

Department of Infectious Diseases
Graduate Student Handbook
Revised: July 2019

Overview

Student Responsibilities

Students have the responsibility to ensure that:

- They understand and follow these guidelines
- All deadlines from the Graduate School are met
- All forms are completed on time and copies filed with the Graduate School and the department

Academic Honesty

All UGA students are responsible for knowing the policy and procedures on academic honesty at UGA and must adhere to the University Student Honor Code. The policies and procedures on academic honesty are described in A Culture of Honesty. The graduate coordinator and the major professor will advise students on these matters.

"I will be academically honest in all of my academic work and will not tolerate academic dishonesty of others."

Academic Honesty Policy:

<https://honesty.uga.edu/Academic-Honesty-Policy/Introduction/>

Graduate School Procedures

Important dates and deadlines can be found on the Graduate School website. Students meeting Graduate School deadlines must allow ample time to acquire necessary departmental approval and signatures in advance. Although the graduate coordinator and the graduate assistant will advise students of deadlines whenever possible, **students are responsible for being aware of Graduate School and departmental requirements and filing appropriate forms on time.** Details of all degree requirements are described in the Graduate School Bulletin, which students are strongly advised to consult.

Graduate School Deadlines:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Graduate Bulletin:

<http://grad.uga.edu/index.php/current-students/policies-procedures/graduate-bulletin/graduate-bulletin-a-c/>

Department Participation

Graduate students are expected to actively contribute to and participate in the overall graduate program of the Department of Infectious Diseases. Such participation includes attending departmental seminars, retreats, and other functions, participating in graduate student and faculty recruitment, and engaging fully in the intellectual life of the department.

Teaching Responsibilities

There is no departmental teaching requirement for students who enter the graduate program through ILS and whose subsequent stipend support is provided by a grant to their major professor. In the event that a student is supported for a time on a departmental assistantship, the student will be required to TA in one of the IDIS courses for each semester they are supported by the department. Students who are not required, but wish to have teaching experience, may find teaching opportunities in the Department of Infectious Diseases or in departments with large undergraduate teaching components, such as Microbiology or Cellular Biology. In addition, some faculty encourage their graduate students to TA to gain teaching experience and to have a portion of their graduate stipend paid by the department in which they are TAing.

Enrollment Policy

Graduate students must register for a minimum of 3 hours of credit during any semester in which they use UGA facilities and/or staff time. A student who holds an assistantship must register for a minimum of 12 hours of graduate credit during the fall and spring semesters and 9 hours of graduate credit during the summer semester. College of Veterinary Medicine has specific credit hour requirements for its graduate students listed on the departmental intranet. Other programs, offices, and agencies, such as the Veterans Administration, Immigration and Naturalization Service, and financial aid programs may have other minimum requirements for enrollment.

Health Insurance

International students and students receiving assistantships, fellowships, or training grants are required to have health insurance and will be automatically enrolled in UGA's Mandatory Student Health Insurance Plan. **Coverage under this plan cannot be prorated or ended early.** The cost of health insurance for the student is subsidized by the university, and the remaining expense is charged to the student's account. However, mandated students who already have qualifying health insurance are permitted to waive the university health insurance through a waiver request by the stated deadline listed on UGA HR's website. Students not in the above list may still purchase health insurance through the university via the Voluntary Student Health Insurance Plan. Students are able to purchase health insurance for their spouses and/or dependents. However, the university does not subsidize premiums for these individuals.

Mandatory Plan:

<https://hr.uga.edu/students/student-health-insurance/mandatory-plan/>

Mandatory Plan Waiver:

<https://hr.uga.edu/students/student-health-insurance/mandatory-plan/mandatory-plan-waiver/>

Voluntary Plan:

<https://hr.uga.edu/students/student-health-insurance/voluntary-plan/>

Stipend & Fees

Those students receiving a departmental, research, or teaching assistantship or receiving funding from a fellowship, will be paid according to the CVM stipend rates. Tuition waivers will be submitted for these students so they only have to pay a \$25 tuition fee per semester, instead of the full tuition rate. Other student fees are set by Bursar and Treasury Services, which publishes rates by semester. International students should reference information from the Office of International Education for any additional fees that may pertain to them. All student fees are the responsibility of the student. However, the university does offer payment plans for graduate students.

Tuition Fees:

http://busfin.uga.edu/bursar/bursar_quick_links/

Office of International Education:

<https://international.uga.edu/issis/international-student-information>

Tuition Payment Plan:

https://busfin.uga.edu/bursar/payments_payment_plan_documentation.pdf

Tuition Payment Plan Setup:

https://busfin.uga.edu/bursar/athena_payment_plan_enrollment_instructions.pdf

Graduate Assistantship Payment Plan:

https://busfin.uga.edu/bursar/grad_asst_payment_plan_documentation_fall_spring.pdf

Graduate Assistantship Payment Plan Setup:

https://busfin.uga.edu/bursar/athena_graduate_assist_payment_plan_enrollment_instructions.pdf

Travel

Graduate students interested in attending conferences should receive approval from their faculty mentor before completing the travel authorization and submitting it in OneSource. Travel awards are offered through the Graduate School for domestic trips and OVPR for international trips. Additionally, conference agencies frequently offer travel awards to which students are highly encouraged to apply. Further detailed information on travel procedures are posted on the departmental intranet.

Travel Information:

<https://in.vet.uga.edu/display/IDI/Travel>

Outside Employment

Successful graduate study is, at minimum, a full-time endeavor. The faculty of the department work very hard to maintain the stipend at a competitive rate (within the limits set by the state government acting through the University Board of Regents). The stipend provides sufficient income for the expected cost of living of a graduate student in Athens, leaving little justification for undertaking other outside employment. Thus, employment is prohibited without consent of the mentor and majority consent from both the remaining members of the graduate advisory committee and the Graduate Affairs Committee.

Exit Survey

Upon completion of their doctoral degree, all students will be asked to complete an exit survey and degree conferred form. These can be found on the departmental intranet and submitted electronically to the graduate assistant.

Degree Conferred Form:

<https://in.vet.uga.edu/display/IDI/Graduate+Students?preview=/7602633/19955995/Degree%20Conferred%20Graduate%20Student%20Information%20Form-fillable.pdf>

Exit Survey:

Coming soon

Dismissal from Program

In rare cases, students may be dismissed from the doctoral program for failing to maintain a B grade point average or for failure to make adequate progress in their research. Students will have the right to appeal such decisions as discussed below.

Grievance Procedures

Academic Appeals

Students have the right to appeal decisions on academic matters. An appeal must be made within 30 days after receiving the written ruling. Grades are appealed within the department or college in which they are earned rather than in the student's major department or college, and appeals should begin at the level at which the decision was made (*e.g.*, for a grade appeal, a student would begin with the instructor). After the instructor, graduate students' next line of appeal is to the Graduate School.

Doctoral Program Appeals

All graduate students have the right to have their grievances heard and to seek appropriate changes in their doctoral program. A student's first course of action with a grievance is to discuss it with their major professor or graduate advisory committee. The student's advisory committee may also be involved in resolving grievances related to the student's thesis work. The student and faculty member(s) involved must make every effort to resolve problems at this level. Only if the problem cannot be solved at this level should the student seek to present the grievance to the graduate coordinator. Grievances may be carried, in succession, to the department's Graduate Affairs Committee, the department head, the college's Associate Dean for Graduate Affairs, and the Graduate School. Grievances brought to the Graduate Affairs Committee should be presented in writing.

Graduate Procedures

Annual Progress Reports

A student's progress towards their doctoral degree will be assessed by the major professor, who will fill out a "Graduate Student Evaluation" form, discuss it with the student, and submit it to the graduate assistant. Once the advisory committee has been organized, this form will be filled out at advisory committee meetings by the entire committee, then discussed with the student by the major professor prior to submission to the graduate assistant.

Graduate Student Evaluation Form:

https://in.vet.uga.edu/display/IDI/Graduate+Students?preview=/7602633/10682482/Graduate_Student_Evaluation_Form.pdf

Graduate Advisory Committee

Every doctoral student, with the advice of their major professor, will select a graduate advisory committee. Optimally, the committee members bring a breadth of expertise covering as many aspects of the planned research program as possible. Once the committee is formed, the electronic "Advisory Committee for Doctoral Candidates" form must be submitted through GradStatus by the student.

Advisory Committee for Doctoral Candidates Form:

<https://gradstatus.uga.edu/>

Major Professor

This person chairs the advisory committee. Major professors are expected to provide research supervision as well as the necessary funding to carry out the experiments for students under their guidance. Only faculty who have full or joint/adjunct appointment in Infectious Diseases and who are also members of the UGA Graduate Faculty can serve as a major professor for a PhD student in the department.

Committee Members

The committee must be approved by the graduate coordinator. The advisory committee will have a minimum of five faculty members, including the student's major professor. At least three members must be either core or joint faculty in the Department of Infectious Diseases. A minimum of four members of the advisory committee must be members of the graduate faculty of UGA. Please reference the chart below for allowable ranks of persons employed at UGA who may serve on doctoral committees.

| Allowable UGA Ranks | Unallowable UGA Ranks |
|---------------------------------|------------------------------|
| Professor | Instructor |
| Associate Professor | Lecturer |
| Assistant Professor | Academic Professional |
| Public Service Assistant | |
| Public Service Associate | |
| Senior Public Service Associate | |
| Assistant Research Scientist | |
| Associate Research Scientist | |
| Senior Research Scientist | |

Non-UGA Committee Members

In addition to the regular committee members, a person having no official relationship with the University of Georgia may be appointed to serve as a voting member on the advisory committee of a graduate student on nomination by the graduate coordinator and approval of the dean of the Graduate School. When nominating a non-affiliated person (for example a researcher at the USDA or CDC), the student should obtain from the graduate coordinator a letter addressed to the dean of the Graduate School explaining why the services of the non-affiliated person are requested. A person nominated must have distinguished credentials in the field of study. A non-affiliated person appointed to a graduate student's committee must attend all meetings associated with the appointment, though attendance can be via video conference. Students can attach the member's CV and the support letter to the electronic "Advisory Committee for Doctoral Candidates" form in GradStatus when they submit the form.

Non-UGA Member CV and Support Letter Attachments:

<https://gradstatus.uga.edu/>

Changes to Advisory Committee

The composition of the advisory committee can change over the course of the student's graduate career as needed to ensure that the most appropriate advice is available to guide the evolving thesis project. Changes in graduate committee membership should not violate the general guidelines for composition of the committee (see above). The graduate coordinator should be notified in writing of advisory committee changes as soon as possible but before the first meeting is held with the new members. A new electronic "Advisory Committee for Doctoral Candidates" form will need to be filed with the Graduate School through GradStatus. In the event that circumstances necessitate a student to change his/her major professor, the student should consult with members of their graduate advisory committee, and the graduate coordinator prior to making any changes.

Advisory Committee for Doctoral Candidates Form:

<https://gradstatus.uga.edu/>

Responsibilities of the Graduate Advisory Committee

- A student's advisory committee **must** meet at least once a year. The scheduling of meetings should be initiated by the student. Committee members are expected to provide as much flexibility as possible to meet this high priority need of the graduate program. Following each meeting, committee members must sign a "Graduate Student Evaluation" form. These reports are required as part of the annual evaluation of graduate student progress.
- The advisory committee should provide support and guidance about the student's research as well as the student's course work (program of study). Recommendations from committee members for students to take specific classes must be taken into consideration as this material may be part of that professor's expectations for the student to pass the preliminary examination.
- It is the expectation of the IDIS Graduate Program that students should be able to complete their course of study within 24 months. The deliberations of the advisory committee should balance this goal against real progress in the student's thesis work to achieve the best possible outcome.
- The advisory committee will prepare, administer, and grade qualifying examinations.
- Members of the advisory committee should be available to the student for advice and guidance beyond the confines of the annual meeting. Students should expect that advisory committee members are a resource for both scientific considerations and for discussing topics related to professional development.

Graduate Student Evaluation Form:

https://in.vet.uga.edu/display/IDI/Graduate+Students?preview=/7602633/10682482/Graduate_Student_Evaluation_Form.pdf

Infectious Diseases Milestones:

See Appendix E

Graduate Advisory Committee Meetings

Doctoral students should plan at least one meeting per year with their advisory committee. The attendance of the full advisory committee is required for all meetings. Therefore, students should be well prepared for each meeting and make the most efficient use of time. Students are responsible to bring the necessary forms to their committee meetings. Signed paper forms should be returned to the departmental graduate assistant. Graduate School electronic forms will be submitted in the workflow for faculty and the graduate coordinator to approve. A list of forms may be found on the Graduate School's website. The "Graduate Student Evaluation" form can be found on the department intranet.

Graduate School Forms:

<http://grad.uga.edu/index.php/current-students/forms/>

Graduate Student Evaluation Form:

https://in.vet.uga.edu/display/IDI/Graduate+Students?preview=/7602633/10682482/Graduate_Student_Evaluation_Form.pdf

Below are suggested formats and topics for advisory committee meetings.

First Meeting

It is recommended that the first meeting of this committee be held no later than the summer semester of the first year. This is an introductory meeting where the student presents to the committee (typically using PowerPoint) the general direction of their research and discusses the proposed program of study. This meeting should last no longer than 60 minutes.

What to Bring

It is useful for the student to provide a folder with their name to each committee member so that faculty can take documents related to the student's study with them to file. In the folder, the student should have the following:

1. First page should include the date, name of the student, degree objective, and committee composition (clearly indicate major professor).
2. Second page should have the meeting agenda (agenda should include introductions, student start date, course work, and research).
3. Third page should have an outline of classes taken and course work planned for the future by the student and major professor. This is not a program of study but rather a list of main course work. For ex: CBIO 6100: Immunology; IDIS 8550: Immunology Journal Club; etc. Remember that most faculty will not know the identity of each class (i.e. BCMB 8020), so make sure to include the full course name. Seminar courses and research credit hours needn't be on this list. During the discussion, students should take notes about the committee's suggestions about any additional courses that should be taken. Students are reminded that the advisory committee must approve the final program of study.
4. Include a printout of the PowerPoint presentation for the committee members to refer to and make notes on.
5. Last page should have a tentative schedule. This will include planned dates for the submission of the prospectus, and proposed dates for the written and oral exams. Rather than specific dates, the student should provide a timeline in very general terms (in the fall, by the end of the year, etc.).

Subsequent Meetings

The first of these meetings will take place after completion of the comprehensive exams. These meetings are essentially research progress reports and should be scheduled yearly. Presentations to the advisory committee should detail what has been accomplished in the research and a timeline for completion of degree requirements. It is important that these meetings yield a clear consensus from the committee in their expectations for completing the research goals. Students are responsible for gaining a clear understanding of what is expected of them and what the alternatives will be if it is not possible to accomplish a particular aim of the research. Committee members will also be interested in when and where the research will be published. For later meetings, potential dates for distribution of the dissertation to the committee should be discussed, as well as a date for the defense. It is important to begin planning the date for the defense well in advance (12-16 weeks prior is recommended), as **all** advisory committee

members must be present. The student is responsible for informing the Graduate School via the graduate assistant of the date, time, building, room, and title **at least two weeks prior to the defense.**

Last Meeting

This meeting should immediately follow the student's dissertation defense, and will consist of questions from the student's graduate advisory committee about the dissertation project.

Research Project

The major professor and the student will plan the research project to be completed with the approval of the rest of the advisory committee members. Students in the PhD program are required to produce first authored publications in peer-reviewed journals before their final defense. The submitted publications have to be original research articles and not reviews or short communications. This requirement will only be circumvented under extraordinary circumstances and with the approval of all other members of the advisory committee.

Prospectus Timeline

For a PhD student, a prospectus describing the student's proposed research project must be approved by the advisory committee. It is expected that the research prospectus will have been completed and distributed to the advisory committee at the beginning of the second year in the program by September. Once distributed to the graduate advisory committee the student will inform the graduate assistant by email.

The graduate advisory committee will assess the prospectus and within two weeks inform the student and the graduate assistant whether it is acceptable. The committee members have the options of accepting or of requesting specified revisions to the prospectus. Specific revisions can be handled on a case by case basis in consultation with committee members and the major professor. A revised prospectus should be resubmitted to the committee, who will again review it, and inform the student and the graduate assistant on whether it is acceptable. It is expected that the final version of the prospectus be accepted by the committee, by the end of December.

Prospectus Format

The format of the prospectus is similar to that of the subsequent written comprehensive exam. One major difference is that the student can, and should, work with their major professor to produce the prospectus. This stands in contrast to the comprehensive written exam, which is to be written solely by the student, without contributions from the major professor.

The prospectus should be:

- ≤5 typed, single-spaced pages with 1-inch margins
 - Title page and references do not count in the page limit
 - Pages should be numbered starting with page 1 after the title page
- 12-point font in Times, Times New Roman, or Arial
- Figures and tables should be embedded within the text

Prospectus Organization

Title Page (does not count in page limit)

- A succinct but informative title for the project
- Student name
- Date (month and year)
- Names of student's advisory committee members
- "Note to Committee" copied and pasted onto the bottom of the title page

Note to committee

The following note to the committee should be copied and pasted onto the title page of the prospectus.

Note to Committee: (provided as written per Infectious Diseases program guidelines)

The Infectious Diseases graduate program requires that a 5-page prospectus be distributed to members of a doctoral student graduate advisory committee in the fall of a student's second year. The prospectus need not be accompanied by a committee meeting but serves as a precursor to the written and oral exams to be taken in spring and summer of the second year. The student is expected to have worked closely with their major professor on the prospectus, which is a means to inform the committee about the student's planned research, including major questions, and proposed approaches. In addition to informing the committee about the students planned research, it allows the committee to identify any potentially significant concerns about the planned approaches to the proposed aims. The committee has the right to request a revision of the prospectus if it is not considered sufficient. The student should carefully consider all feedback from the committee in the subsequent development of the written exam. Evaluation of the prospectus should proceed as follows:

- Within two weeks of receiving the prospectus, committee members should notify the student and the graduate assistant whether the prospectus is acceptable.
- If significant changes are warranted, faculty should indicate to the student, their advisor, and the graduate assistant that the student must provide a new or substantially revised prospectus. Again, a two-week turnaround from receipt of the revised prospectus to notification is expected.
- If requested by a committee member, a meeting of the full committee may be called to discuss the prospectus.
- It is expected that a version of the prospectus be accepted by all committee members by the end of December.

Specific Aims (0.5-1 page)

Provide a short introductory summary or abstract followed by a brief (e.g. bullet point) listing (each item no longer than a short sentence) of the specific aims of the proposal. Sub-aims may be included but should likewise include minimal text. The Specific Aims section should be simple, clear, and succinct. It should allow the committee to quickly understand the basic premise(s) and direction(s) of the proposed research.

Significance (≤2 pages)

Provide the committee with the background they will need to understand the proposed research and the contributions it will make to the field.

Preliminary Studies

The student should describe their own recent/current work in preparation for the proposed experiments. This section should support the feasibility of the proposed studies and provide evidence that the student can carry out related experiments. Note that the student has the option of integrating the Preliminary Studies with the Approach section, rather than have them separate.

Approach

For each aim, explain the rationale and describe the experimental approaches planned, including methods of data analysis. It is sufficient to cite references for routine/standard procedures. Detail the expected outcomes. If appropriate, indicate where alternative approaches might be employed if the primary method is uncertain. Describe how results will shape subsequent research focus. It should be clear how the results of these methods/approaches will be interpreted to accomplish the stated aims.

Acknowledgements (does not count in page limit)

Acknowledge everyone who read drafts of the prospectus and provided constructive feedback.

References (does not count in page limit)

Use ASM journal format to cite references in the text and to list at the end of document.

Preliminary & Final Doctoral Program of Study

The program of study is a formal statement of the coursework for a graduate degree and should be carefully designed to reflect the interests of the student as well as the requirements of the student's advisory committee, the Department of Infectious Diseases, and the Graduate School. The program of study should show all graduate courses relevant to the doctoral program and not just courses satisfying the minimum degree requirements. The "Preliminary Doctoral Program of Study" is an optional form that can be submitted to the student's advisory committee for review before the end of first year summer semester. However, this form is not required by the department and the graduate assistant does not need a copy. The "Final Doctoral Program of Study" should be submitted and approved in GradStatus two weeks prior to scheduling comprehensive examination.

Final Doctoral Program of Study Form:

<https://gradstatus.uga.edu/>

Preliminary & Final Program of Study Requirements

- Only graduate courses
- Grades must be C or above (C- will not be accepted by the Graduate School.)
- Minimum cumulative GPA of 3.0 on all graduate courses
- Department of Infectious Diseases required courses
- At least 30 credit hours total
 - 3 credit hours of IDIS 9300
 - 16 credit hours of 8000 or 9000 level courses (enter with master's degree)^{+\$#}
 - 20 credit hours of 8000 or 9000 level courses (enter with bachelor's degree)^{+\$#}

+ Excluding IDIS 9000 (research) and IDIS 9300 (dissertation)

\$ Seminar only counts for 1 of 20 credit hours (1 of 16 credit hours with master's degree). Additional seminar credit hours count towards 30 credit hour minimum.

Each of the five journal clubs offered by the department can count as 1 credit hour each towards the 20 credit hours (towards 16 credit hours with master's degree). Repeat journal club credit hours count towards 30 credit hour minimum.

Doctoral Comprehensive Exams

Before a student can become a PhD candidate, they must pass a comprehensive qualifying exam, which is comprised of two parts. The first is a written exam and the second is an oral exam. Both exams are designed and graded by the advisory committee of each student. Scheduling of both exams is the responsibility of the student, and the date of the oral exam must be submitted to the Graduate School via the graduate assistant **at least two weeks prior** to the exam. **Students must have filed their "Advisory Committee for Doctoral Candidates" and "Final Doctoral Program of Study" with the Graduate School two weeks prior to scheduling their comprehensive exam.**

Advisory Committee for Doctoral Candidates:

<https://gradstatus.uga.edu/>

Final Doctoral Program of Study Form:

<https://gradstatus.uga.edu/>

Schedule for Examination

It is recommended that students complete the comprehensive exams by the 24th month of their matriculation into graduate school. This will be approximately by July of the second year in the program. The oral exam is scheduled once the student has passed the written exam.

Format of Written Examination

The written portion of the comprehensive exam is in the form of a grant application. The exact format of the grant is determined by the student's graduate advisory committee and may be either a NIH R21 or NIH F31/F30 format proposal. Other formats, provided they are substantially similar (6 pages), may be used at the approval of the graduate advisory committee and the graduate coordinator.

Examples of both R21 and F31 formats through NIH:

<https://www.niaid.nih.gov/grants-contracts/sample-applications#r21>

Grading the Written Examination

Outcomes of the written exam are typically discussed by the advisory committee at the time of the oral exam. Each advisory committee member is responsible for reviewing the written exam. There are two possible outcomes of the written exam – pass or fail. If the student does poorly on any section of the exam, for example one particular aim, they may be required to do additional coursework or directed reading and re-write that portion of the exam. If the committee decides that the student has not performed at a sufficiently high level on the exam as a whole, the student may be required to revise the entire written exam at a later date, within 1-2 months of the initial exam. Any such requirements must be discussed and approved by the graduate advisory committee in writing.

Oral Examination

The Graduate School requires that **all** the members of the student's advisory committee attend the meeting for the **entire period** of the oral exam. A committee member can participate via teleconference or video conference in the event that they cannot be present at the exam. The oral comprehensive exam is announced by the Graduate School and is open to all members of the graduate faculty at the university to attend. The oral exam will follow the following format:

- The student will present a **concise** summary of their project. This should take no more than 15 minutes.
- The majority of time will be spent in answering questions from the committee members. These can focus on aspects of the research project, or about general knowledge in any relevant area of immunology or infectious diseases.
- Role of student's major professor. The major professor can participate in asking questions of the student similar to other members of the committee. However, they should not assist the student in answering questions.

Grading of Comprehensive Examination

The Graduate School provides the "Comprehensive Exam Report" form to the graduate assistant to give the student so that the advisory committee may report on the student's performance on the comprehensive exam. Following the exam, each member of the advisory committee must cast a written vote of pass or fail. An abstention is not an appropriate vote for the comprehensive exam. The major professor's/co-major professor's vote of approval is required for the student to pass the examination. Approval of each exam (written and oral) can have no more than one dissenting vote. The results of both examinations are reported to the Graduate School. In the event that the student will need to retake all or a portion of their comprehensive exams, the student should inform the graduate assistant of the need for another exam announcement to the Graduate School and a second "Comprehensive Exam Report" form will be sent.

Admission to Candidacy

Following successful completion of the written and oral examinations, the student should file the "Application for Admission to Candidacy" form with the Graduate School via the graduate assistant. The following are requirements set by the Graduate School for admission to candidacy:

1. All prerequisites set as a condition to admission have been satisfactorily completed
2. Research skills requirements, if applicable, have been met
3. The final program of study has been approved by the advisory committee, the graduate coordinator, and the dean of the Graduate School
4. A grade point average (GPA) of 3.0 (B) has been maintained for all graduate courses taken and for all completed courses on the program of study (no course with a grade below C may be placed on the final program of study)
5. Written and oral comprehensive examinations have been passed and reported to the Graduate School

6. The advisory committee, including any necessary changes in the membership, is confirmed, and all its members have been notified of their appointment
7. A dissertation prospectus has been approved and filed with the departmental graduate assistant
8. The residence requirement has been met (enrollment for a minimum of 30 credit hours of consecutive course work included on the program of study on UGA's campus)

After admission to candidacy, a student must register for a combined total of 10 credit hours of appropriate graduate courses, usually comprised of research and dissertation, prior to graduation. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the Graduate School deadline for that semester and also be registered for 10 credit hours. The student must also meet all other deadlines for graduation in that semester.

Application for Admission to Candidacy:

<http://grad.uga.edu/index.php/current-students/forms/>

Graduate School Deadlines:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Dissertation

Dissertation Writing

The dissertation may be written as a series of papers already published or ready for publication, along with an appropriate introduction/literature survey as the first chapter and review of all the results in the last chapter. Generally, dissertations should contain four or five chapters, two of which must report original research observations. Students should carefully read the "Graduate School Style Manual" to understand the required format of the dissertation. Previous UGA theses and dissertations can be found on the University Libraries website for graduate students to view.

Doctoral students must submit their dissertations to their major professors before distributing them to their advisory committees. Once approved by the major professor, dissertations must be submitted to advisory committees with adequate enough time for reading and evaluation.

Graduate School, Theses & Dissertation Overview

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/theses-and-dissertations-overview/>

Graduate School Style Manual

http://grad.uga.edu/wp-content/uploads/2014/09/theses_and_dissertations.pdf

University Libraries, previous theses and dissertations

<http://www.libs.uga.edu/etd>

Dissertation Defense and Final Oral Examination

The student must notify the graduate assistant in writing at least two weeks in advance of the scheduled defense date.

This notification must include:

- The student's name
- Title of presentation
- Date
- Time
- Building and room

The student will be expected to schedule a seminar room within the College of Veterinary Medicine, preferably in Room #363, or Coverdell room S175. The student should ask the graduate assistant for help in arranging a seminar room. The graduate assistant will then notify the Graduate School of the seminar details so the defense can be officially announced to the university. The defense seminar is open to all members of the graduate faculty at UGA.

All members of the graduate advisory committee must be present for the entire defense seminar and the following final oral exam. If with good reason a member cannot be present the student must arrange for one of the following options:

(1) The absentee member may participate via a teleconference or video conference in which all participants can hear each person's comments. The chair of the committee must sign the approval form for the absentee member, register their vote and indicate that the member's participation was by teleconference or video conference (the major professor signs the absentee member's name followed by the major professor's initials).

(2) A substitution may be made with another faculty member who can replace the former member in expertise of the subject field and who has knowledge of the student's research. A revised advisory committee form must be submitted to the Graduate School prior to the examination. A minimum of three Graduate Faculty members must be maintained.

(3) The defense may be canceled or rescheduled at a later time. In either case, the Graduate School must be notified.

Following an oral presentation of the work described in the dissertation, the student should be prepared to defend the contents of the dissertation before any member of the faculty as well as in an oral examination administered by the advisory committee.

The student should bring the "Doctoral Dissertation and Final Oral Examination Approval" form for their advisory committee to sign. The Graduate School must receive a complete copy of the form via the graduate assistant by the proper deadline.

Graduate School Deadlines:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Doctoral Dissertation and Final Oral Examination Approval Form:

<http://grad.uga.edu/index.php/current-students/forms/>

Dissertation Submission

After the defense but before submitting the final copy to the Graduate School, students may be required by their advisory committee to make revisions to their dissertation. After revisions have been made, students must submit their dissertation for a format check. Format check guidelines can be found on the Graduate School website. The Graduate School must receive the electronic submission of the final dissertation by the Graduate School's deadlines. However, a graduate student may not submit a dissertation to the Graduate School for format checking or the dean's approval between the last day of classes and late registration of the following term.

Students should submit their "ETD" form in GradStatus by the appropriate Graduate School deadline. Additionally, students who wish to set an embargo on their dissertation must get prior written approval

from the dean of the Graduate School at least four weeks before the final submission date. The GradStatus "ETD" form has a field where supporting documentation for the embargo can be attached.

Graduate School Deadlines:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Format Check Guidelines:

<http://grad.uga.edu/index.php/current-students/policies-procedures/theses-dissertations-guidelines/format-check/>

Electronic Thesis & Dissertation (ETD) Submission Approval Form:

<https://gradstatus.uga.edu/>

Graduation

Completing degree requirements and graduation are not synonymous. Students must enroll for a minimum of 3 credit hours the semester in which they complete degree requirements but need not actually graduate until the following semester. The student's transcript must also be free of any "I" or "NG" grades. Once corrected, the graduate grade point average cannot be below the required minimum to graduate.

Same Semester

If a student wishes to graduate in the same semester in which degree requirements are completed, they must submit their final dissertation, "Doctoral Dissertation and Final Oral Examination Approval" form, and "ETD" form to the Graduate School for approval by the posted deadlines.

Different Semesters

However, if the student does not meet the deadlines, then they are considered registered until the registration period for the next semester. Registration for the subsequent semester will not be required and a letter will be received from the Graduate School stating that all degree requirements have been met and that graduation will occur the subsequent semester. Students should bear in mind though that they must be registered during semesters where they use staff time or university facilities. A section of GRSC 9270: Graduate Study Completion can be requested from Enrolled Student Services for students in this situation.

Graduate School Deadlines:

<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>

Application for Graduation

Students must submit an application for graduation through Athena to the Graduate School no later than Friday of the second full week of classes during the semester of the anticipated graduation date (or first week of classes for summer graduation). Instructions for how to apply can be found on the department intranet. If students do not meet graduation requirements for the semester in which they have applied for graduation, the Graduate School will send a notification email that their graduation application has been cancelled. Then the student must submit another graduation application for a future semester.

Apply for Graduation

<https://gradstatus.uga.edu/>

Instructions for Applying to Graduation

<https://in.vet.uga.edu/display/IDI/Graduate+Students?preview=/7602633/10683004/Apply%20for%20Graduation%20in%20Athena.pdf>

Late Application for Graduation

"A graduate student who misses a graduation deadline by failing to file the Application for Graduation, Advisory Committee Form, and/or completed Program of Study Form will have the option of paying a single fee of \$50 (check or money order in U.S. dollars) for late processing of all required forms. A completed Late Filing for Graduation Form, all required graduation forms, and the late fee payment must be submitted to the Graduate School Office of Enrolled Student Services within 45 calendar days of the original deadline. After the 45 day late period, no students will be added to the commencement roster for the current semester."

–Graduate School (<http://grad.uga.edu/index.php/current-students/policies-procedures/academics/late-filing-of-graduation-forms/>)

Appendix A (Graduate Resources)

| Source | Website |
|--|---|
| Department | |
| Department of Infectious Diseases Intranet | https://in.vet.uga.edu/index.action |
| Department of Infectious Diseases Main Website | http://vet.uga.edu/id |
| College | |
| Bulldog Support Network | http://vet.uga.edu/bulldawg-support-network |
| Graduate School | |
| Financial Education Program | http://grad.uga.edu/index.php/current-students/financial-information/financial-education-program/ |
| GradStatus | https://gradstatus.uga.edu/ |
| Graduate School Homepage | http://grad.uga.edu/ |
| Graduate School 5 Minute Mentor Videos | http://grad.uga.edu/index.php/current-students/professional-development/professional-development-seminars/5-minute-mentor/#personal |
| Graduate-Professional Student Association | http://graduatestudents.org/ |
| Graduate Teaching/Laboratory Assistant Information | http://www.ctl.uga.edu/#ta-services-and-programs |
| -policy | http://www.ctl.uga.edu/pages/ta-policy |
| -resources | http://www.ctl.uga.edu/ta/resources |
| University | |
| ASPIRE Clinic | http://www.aspireclinic.org/ |
| Athena | https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage |
| Center for Counseling and Personal Evaluation | https://coe.uga.edu/directory/units/counseling-personal-evaluation |
| Counseling and Psychiatric Services (CAPS) | https://www.uhs.uga.edu/caps |
| Enterprise Information Technology Services (EITS) | https://eits.uga.edu/ |
| LGBT Resource Center | https://lgbtcenter.uga.edu/site |
| Mobile Apps | https://eits.uga.edu/web_and_applications/mobileapps/ |
| Multicultural Services and Programs | https://msp.uga.edu/ |
| Parking Services | http://www.parking.uga.edu/ |
| Red & Black newspaper | http://www.redandblack.com/ |
| Student Care and Outreach | http://dos.uga.edu/sco/about/ |
| Student Veteran Resource Center | http://svrc.uga.edu/ |
| UGA Libraries | http://www.libs.uga.edu/ http://www.libs.uga.edu/ejournals/ http://www.galileo.usg.edu/scholar/uga/search/?Welcome |
| -old theses and dissertations at UGA | http://www.libs.uga.edu/etd |
| UGA Police Department | https://www.police.uga.edu/ |
| UGA Psychology Clinic | http://psychology.uga.edu/clinic |
| University Health Center | https://www.uhs.uga.edu/ |

Athens

| | |
|---------------------------------------|---|
| Athens Welcome Center | http://www.ctl.uga.edu/ta/resources |
| Athens-Clarke County Leisure Services | https://www.athensclarkecounty.com/148/Leisure-Services |
| Athens-Clarke County Police | http://athensclarkecounty.com/200/Police |
| Clarke County Health Department | http://publichealthathens.com/wp/clinics/health-departments/clarke-county/ |
| Athens Banner Herald newspaper | http://onlineathens.com/ |
| Flagpole magazine | https://flagpole.com/ |
| Piedmont Athens Regional Hospital | https://www.piedmont.org/locations/piedmont-athens |
| St. Mary's Hospital | https://www.stmarysathens.org/ |

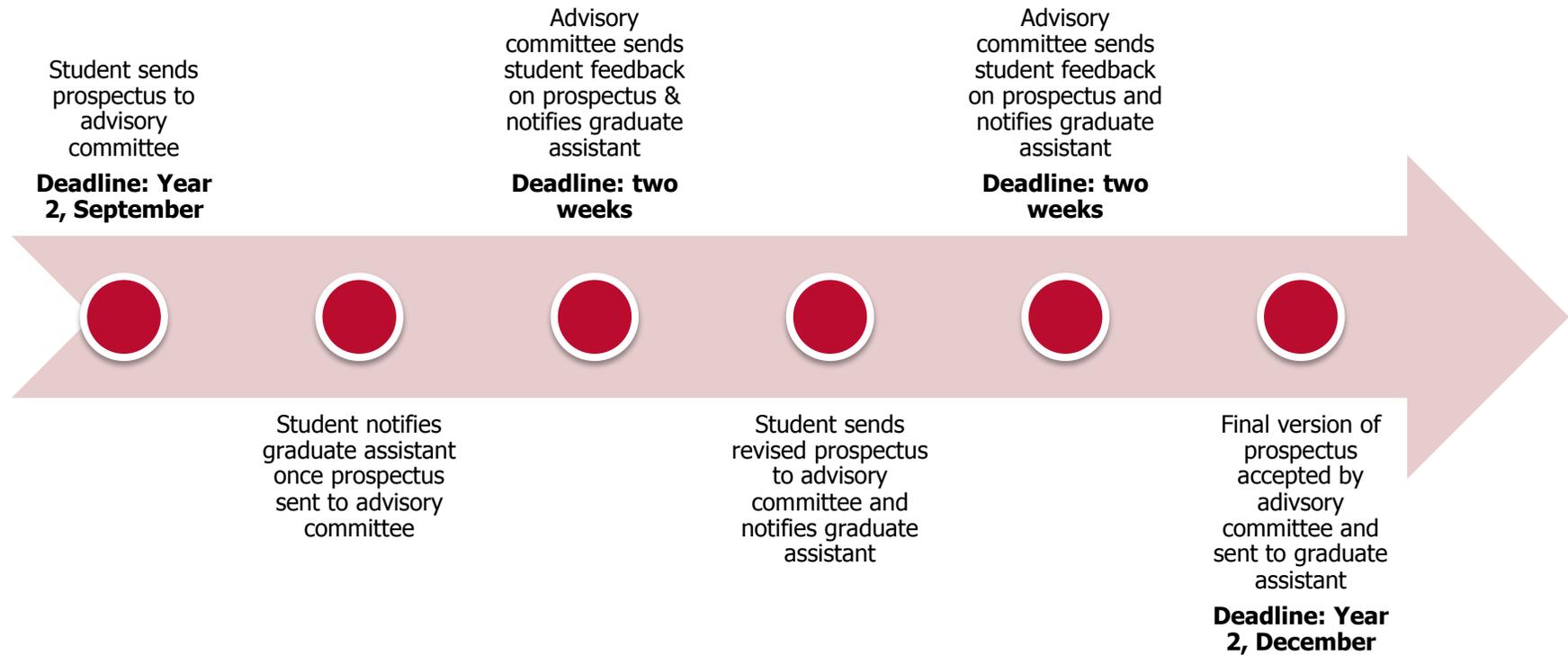
Appendix B (Dissertation Checklist)

| ✓ | Task | Deadline |
|---|--|--|
| | Apply for graduation through Athena | Friday of the second full week of class (first full week for summer) |
| | Dissertation approved by major professor | At least two-four weeks before submitting to advisory committee |
| | Dissertation submitted to advisory committee | At least two weeks before defense date |
| | Arrange for seminar room for defense and post-defense conference room via the departmental graduate assistant | As soon as advisory committee approves a date |
| | Notify departmental graduate assistant of date, time, location, title, and committee members for defense so notification can be submitted to Graduate School | At least two weeks before defense date |
| | Complete Approval Form for Doctoral Dissertation and Final Oral Examination | No later than two weeks prior to graduation |
| | Correct dissertation as requested by advisory committee | Before format check deadline |
| | Dissertation signed by major professor and advisory committee in black ink | Before format check deadline |
| | Format check approved dissertation through Graduate School website prior to making official copies | By Graduate School deadline |
| | Complete electronic dissertation submission and ETD Submission Approval form | By Graduate School deadline |
| | Contact Tate Student Center Print and Copy Service to make official copies of dissertation | After final submission |
| | Arrange with major professor for handling of personal copies of dissertation | After final submission |

Appendix C (Catalog of Forms)

| Form | Location | Route To | When |
|--|---|---------------------------------|---|
| Request for Change of Degree Objective | Graduate School Website | Departmental Graduate Assistant | Switch from ILS or MS-CBS to IDIS PhD |
| Advisory Committee for Doctoral Candidates | GradStatus | Electronic Workflow | Year 1, summer semester (as necessary if changes occur) |
| Graduate Student Evaluation | Departmental Intranet | Departmental Graduate Assistant | At every advisory committee meeting & at least once a year |
| Preliminary Program of Study (optional) | Graduate School Website | Advisory Committee | Year 1, summer semester |
| Final Doctoral Program of Study | GradStatus | Departmental Graduate Assistant | Prior to announcement for oral examination |
| Request for Transfer Credit (optional) | Graduate School Website | Departmental Graduate Assistant | As necessary and approved |
| Report of the Written & Oral Comprehensive Examination | Departmental Graduate Assistant | Departmental Graduate Assistant | Take to oral examination |
| Application for Admission to Candidacy for Doctoral Degrees | Graduate School Website | Departmental Graduate Assistant | Once written and oral examinations passed & at least 1 semester prior to graduation |
| Approval Form for Doctoral Dissertation & Final Oral Examination | Graduate School Website | Departmental Graduate Assistant | Once advisory committee approves dissertation & final oral examination passed |
| Electronic Thesis & Dissertation Submission Approval | GradStatus | Electronic Workflow | Once advisory committee approves dissertation & final oral examination passed |
| Degree Conferred Graduate Information | Departmental Intranet | Departmental Graduate Assistant | Semester of graduation |

Appendix D (Prospectus Timeline)



Appendix E (IDIS Doctoral Program Milestones)

