

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

Revised Fall Semester 2011

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). 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 printed from the graduate school web page. All these forms require signatures along with typed names of appropriate faculty members and 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, phone number, keys and mail box by the graduate coordinator assistant. Desk assignments cannot be changed without permission. New students will be teamed up with an experienced student to register on line and to set up a University e-mail address. Incoming students should notify the graduate coordinator assistant to be added to the Graduate Student e-mail list-serv (adscgradl@listserv.uga.edu) and the ADSC list-serv (adstalk@listserv.uga.edu). 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)

ADSC graduate student manner of conduct for satisfactory progress: 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 ADSC 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 insure 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.

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1. GRADUATE DEGREE PROGRAMS

The Department of Animal and Dairy Science offers degree programs leading to the Masters of Animal and Dairy Science (MADS), the Masters of Science in Animal Science or Dairy Science (MS), and the Doctorate 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) Veterinary Physiology and Pharmacology (VPHY) provide most of the courses for the program of study for Animal and Dairy Science students.

There are approximately 20 graduate faculty and 25 graduate students in the Department of Animal and Dairy Science. Graduate faculty and graduate students are located at the Coastal Plains Experiment Station (CPES) in Tifton, GA. Collaborative research programs exist with USDA Scientists and 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, a meat science 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 CPES in Tifton.

Research and teaching assistantships are available to qualified candidates 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 the Graduate Coordinator or 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. "State of the art" facilities, laboratories and equipment are in place for in depth research training in all program areas.

A. Masters in Animal and Dairy Sciences (MADS)

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.

The MADS degree program requires a student to achieve 33 h of graduate credit with up to 24 to 30 h being graduate course work and a minimum of 3 h being special problem. 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. A minimum of 12 h of animal and dairy science courses or related courses is required. There are animal and dairy science courses in quantitative genetics, meat science, nutrition, reproductive physiology and biotechnology. One graduate level course each in biochemistry and statistics are required. Other courses in the program of study include courses in animal nutrition, biochemistry and molecular biology, crop and soil sciences, poultry science, genetics, cell biology, microbiology, statistics, veterinary physiology and agriculture and applied economics.

B. MS in Animal Science or MS in Dairy Science

The MS program of study requires a total of 30 h of graduate credit including 24 h of course work with more than 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 (ADSC7300) and a minimum of 6 h of graduate level coursework in biochemistry and 6 h of statistics is required in the program of study. Other courses in the program of study include courses in animal nutrition, biochemistry and molecular biology, crop and soil sciences, poultry science, genetics, cell biology, microbiology, statistics, veterinary physiology and agriculture and applied economics. 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 Science can be focused on biotechnology, genetics, meats or 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.

C. PhD in Animal and Dairy Science

The PhD program of study, for students who have previously earned a MS degree, requires a total 16 h of courses intended for doctoral students, (>8000 level) and a minimum of 3 h 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 is required in the program of study. Other courses in the program of study include courses in animal nutrition, biochemistry and molecular biology, crop and soil sciences, poultry science, genetics, cell biology, microbiology, statistics, veterinary physiology. 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 or muscle biology, nutrition or reproductive physiology of laboratory or farm animals (cattle, horses and swine).

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

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

Azain, Mike J.*	Nutritional Biochemistry
Baile, Clifton A.*	Animal Biotechnology
Bernard, John	Dairy Nutrition and Management (CPES)
Bertrand, J. Keith	Beef Cattle Genetics
Burtle, Gary J.	Aquaculture & Aquatic Ecosystems (CPES)
Dove, C. Robert	Swine Nutrition
Duberstein, Kylee J.	Equine Nutrition
Froetschel, Mark A.	Digestive Physiology & Nutrition
Graves, William	Dairy Physiology & Management
Misztal, Ignacy	Breeding & Genetics
Nickerson, Stephen C. *	Mastitis and Milk quality
Pringle, T. Dean	Meat and Muscle Biology
Rekaya, Romdhane*	Genetics & Bioinformatics
Stelzleni, Alex *	Meats and Muscle Biology
Stewart, Lawton	Beef Cattle Nutrition and Forages
Stice, Steve	Stem Cell Biology & Genetic Engineering
Turner, Kari	Equine Exercise Physiology
West, Franklin D.	Stem Cell Biology & Genetic Engineering

* Members of the 2011 ADSC graduate committee

Adjunct Graduate Faculty at Athens Campus (USDA)

Hurley, David	Food Animal Immunology
Overton, Mike	Dairy Cattle Health

3. ADMISSION PROCEDURES

A prospective graduate student's initial contact is usually made with the Graduate Admissions Office, Department Head, Graduate Coordinator, or individual faculty member. The application form is available on-line through the Graduate School (www.gradsch.uga.edu) and is submitted electronically. The application is a part of the admission file that must be completed before ADSC graduate committee will evaluate and make their recommendation on acceptance. A completed admission file consists of an application form, complete and official undergraduate and graduate school transcripts, GRE scores (TOEFL score for international applicants from counties that speak English as a foreign language) a letter of intent or personal statement and three letters of recommendation. 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 are from graduate research faculty. A letter of intent (usually one to two pages describing including a statement of purpose for obtaining a graduate degree in ADSC) should be sent directly to the Department (c/o Graduate Coordinator). The Departmental admission file is established by the Graduate Coordinator Assistant and contains all admission documents and related correspondence. Once complete an 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 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 and PhD program can apply and receive an assistantship. The Department Head 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 reapply 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 major professor and support from the graduate coordinator.

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), transcripts, GRE scores, 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. Beginning with the Fall of 2012, the minimum GPA for acceptance by the Graduate School is 3.0. The minimum GRE score that is considered for admission is variable and can be offset other attributes that indicate an applicant can successfully complete their graduate degree; however, general guidelines for admission are:

- A. Applicant earned a baccalaureate degree from a U.S. university or college.
 1. Master of Science (MS) or Masters of Animal and Dairy Science (MADS):
Overall GPA of 3.0 and at least 1000 on the aptitude portion of the GRE* or
Overall GPA of 3.1-3.4 and at least 900 on the aptitude portion of the GRE or
Overall GPA of 3.4 and at least 850 on the aptitude portion of the GRE.
 2. Doctor of Philosophy degree:
Completion of M.S. program and GPA on M.S. program of 3.5 and at least 1000 on the GRE (aptitude portion). To be admitted as a Ph.D student without the M.S. a student must have a score greater than 4300, as the sum of their undergraduate GPA times 1000 plus the aptitude score of their GRE score.
- B. Applicants that have earned a baccalaureate degree or higher from an International university or college. International students whose primary language is not English, are required to take \ (Test of English as a Foreign Language (TOEFL)], in addition to, the Graduate Record Examination (GRE), aptitude portion. TOEFL score -- minimum 550 paper test, 213 computer test.

IMPORTANT NOTE: The GRE General Test is changing. The test format and content are changing and the score scale is changing from the current scale of 200-800 to 130-170 on both the verbal and quantitative sections.

The first date for the new format is August 1, 2011. We will continue to accept scores from the old exam. Scores for the revised test will not be available until November 2011. We will not be able to develop Graduate School minimum requirements for the new test until NOVEMBER, 2011, when we receive information about the analysis of score correlations between the new test and the old test from ETS.

5. PROGRAM OF STUDY FOR THE MASTERS OF ANIMAL AND DAIRY SCIENCE PROFESSIONAL DEGREE (MADS)

All requirements as stipulated in the Graduate Bulletin must be fulfilled. Necessary forms can be accessed from the Graduate School web page (<http://www.gradsch.uga.edu>). The program of study is developed by the student and the advisory committee during the first academic semester. Students admitted into the MADS degree program without an undergraduate degrees in AS or DS 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. MADS graduate students must have their program of study approved by the graduate school before their intended semester of graduation. The MADS 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 program of study for the MADS degree requires that a student complete a minimum of 33 semester hours consisting of at least 30 hours of course work and 3 hours of special problem (ADSC8700 or ADSC8710). Of the 30 semester hours of course work, 12 hours must come from Animal and Dairy Science and/or related graduate courses (CRSS, POUL, VPHY etc.). It is possible for MADS students to complete their degree program requirements within one year. This would require the student to enroll for the full credit hour load of 12 for Fall and Spring and 9 hours for summer. It is understood that 6-9 hours of graduate coursework is a substantial academic load. To offset this academic load, MADS students are encouraged to take special problem credit each semester (ADSC 8700, ADSC 8710 and AESC 8220). Credit for special problem is given for the MADS project, other independent study projects and for serving as a graduate teaching assistant in ADSC undergraduate classes.

With formal graduate school approval, MADS student's can transfer up to 6 semester hours of graduate course-work from other institutions. In order for graduate courses to transfer one must have a grade of "B" or better and not have used the credit towards another degree.

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

- A. Students should have 3 h of graduate credit in statistics.
- B. Students should have 3 h of graduate credit in biochemistry.
- C. All students should register for a minimum 1 hour of ADSC 8800 and present a seminar within to their discipline group/graduate committee.

MADS students, who become interested in pursuing a MS thesis can petition the ADSC graduate committee to change their degree program from MADS to MS. The ADSC graduate committee will review the MADS students qualifications as they were a new admission for the MS. In order to change degree program from MADS to MS the student should have ~3.5 GPA on more than 9 h of graduate course work, > 1000 aptitude GRE 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 MADS to MS includes a supplemental letter of recommendation from their intended MS major Professor with their letter of petition to the ADSC graduate committee. MADS students who change their degree option must abide by all the degree program requirements for the MS degree.

6. PROGRAM OF STUDY FOR THE M.S. DEGREE

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 (<http://www.gradsch.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 three hours and must be continuously enrolled for two of three semesters a year. Students holding assistantships must register for 12 hours during the Fall and Spring semesters and 9 hours during Summer semester. Typically MS students average two graduate courses per semester and enroll in either ADSC7000 or ADSC7300 to attain a total of 12 hours/Fall and Spring semesters. Students receiving assistantship support are expected to assist with departmental work (such as assisting in research, teaching and recruitment programs for 14 to 20 hours per week for a 35 to 50% time assistantship, respectively), which is coordinated by their major professor, Graduate Coordinator and Department Head.

MS graduate students must have their program of study approved by the graduate school before their intended semester of graduation. The MS 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 hours 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 hours of course work, at least 12 credit hours or half of their graduate courses must be those only to graduate students. This 12 credit hour requirement does not include 4000/6000 or split level courses or Master's Research or Thesis. Graduate students can apply to transfer up to 6 semester hours of graduate course-work 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 up to 24 or more of these type of credit hours especially 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.

- A. All students should have STAT 6210 and 6220 or equivalent.
- B. All students, except those in the Breeding and Genetics program area, should have a minimum of 6 h of graduate credit in biochemistry.
- C. All breeding and quantitative genetics students should have STAT 8200 and one graduate level course in BCMB, GENE, BIOL or VPHY.
- D. All students should register for a minimum 2 hour of ADSC 8800, for presenting a research proposal seminar and exit seminar scheduled during the Departmental seminar program during their last semester of residence.
- E. Students can petition the ADSC graduate committee to change their program of study requirements.

7. PROGRAM OF STUDY FOR 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 (<http://www.gradsch.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 hours of 8000- and 9000-level courses in addition to research, dissertation writing, and directed study.

The program of study for a student who bypasses the master's degree must contain 4 semester hours 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 final typed program of study will be submitted 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 hours of course work, three hours 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 three hours each semester if university facilities or staff time are used. Students holding Departmental assistantships, Graduate School assistantships or Regents Out-of-State tuition waivers must register for 12 hours during Fall and Spring semesters and 9 hours during the Summer semester. Student's who receive departmental assistantship funds are expected 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 three hours during the semester of graduation. The following core courses are required on the Ph.D. Program of Study:

- A. All students should have STAT 6210 and STAT 6220.
- B. All students except those in Breeding and Quantitative Genetics should have a minimum of 6 hours required of 8000 level courses in either Biochemistry (BCMB), Cell Biology (CBI0), Genetics (GENE) and Carbohydrates and Lipids (ANNU8350).
- C. All Breeding and Genetics students should have Computations in Animal Breeding (ADSC 8200) and Advanced Methods in Animal Breeding (ADSC 8210) or equivalent.
- D. All students should register for a minimum 2 hour 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.
- E. Students can petition the ADSC graduate committee to change their program of study requirements.

8. POTENTIAL COURSES FOR ADSC GRADUATE STUDENTS :

ADSC6110/6110L Experimental methods in biotechnology
 ADSC6140 Advanced meat processing
 ADSC6140/6140L Advanced meat processing (Sp)
 ADSC 6170/6170L Experimental methods in meat science (Sp)
 ADSC6360 Ruminant nutrition (Sp)
 ADSC6370 Monogastric nutrition (F)
 ADSC 6390 Horse Nutrition and exercise physiology (F)
 ADSC6400/6400L Applied reproduction in horse (Sp)
 ADSC6410/6410L Applied animal reproduction (Sp)
 ADSC6890 Advanced meat science (Sp)
 ADSC6890 Advanced meat science (Sp)
 ADSC7000 Master's research (F, Sp, Su)
 ADSC7300 Master's thesis (F, Sp, Su)
 ADSC 8000 Statistical genetics (F)

ADSC8100 Statistical methods in animal and dairy science (Sp)
 ADSC8700 Special Problems in ADS I (F, Sp, Su)
 ADSC8710 Special Problems in ADS II (F, Sp, Su)
 ADSC8800 Graduate Seminar (F, Sp, Su)
 ADSC 8884 Current Literature in non-ruminant nutrition (F, Sp)
 ADSC 8886 Current Literature in Genetics and Computing Relevant to Applications in Animal Breeding
 ADSC9000 Doctoral Research (F, Sp, Su)
 ADSC9300 Doctoral Dissertation (F, Sp, Su)
 AESC8220 Advanced topics in agriculture and environmental sciences (F, Sp, Su)
 ANNU8330 Minerals in animal nutrition (F)
 ANNU8340 Proteins and amino acids (Sp)
 ANNU8350 Carbohydrates and lipids (Sp even years)
 BCMB6000 General Biochemistry and Molecular Biology (F)
 BCMB6010 Biochemistry and molecular biology I (F)
 BCMB6020 Biochemistry and molecular biology II (Sp)
 BCMB6030 Biochemistry and molecular biology lab (F)
 BCMB6120 Human Biochemistry (F)
 BCMB8010 Advanced biochemistry and molecular biology I (F)
 BCMB8020 Advanced biochemistry and molecular biology II (Sp)
 BCMB8210 Computational methods in bioinformatics (F)
 CBIO4100/6100 Immunology (F)
 CBIO4730/6730 Endocrinology (F)
 CBIO8100 Advanced immunology
 CBIO8300 Advanced developmental biology
 CRSS 6260 Forage management utilization (Sp)
 CRSS6400 Crop ecology (Sp)
 GENE4200/6200 Advanced genetics
 GENE8920 Nucleic acids
 GENE 8930 Advanced molecular genetics
 POUL6060 Avian reproduction (Sp)
 POUL 6200/6200L Avian Anatomy and Physiology (F)
 POUL 6860 Poultry processing lab
 POUL8120 Scientific writing (Su)
 POUL8150 Nutrition medicine (Su)
 STAT6200 Introductory biostatistics I
 STAT6210 Statistical methods I (F, Sp, Su)
 STAT6220 Statistical methods II (F, Sp, Su)
 STAT6230 Applied regression
 STAT8200 Experimental designs
 STAT8230 Applied nonlinear regression
 STAT8250 Multivariate methods
 STAT8260 Linear models
 VPHY6050 Animal physiological chemistry
 VPHY 7110 Principles of Physiology I (F, 4 hrs)
 VPHY 7112 Principles of Physiology II (Sp, 4 hrs)
 VPHY8010 Mammalian cell physiology
 VPHY8400 Neurophysiology

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

- A. Warning status procedure
 - a. First semester after graduate cumulative GPA drops below 3.0.
 - b. Registration flagged for next semester.
 - c. Letter to student with copy to graduate coordinator for filing.
 - d. Student must complete advisement form from Graduate School website (#20) with approval of major professor and graduate coordinator.
 - e. Upon receiving the signed advisement form at the Graduate School, the registration flag will be moved to the next semester.

- B. Probation status
- a. Begins with second semester graduate cumulative GPA below 3.0. Graduate students are not permitted to hold assistantship when on academic probation.
 - b. Student must complete advisement form with approval by the major professor and graduate coordinator.
 - c. Upon receiving the signed advisement form the registration flag will be moved to the next semester.
 - d. Student will continue under probation status as long as each semester GPA is 3.0 or higher; but overall is below 3.0.
 - e. Students should consider re-taking courses with poor grades because the graduate school will count the highest grade when calculating a GPA.
- C. Dismissal
- a. Occurs if semester GPA drops below 3.0 during probation.
 - b. Student notified by letter with copy to the department.
 - c. Student's right to appeal stated in letter.
- E. Dismissal policy from the Department
- a. 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 time-frame 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.

10. STUDENT COURSE LOADS and CONTINUOUS ENROLLMENT POLICY

- A. Graduate students using University facilities and/or staff time will be required to register for a minimum of three (3) hours each semester. Students on Departmental assistantships, Graduate School assistantships, or Regents Out-of-State tuition waiver must register for a minimum of twelve (12) hours each semester of the academic year and a minimum of nine (9) hours in the summer term 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 must have a minimum of 9 hours. Graduate students are required to register for a minimum of 3 hours for at least two semesters in each academic year (fall, spring, and summer). 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 hours during the semester you complete degree requirements even if you were registered for the two previous semesters.
- B. Students may register for a maximum of eighteen (18) semester hours without approval of the Dean of the Graduate School. To enroll for more than eighteen (18) hours per semester, students must have a written recommendation from their major professor and approval of the Dean of the Graduate School.
- C. 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 twelve (12) hours 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.
- D. 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 are considered to be nine (9) semester hours.
- E. Full-time employees of the University of Georgia, with their supervisor's permission can take a maximum of two courses or six (6) hours of graduate course work during a semester. Employees can apply for tuition assistance after six months of employment (see Tuition Assistance Program at UGA).
- F. Audits will not be counted when considering maximum and minimum course load requirements.

11 ASSISTANTSHIPS

- A. Selection: Prospective candidates for the MS or PhD degree in the Department of Animal and Dairy Science may be considered for graduate research and teaching assistantships. 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. New faculty can receive Departmental Assistantship support for their students the entire two years of a MS or three years of a PhD. It is the policy of the Department to equalize, insofar as possible, the distribution of students supported by graduate assistantships among faculty members of the department. Taking into consideration the distribution of financially supported students among the faculty, and in the absence of any overriding situation which must be given consideration, the factors listed below will be the basis for selecting recipients of graduate assistantships. 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 and the Graduate Committee 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. The objective of assisting with departmental work is to provide additional training for the student.
- C. Annual evaluations:
- All graduate students will be evaluated by their major professor annually prior to the commencement of the fiscal year. A satisfactory evaluation will be required for renewal of Departmental assistantship funding.

12. TEACHING OPPORTUNITIES FOR GRADUATE STUDENTS

It is highly desirable that graduate students be given the opportunity to gain teaching experience at some time during their course of study. A minimum guide would be that a student be given an assignment to assist in some course at least once a semester except for their last semester prior to graduation. MADS students have an opportunity to earn credit hours in ADSC 8710 or 8720 for serving as TA's. This assignment could be preparing and presenting a lecture, preparing and grading of exam papers, or assisting undergraduate students in laboratories.

The Department Head approves of Departmental teaching assignments with the recommendations of the Graduate Coordinator, Graduate Committee, instructor and major professor. 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. The evaluations should be administered by the instructor and should be given to the Department Head after the instructor and TA have had an opportunity to examine them.

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. or MADS 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. Serves as chairman of the Advisory Committee.
 - e. 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. Serve as chairman of the Advisory Committee.
 - d. 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 can not 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. STUDENTS WORKING TOWARDS A MADS DEGREE

Steps to be taken for completion of program:

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

- A. A prospective candidate working towards a MADS 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.
- B. A prospective candidate working towards a MADS degree should file a Program of Study no later than the end of the first semester of residence.
- C. As part of the requirements for the MADS degree the student must register for 3h of Special Problem in Animal and Dairy Science (ADSC 8700 and/or 8710 and/or AESC 8220). The purpose of the MADS 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 can 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. Since most of the students in the MADS program are working to improve their qualifications for acceptance into Veterinary school most of the projects involve participation in a research study concerning animal health. The project should involve approximately 6-10 h of work during the semester that the student is enrolled in ADSC 8700 or 8710 or AESC 8220. 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 MADS project should be part of the subject material covered on the MADS final exam. The project is typically directed by the student's major professor.
- D. 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 MADS candidates. Students will have both written and oral examinations. The written exam for MADS students is given during the students last semester and at least one week prior to the oral examination. 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 allow it to be completed within one working day. A copy of the completed examination will be provided to each member of the students committee soon 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. 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. 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.
- E. 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 enroll for a minimum of three hours of credit the semester in which he/she completes degree requirements.

17. STUDENTS WORKING TOWARDS A MS DEGREE

Steps to be taken for completion of program:

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

- A. 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.
- B. 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.
- C. 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 an MS thesis exit seminar for prior to graduation for ADSC8800 credit.
- D. MS Thesis requirements: The Graduate School style manual and Policies and Procedures for electronic thesis preparation and submittal are available on line. 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 hours for next semester. Deadline dates on web have been adjusted to concur with this.
- D. The MS student is required to present an exit seminar on their Thesis research as their degree program is being completed.
- E. 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. .
- F. Final Clearance. All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation. A student must enroll for a minimum of three hours of credit the semester in which he/she completes degree requirements.

18. STUDENTS WORKING TOWARDS A PH.D. DEGREE

Steps to be taken for completion of program:

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

- A. 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 schools 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 ADSC8800 scheduled during the first week of January, as part of a Departmental graduate student presentation session, scheduled close to the students second semester of residence.

- B. 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.
- C. 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 Graduate Coordinator should notify the Graduate School by letter of the date, time and place of the oral preliminary examination. The Graduate School must receive this letter at least two weeks prior to the examination. 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.
- D. 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 at least two additional semesters.
- E. 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.
- F. 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 on line 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. There is a special form available for this. 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 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. Deadline dates on web have been adjusted to concur with this.

19. RESPONSIBILITIES OF STUDENT

- A. General: Each MADS, 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 September 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.
- C. Teaching responsibilities: Graduate students are encouraged to have teaching assignments during their stay in the Department. The Department Head will determine teaching assignments according to policy statement (refer to Section XII, page 10) with the advice of the Graduate Coordinator, instructor and major professor.
- E. Departmental Seminars: Unless there is a conflict with class schedules, all graduate students pursuing the MADS, M.S. and Ph.D. degrees are expected to attend graduate and special departmental seminars and to participate in journal club type programs within their discipline areas. MADS and MS students must take at least 1 hour of ADSC 8800 and present an exit seminar to a minimum of their graduate committee. PhD students are required to have a minimum of 2 hrs of ADSC 8800 which should include a research proposal seminar and an exit seminar.

20. 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

21. GUIDE FOR DEPARTMENTAL SUPPLIES AND EQUIPMENT

- A. Students will be assigned a desk by the Graduate Coordinator Assistant, Robin Harvey room 202, insofar as possible. Conduct in offices and rooms will be as professionals.
- B. Appropriate keys, as approved by your Major Professor, may be checked out from Janet Rowland, Room 102, 542-6259.
- C. Departmental supplies and equipment may be used for research and teaching. Supplies and equipment (paper, xeroxing, etc.) are not permitted for registered courses. Typing and xeroxing 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 (Terri Vaughn 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.

22. 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)

23. USE OF STATE VEHICLES

Use of state-owned vehicles must be closely monitored to insure 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).