon graduation in their specific fields of research training. Students will commit substantial time to their graduate program and do their best to become experts in their field of study. They will contribute intellectually, not just labor, to their project. They will keep in touch with the literature to know of new major developments and be aware of the prominent scientists or leaders in their field of study. The students will possess or develop writing skills to a point where they can write drafts of scientific papers with no substantial help from the major professor, in English and properly structured. The students will develop speaking skills to a point where their ideas are readily communicated and understood. The student will use nearly all their intellectual capacity to succeed in his/her graduate studies. The students will abide according to the University culture of honesty and integrity. Students should progress within an expected time frame and according to this manner of conduct

### Being a Scientist vs. Being a Technician

The main characteristic of a real scientist is an inquisitive mind. A scientist asks why and how about things/ideas? A scientist is open to new ideas. Signs of promising/unpromising student:

#### Signs of promising/unpromising student

Promising student	Student not likely to succeed
Interested in many things	Not interested in anything but courses
Socializes with other graduate students	Stays in own cubicle
Interacts with many people	Interacts mainly with people of own culture
Reads literature	Reads literature only when forced to
Studies to learn	Studies to get good grades and fulfill requirements
If given a task by major professor, tries to do it	Needs to be reminded a few times
Is often absorbed by his studies, including some evenings and nights	Changes to something else when out of office
Comes with exciting ideas to him/her and his/her professor	Does not have much excitement
	Student is excited by something else than his/her work
Student improves with time; speaking and writing skills improve	No improvement visible
Student finds that his/her professor is not always right. He/She engages in discussions	The student is quiet

For international students: The only way to improve English speaking and writing is through interaction with English speaking people. Lack of interaction means little or no progress in the future.