

College of Veterinary Medicine
Master of Science
Comparative Biomedical Sciences
Student Handbook



Office of Graduate Affairs

[Graduate Programs](#)

vetgrad@uga.edu

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Welcome

Welcome to the Master of Science in Comparative Biomedical Sciences (MS-CBS) degree program! This handbook was written to complement other resources available to graduate students and their mentors to support graduate education in the College of Veterinary Medicine. It will not address every question or concern but is intended to serve as a foundation to navigate the policies and procedures of the University of Georgia (UGA) Graduate School and the College of Veterinary Medicine (CVM). The objectives for the MS-CBS student are:

- To work with their Major Professor and Advisory Committee in order to obtain experimental training in the scientific method.
- To take classes that will broaden their base of knowledge and expose them to different topics as additional support to their research training.
- To develop a research project that will allow them to learn the scientific method of inquiry and will contribute to the world's knowledge or resources in a particular biomedical area.
- To document and interpret findings in an original thesis to be submitted to the Graduate School and publish the research in a peer-reviewed journal.
- To learn to disseminate their findings in written and oral form to their peers and the scientific community as a whole.

About the College

The College of Veterinary Medicine at the University of Georgia, founded in 1946, is dedicated to training future veterinarians, providing services to animal owners and veterinarians, and conducting investigations to improve the health of animals as well as people. **Graduate education represents a fundamental component of the research mission of the College.**

College of Veterinary Medicine Administration [\[back to top\]](#)

Dr. Lisa Nolan, Dean of the College of Veterinary Medicine

Dr. Sharron Quisenberry, Associate Dean for Research and Graduate Affairs

Dr. Shannon Hostetter, Interim Assistant Dean for Graduate Affairs

Dr. Andrew Parks, Interim Associate Dean for Academic Affairs

Office of Graduate Affairs [\[back to top\]](#)

Dr. Shannon Hostetter, Director of CBS Program/Graduate Coordinator

Ms. Lisa Norris, M.Ed., CBS Program Coordinator

College of Veterinary Medicine

Departments and Units

Administrative Departments [\[back to top\]](#)

Academic Affairs & Admissions

Alumni Relations

Business Office

Continuing Education

Dean's Office

Development Office

Information Technology Services

Public Relations Office

Office for Research & Graduate Affairs

Academic Departments [\[back to top\]](#)

Infectious Diseases

Large Animal Medicine

Pathology

Physiology & Pharmacology

Population Health

Poultry Diagnostic and Research Center

Small Animal Medicine & Surgery (includes exotics, wildlife, & zoo medicine)

Biomedical Sciences

Additional Groups [\[back to top\]](#)

Animal Resources

Diagnostic Laboratories

Educational Resources

Flow Cytometry Core Facility

Infectious Diseases Laboratory (IDL)

Southeastern Cooperative Wildlife Disease Study

Teaching Hospital

The Graduate School

The Graduate School administers all graduate programs at UGA. For detailed information about the Graduate School, visit their website - <https://grad.uga.edu/>.

In addition to Graduate School policies and procedures, the Comparative Biomedical Sciences Master of Science degree program in the College of Veterinary Medicine has established its own set of guidelines. Read through this handbook carefully regarding deadlines, policies, and procedures of both the UGA Graduate School and the College of Veterinary Medicine. [\[back to top\]](#)

General Information

Office of Graduate Affairs

The Office of Graduate Affairs (OGA, Rm 226) serves as the central office and resource to students enrolled in the MS-CBS. Many questions can be answered by office staff.

UGA Email & MyID [\[back to top\]](#)

All students enrolled in classes at the University of Georgia **must** establish a UGA MyID and password to access services and register for classes. Establishing a UGA MyID automatically creates a UGA email account. This account is the email address to which official University, Graduate School, and CVM e-mail communications are sent. Information about establishing a UGA MyID and email address can be found [here](#). Once a MyID has been established, access your email [here](#). The UGA email address will be added to several graduate student listserves. The Graduate Coordinator, Program Coordinator, and others will communicate with students through their UGA email address. Please either check or disable your email junk folder, as mass e-mails from our office, the CVM, or the University may be directed there.

Change of Name [\[back to top\]](#)

The name on the permanent academic record is the name given on the application for admission and should be the complete legal name. Students who have a change of name must communicate this change to the Office of Graduate Affairs **AND** to the Office of the Registrar. The name will be changed by the Registrar upon request to reflect legal name changes. Visit the Office of the Registrar's website at this [page](#).

Change of Address [\[back to top\]](#)

Students who change addresses or phone numbers must communicate this change to the Office of Graduate Affairs **AND** through ATHENA this information goes the Office of the Registrar. To change an address in [ATHENA](#): enter ATHENA, go to "Personal Information," and then "Update Addresses." Make changes and click on "Update Data." Students who fail to communicate this change of address may miss important mail from the Graduate School, including their diploma. Changes in current or permanent address can be made in the ATHENA system until the student's graduation semester. If the ATHENA system will not accept an address change, the student must notify the Office of the Registrar to make the change.

eLearning Commons (eLC) [\[back to top\]](#)

[eLearning Commons](#) (eLC) is an online e-learning system used by most instructors for their courses at UGA. You will find an eLC course for each of the academic courses you are enrolled in each semester. Additionally, eLC is used as a repository for resources and information for programs, groups and organizations at UGA. As a student in the CBS program, the following eLC courses will also provide useful information for you:

1) “**Comparative Biomedical Sciences Current Student Resources.**” This eLC course provides information specific to the Comparative Biomedical Sciences Graduate Program. *It contains the student handbook, form examples OGA forms, contact information, calendars, and other documents needed throughout the program.*

2) “**CVM Graduate Student, Resident, and Intern Resources.**” This eLC course provides resources to all graduate students and house officers in the CVM, including additional information on DEI programming and events, Professional Development Resources, etc.

UGA Card Information [\[back to top\]](#)

The UGACard is the official University of Georgia identification card for students, faculty, staff, official campus visitors, and their dependents. The UGACard provides access to many facilities, events, and services throughout campus. ***Students must be registered for the current semester in order to purchase and use the UGACard.***

Students must have their MyID, email address, be registered for classes, and have their fees assessed for the current semester prior to having their UGACard made. To obtain a UGA card, visit the UGA Card Office [website](#) for additional information.

After 24 hours, ***CVM students must contact the CVM Business Office (Suite 239) to have your card put into the system so you can access the College of Veterinary Medicine outside of normal business hours.*** Students will receive a card that day, but it will take about 24 hours before the card can be used. If a student needs access to other places, including specific labs, the teaching hospital, etc. an email from a supervisor of that particular area needs to be sent to the business office before access can be granted.

Although students will use their social security number for some University-related records, the UGACard will have an identification number that will remain the same the entire time at UGA. The first six digits are alike on all UGA ID cards (627541). This is the UGA identifier. The next nine digits are the ID number. It will begin with 810 or 811 followed by six unique numbers assigned to the student. The last digit is the issue number. This number will change each time the student replaces the card (ie. “1”, if you had to replace your card once). For access to services that require a keypad entry, students MUST either place their card on the pad, slide their card, or enter the 10 digit ID number (beginning with 810 or 811 and include the current issue number at the end).

The UGACard is non-transferrable and can only be used by the student to whom it is issued. Misuse of the UGACard may result in disciplinary action by the Office of Student Conduct.

University Health Center [\[back to top\]](#)

The University Health Center is a state-of-the-art, outpatient healthcare facility that provides a large number of medical services to students. Visit their website [here](#).

Parking Services and Other Transportation [\[back to top\]](#)

Parking at UGA is divided into permit-required areas and short-term pay lots. If a student plans to drive an automobile, motorcycle, or scooter to campus, a UGA parking permit is required. Permits are distributed based on a priority system that takes into account factors such as classification (student, faculty, staff, etc.). The parking permit must be displayed at all times on campus for the assigned lot. Information and instructions are available on the Parking Services [website](#). Bus routes and times can be accessed [here](#).

Housing [\[back to top\]](#)

The University of Georgia's Department of University Housing has on-campus Graduate & Family Housing for single individuals, as well as individuals with families. Information about housing can be found on their [website](#).

Off-campus housing resources include, but are not limited to, Apartment Finder [here](#).

UGA Libraries [\[back to top\]](#)

The UGA Campus in Athens houses three main libraries, smaller facilities around campus, and research facilities around the state. Resources that cannot be found at the library closest to you can be scanned or shipped to you at no charge. For more information on UGA Libraries and smaller facilities, visit their website [here](#).

Health Insurance [\[back to top\]](#)

A student health insurance policy is available for all UGA students; however, the following groups of UGA students are **REQUIRED** to have health insurance:

- Graduate International Students with "F" or "J" visa status
- Graduate Students enrolled in programs that require proof of health insurance
- Graduate Students receiving Qualified Graduate Assistantships
- Graduate Students receiving Qualified Fellowships
- Graduate Students receiving Qualified Training Grants

Domestic students who have private health insurance can opt out of UGA Health Insurance; this process must be done every semester. Click [here](#) to learn more about student health insurance on the Human Resources website.

Athletic Event Tickets

Football is HUGE here at UGA. We recommend that you at least attend one game just to experience tailgating and the atmosphere at Sanford Stadium! In addition, there are many other sports to watch and enjoy throughout the year. If you are interested in purchasing tickets to any athletic event, please refer to the website: <https://georgiadogs.com/sports/2017/6/16/student-tickets.aspx>.

Funding Sources [\[back to top\]](#)

Applicants who have access to independent stipend funding throughout their stay in graduate school from federal, state, industry, or private foundations should make it clear in their personal statement when applying to the MS in CBS.

Graduate School and College of Veterinary Medicine assistantships include a stipend, as well as a tuition waiver. This does not cover student fees.

MS students in the College may receive funding from the following sources:

Teaching Assistantships

Some departments in the CVM have Teaching Assistantships (TA) available for helping with courses and labs for undergraduate courses. Please ask your major advisor or departmental administrative staff, if this is an option for you. There are also TAships available for large undergraduate courses, such as Biology. This is only recommended if you have an interest in teaching, as this is a major time commitment, and you must have the support of your Major Advisor. If you are interested in this opportunity, please contact the CBS Director. These positions are not always available, however, as these departments will offer them to their own

graduate students first. TAing also requires a training course (GRSC 7770) offered by the Graduate School.

Faculty Contracts and Grants [\[back to top\]](#)

Students who have been offered assistantships by a member of the College's graduate faculty are subjected to the regular Graduate School assistantship guidelines. Students must obtain written notification from their prospective Major Professor indicating their funding commitment to the applicant.

Regardless of the funding source, students who have any of the above mentioned assistantships will receive stipends as well as a tuition waiver from UGA. To be eligible for the tuition waiver, the assistantship must be 1/3 (13 hrs.) time or more. *Students who will not require assistantship funding for the duration of their graduate training must make it clear in their application.* Self-funded students and their mentors must fill out an additional "Financial Waiver and Mentoring Agreement Document" in order to make funding and mentoring expectations clear. This form can be found on the eLC course for graduate students. Funding for assistantships is limited, and often, qualified applicants cannot be admitted into the program for lack of funding. Outside funding sources for graduate students include, but are not limited to, federal, state, or private foundations. These students are not entitled to receive a tuition waiver from the University unless the assistantship is administered THROUGH UGA. External funding sources will not guarantee the admission of a student into the program.

Out-of-state students not supported by an assistantship may apply through OGA to the Graduate School for a Regents out-of-state tuition (ROOST) waiver, but please note that these are competitive and not guaranteed. Nominees who are currently enrolled in the Graduate School must have and retain a minimum 3.50 GPA. Please see the Graduate School website and the CVM Office of Graduate Affairs for additional information.

The University has a large number of loan funds to assist students, which are administered by the Office of Financial Aid located in the Academic Building. Please check the stipulations regarding their use. Any student desiring information regarding financial aid should explore these possibilities with the Office of Student Financial Aid by visiting their [website](#).

Acceptance of Credit by Transfer Policy

Master's Degrees

If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and graduate coordinator, and when approved by the Dean of the Graduate School. Such transfer credit cannot exceed the following scale and must fall within the time limit of the degree:

<u>Program Credit Hours:</u>	<u>Transfer up to:</u>
30-39	6 credits

Degree Program Information

This section will outline a student's time in the program. It will cover selecting a Major Professor, selecting an Advisory Committee, required Graduate School or College forms, deadlines, and other important information. [\[back to top\]](#)

Selecting a Major Professor [\[back to top\]](#)

A student may have a Major Professor, also known as an Advisor/Mentor, before enrolling at UGA. If this is the case, it must be indicated in the statement of purpose, and the faculty member must also communicate this in writing to the Office of Graduate Affairs. The Major Professor will provide guidance for the student's training, facilities, financial resources for their research project, and possibly an assistantship. Thus, the Mentor plays a pivotal role in the success of the student's training. Prospective students are encouraged to research the different Graduate Faculty within the College and contact those who best fit their training interests. Peer-reviewed publications are an ideal way to gauge a scientist's performance and history. Using the Internet, students may review faculty biographies/resumes online at our UGA [College of Veterinary Medicine](#) website; go to each Department's site and look at the faculty lists. An alternative is to perform a Google or [PubMed](#) search using the scientist's last name and initials (for example, Dickerson, HW) and a search term that includes their major research area (for example, teleost immunology). PubMed is an online site maintained by the National Library of Medicine; it indexes nearly all medical and science journals.

The Major Professor must be faculty in the College of Veterinary Medicine and on the UGA Graduate Faculty. If the proposed Major Professor is not in the CVM, they can be a co-major advisor with a faculty member who is associated with the CVM. Students considering a Major Professor should discuss possible research projects with the mentor. The project should be based on a sound hypothesis, which guides the research approach. A research project for a MS student may consist of laboratory research, field work, or computational projects (epidemiological analysis or bioinformatics). Research projects must be robust enough to provide a strong training experience and data for a publication and thesis. It should involve a variety of methodologies to learn how to perform more than one technique and how these protocols are used in scientific inquiry. The selected Major Professor, other graduate students, technicians, and postdocs in the lab, or members of the Advisory committee should have experience with these techniques, so that the student will have guidance when conducting experiments. The techniques should not be so complex that they cannot be mastered within a reasonable period of time. Questions to consider when selecting a Major Professor include:

- Does he/she have publications in the area in which you seek training?
- Does he/she have a laboratory and an active research group?
- Does he/she have funding for the research?
- Is there a testable hypothesis for the research?
- Is he/she a member of the Graduate Faculty?

Selecting an Advisory Committee [\[back to top\]](#)

Once a Major Professor has been selected, the student has to have an Advisory Committee that will support the role of the mentor. The Advisory Committee, in consultation with the student, is charged with planning and approving the student's Program of Study (coursework), guiding and approving the research to be conducted, providing final approval for the defense, reading and approving the thesis, and administering the oral defense and final examination.

With the Major Professor's input, the student must consider which scientists/faculty members would be helpful members of the Advisory Committee. The purpose of the Advisory Committee is to guide the student in their training. The student will want to select members that offer expertise in areas that complement the research project.

A committee meeting should be scheduled by the end of the first semester in the program.

The Advisory Committee must be approved by the Office of Graduate Affairs and an Advisory Committee form must be completed online in [Grad Status](#). Further information can be found in [eLC](#) (CBS Current Student Resources) and on the Graduate School [website](#).

An MS Advisory Committee must consist of a minimum of three Graduate Faculty, including the major professor (co-major advisors only count as one). Additional members of the Advisory Committee from outside of the university can be included, but this person must be outside of the 3 required Graduate Faculty and requires a letter of request from the Major Professor and Director. Specifics about committee make-up are outlined on the Graduate School [website](#). Please consult with our office before submitting the form.

Committee Meetings [\[back to top\]](#)

Committee meetings must be scheduled **at least twice a year**. The time frame to have these meetings is once between September 15 and March 15 and again between March 15 and September 15. A Record of Graduate Student Committee Meeting Form must be turned in to the Program Coordinator in the OGA to document all meetings. This form is available on [eLC](#). The form also allows students to be cleared to register each semester. The committee meetings are a fundamental component of the student's training. A guide to plan and conduct committee meetings is available for all students in the program on eLC.

Selecting Courses, Program Course Requirements, and Program of Study [\[back to top\]](#)

Students will work with their major professor and their committee to determine the courses that are appropriate to fulfill the requirements for their degree in line with Graduate School, Program, and Departmental requirements.

The Program of Study defines the courses that will be taken during the program and outlines which semester they should be taken. Ideally, the student should have a Program of Study developed before the end of the first year. The Program of Study for each student will be different depending on previous education, experience, and their home department but requires at least 30 credit hours. The program must list at least 12 semester hours of credit (exclusive of 7000 and 7300) in courses open only to graduate students (ie. not split-level, typically 7000+ and 8000+ level courses). A maximum of six semester hours of 7000 may be applied toward the minimum of 30 semester hours listed on the program of study; however, students on assistantships can register for an unlimited number of 7000 credit hours to fulfill their 12 credit hour/semester requirement. The minimum number of thesis hours (7300) required for the program of study is 3 semester hours. A Program of Study form, which provides the details of the established Program of Study, must be submitted to the OGA before the end of the second semester (more information on submitting the form may be found in the 'Forms' section below). Please see "Course Work" section (p. 18 of this document) for additional course requirements.

The following courses are required for all MS students in CBS (Note: Additional courses are required for the degree but are determined by the student, advisor, and committee depending on the department, field of study, research project, etc.).

Course No.	Course Name	Credit Hours	Additional Information
GRSC 8360	Managing Mentoring Relations	1	Taken in the first Fall semester
VETM 8001	Research Communications	1	Or departmental equivalent (IDIS students take IDIS 8170 instead)
GRSC 8550	Responsible Conduct of Research	1	
Various	Graduate-level statistics course	3-4	Examples include BIOS 7010, POPH 8310, etc.

The student, in conjunction with the major professor and committee, is responsible for:

- Developing and updating the program of study for coursework
 - *A Program of Study form should be completed and submitted by the end of the second semester*
- Monitoring problems related to the completion of the degree (e.g., deficiencies, probation, incompletes, etc.)
- Approving overloads
- Filling out forms in accordance with the Graduate School, Program, and departmental regulations

Students are responsible for monitoring their progress throughout the program. Students will initiate meetings with their Major Professor and Committee prior to registration and will adhere to the deadlines for registration form processing.

Registration [\[back to top\]](#)

Registration is completed online at specified times on [ATHENA](#). For specific details, visit the Office of the Registrar [website](#). Students will receive an email from the Program Coordinator about 2 months into the semester regarding registration. *It is imperative that a response is received by the indicated deadline to prevent registration delays.*

Students **MUST** be cleared for each semester (Fall, Spring, and Summer) by the Program Coordinator if enrolled.

Before registration, take these steps to prevent registration delays:

1. Meet with Major Professor and Advisory Committee.
2. Respond to emails from the Program Coordinator.
3. Turn in paperwork to the OGA.
4. Check for registration flags on [ATHENA](#) if applicable, and contact the appropriate University department.

The OGA clears all MS-CBS students to register and grants access to VETM 7000 (research) & VETM 7300 (thesis writing), if the student's area of emphasis does not have analogous, appropriate level courses. Infectious Diseases, Veterinary Pathology, and Physiology/Pharmacology have departmental research and thesis writing courses with their departmental prefix. Large Animal, Small Animal, Population Health, and Biomedical Sciences do not. Permission of department (POD) courses with a different prefix (for example IDIS, SAMS, BMSC, VPAT, etc.) have to be cleared by the corresponding departmental representative. Only VETM courses can be cleared by OGA personnel.

Research Project

The research project is an original piece of the mentor's scientific area, unique to the student and an integral part of the MS training. The project can consist of laboratory experiments, field work, computational work, and/or a combination of the three. The purpose of the research is to reveal knowledge or provide an answer to a question for which an answer is not yet known. Therefore, a robust hypothesis for the research is necessary to provide a framework for the experiments to be performed. Alternatively, a MS thesis may provide a new tool or technique for the mentor's laboratory or the scientific community that will serve as the basis for future investigations in the major professor's area of research. The student will be required to have a working knowledge of what is known about the problem to be studied. The mentor will be very knowledgeable about the area; however, students must seek to become at least as knowledgeable as their major professor in their particular project area to be successful in their training. *The student's job is to become an expert in their research area, and thus, they must read all available material on that particular area.* They may want to start with review articles or book chapters that summarize most of the information known at the time that the article was written. However, by nature, these publications will reflect a certain perspective, may not fully reveal the actual knowledge in the topic, or may be outdated. Once the student has read a few reviews, a PubMed search will reveal the recently published, primary literature with new information about the topic. Students are encouraged to become scholars in their particular area of expertise.

In addition to becoming an expert in a specific area, the goal of the student is also to produce enough research data for the thesis, and ideally, a publication. The Advisory Committee will give the student guidance on whether the research approach is appropriate to address their hypothesis or to create a new tool, whether the data is sufficient to support their hypothesis or tool, and help focus on what needs to be done to complete their degree. Allowing the committee to discuss these issues and come to a consensus is a very important part of their contributions to a student's training. Students should learn as much as possible from their discussions and should not be afraid to ask questions. The members of the Advisory Committee may not fully agree with the Major Professor on every aspect of the research. Although it may not be easy, students must engage in discussion of these issues with their committee and try to determine what should be done to strengthen their research.

Publication of the findings in a manuscript and a thesis is ultimately the goal of the research project, and thus, students should perform each experiment with the intention of producing reproducible, publication-quality data. Good record keeping is one of the most important components of experimental research. Each experiment must be carefully recorded; the results should be analyzed and interpreted before conclusions can be drawn. Although mentors have different rules about the work required for a MS thesis, as a general rule, students are expected to be in the lab working on the thesis project every day when they are not in class. Vacation time is to be determined between the student and the mentor. Graduate students in the CBS program will be required to work on their project when classes at UGA are not in session. This time without classes provides a great opportunity to make progress in the student's research.

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Thesis

A thesis is required by all students enrolled in the MS-CBS in the College of Veterinary Medicine. Additional information on formatting is available on the Graduate School [website](#). Students must submit a copy of their thesis to the Major Professor and committee **at least 4 weeks before the defense date**. The thesis must be approved before the oral defense.

The dissertation or thesis may be written in either the traditional or the manuscript (journal article) style described below.

The dissertation or thesis **must include an introduction and a literature review** with the purposes of defining the problem, presenting hypotheses or theories, stating objectives, and thoroughly reviewing pertinent literature. There must also be a **concluding chapter** or section that unites the preceding chapters or sections and may include a general discussion integrating the major findings.

Traditional style: In addition to an introduction, literature review, and conclusion, this style may include materials and methods, results, discussion, literature cited, and figures and tables as appropriate to the student's discipline. Documentation and format must be consistent throughout the dissertation or thesis.

Manuscript style: The practice of using the manuscript (journal article) style thesis or dissertation format shall be at the discretion of the department. In this style, the introduction, literature review, and concluding chapter or section will be presented separately from their briefer presentation in each manuscript to allow thoroughness not usually permitted by space limitations in scientific journals.

The manuscript style permits, for the master's degree, the inclusion of one or more manuscripts, submitted or prepared to be submitted to scholarly journals, as chapters or sections of the dissertation or thesis. Each manuscript must be prepared in the style of the appropriate scientific journal, but instructions peculiar to submission of manuscripts to editors must be eliminated. Each manuscript must blend appropriately with the other parts of the dissertation or thesis, with the exception of the particular differences required by journals (e.g., literature citations, table designations). Numbered lines, as required by some journals, must not be used. Captions must accompany each figure on the same or preceding page of each manuscript. No reprints or photocopies of reprints will be permitted.

The student must be the first author of each manuscript in this style. The names of all authors, in journal-submitted order, and the name of the journal (with volume, page numbers, and date, if published) must be given as a footnote to the title on the first page of each manuscript to indicate the current status of each manuscript. The Graduate School must receive proof of permission to use articles that have been published or accepted for publication.

Continuous pagination is required throughout the dissertation or thesis. The usual requirements for margins, consistency in chapter or section titles, and other details as specified in the Graduate School dissertation and thesis guide will apply. Additional information regarding this process may be found [here](#).

Students can choose to release the electronic thesis and dissertation (ETD) immediately upon archiving by the Library, or after one or two years, for specific reasons. Please review the official Graduate school policy for explanations and details of release options. [\[back to top\]](#)

Oral Thesis Defense

In accordance with the Graduate School and CVM guidelines, students must give an oral presentation of their research findings in a seminar to their Advisory Committee, CVM faculty, and other students. Students work with their major professor to prepare this talk. Students should contact the Program Coordinator and their departmental Assistant Graduate Coordinator **at least two weeks prior** to the defense to publicize the seminar. A final committee meeting following the seminar will be necessary to discuss findings and receive feedback from the committee regarding the thesis. Students may have to revise the thesis based on the Committee's recommendations and submit the final copy and signed forms to the Graduate School by the given deadline. For this reason, students should schedule their thesis defense before the Graduate School's submission deadline. [\[back to top\]](#)

Forms

Unless indicated, all forms must filled out through <https://gradstatus.uga.edu/>. Form examples are on [eLC](#) in the CBS Current Student Resources course.

Advisory Committee Form [\[back to top\]](#)

This form notifies the OGA and the Graduate School that the student has selected a committee to guide their coursework and research. The form is submitted to the graduate school through Grad Status: <https://gradstatus.uga.edu/>. This can be completed by the student, or you can submit your advisory committee by email to the OGA at vetgrad@uga.edu to be submitted for you.

Record of Graduate Student Committee Meeting [\[back to top\]](#)

This is a ***mandatory form due to the OGA twice a year***, between March 15 – September 15 and again between September 15 – March 15, to document progress in the program. Students should print this form and take it to each meeting to be completed and signed by the mentor and Advisory Committee. The student will also have to sign the form as an indication that they are aware of the committee's evaluation and recommendations. Form is available in [eLC](#).

Program of Study [\[back to top\]](#)

The Program of Study form outlines courses taken and courses selected for future semesters. Ideally, the student should have a Program of Study developed before the end of the first year. The deadline to submit the form to the OGA is before the end of the second semester. The Program of Study for each student will be different depending on previous education, experience, and their home department but requires at least 30 credit hours. The program must list at least 12 semester hours of credit (exclusive of 7000 and 7300) in courses open only to graduate students (ie. not split-level, typically 7000+ and 8000+ level courses). A maximum of six semester hours of 7000 may be applied toward the minimum of 30 semester hours listed on the program of study; however, students on assistantships can register for an unlimited number of 7000 credit hours to fulfill their 18 credit hour/semester requirement. The minimum number of thesis hours (7300) required for the program of study is 3 semester hours. For additional information on how to fill out the form click [here](#). Please see "Course Work" section (p. 18 of this

document) for additional course requirements. This Program of Study must be submitted through <https://gradstatus.uga.edu/> for approval by the Advisory Committee, the Graduate Coordinator, and the Dean of the Graduate School.

Application for Graduation [\[back to top\]](#)

This application must be filled out electronically via [Athena](#) in order to participate in Graduate School Commencement. The deadline is no later than the end of the second week of classes during the graduating semester. Please note that there is no summer graduation ceremony.

Electronic Thesis & Dissertation (ETD) Submission Approval [\[back to top\]](#)

The Graduate School Style Manual (available for download [here](#)) establishes a set of standards designed to ensure consistency, legibility, and professional appearance of theses and dissertations. These standards are not intended to comprehensively address all of the minutiae of style and formatting. Students should refer to their academic department's choice of style for such specifics.

Note: Students must follow these guidelines to format the thesis/dissertation for the first format check. If it is apparent that a student has not made a reasonable attempt to do so, the document will not be checked and graduation may be delayed until a future semester.

Internal Thesis & Exam Defense Announcement Form [\[back to top\]](#)

This is an internal form that notifies the College of Veterinary Medicine of a MS student's upcoming thesis and exam defense. ****This should be turned in to the OGA no less than 2 weeks before the defense date.****

Thesis Defense & Final Examination Approval [\[back to top\]](#)

This form notifies the Dean of the Graduate School that all requirements have been met for the student's degree. The student needs to print this form and take it to the final thesis defense to be signed by the advisory committee. [\[back to top\]](#)

Graduation

In order to graduate, the following paperwork must be on file with the Graduate School and the OGA:

- Advisory Committee Form
- Record of Graduate Student Committee Meeting
- Program of Study
- Application for Graduation
- Thesis Format Check
- Internal Thesis & Exam Defense Announcement Form
- Thesis and Oral Defense Approval Form
- Final Electronic Thesis & Dissertation (ETD) Submission Approval
- Submit an electronic copy of thesis to vetgrad@uga.edu by the last day of class

UGA & CVM Enrollment Policies

Enrollment Policy [\[back to top\]](#)

All enrolled students pursuing a graduate degree at the University of Georgia must maintain continuous enrollment until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least 2 semesters per year (Fall, Spring, Summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Additional information can be found [here](#).

Probation and Dismissal [\[back to top\]](#)

Students may be dismissed from the Graduate School and the Master of Science in the Comparative Biomedical Sciences degree program if they have not made sufficient **academic and/or research progress** to continue in the program. Academic progress is measured by GPA, and the Graduate School requires that students maintain a **minimum 3.0 cumulative GPA** throughout their graduate studies. Research progress is assessed and documented by the advisory committee in their biannual meetings and should be reflected in the Record of Committee Meeting form. In addition to insufficient academic and/or research progress, [Graduate School policy](#) states that students may be dismissed from the program for research misconduct, violation of professional standards, failure to adhere to the [UGA honor code](#), and [Title IX/ Non-Discrimination and Anti-Harassment](#) violations.

Academic dismissal: Students with a cumulative GPA below 3.0 will receive a warning letter from the Graduate School explaining the probation procedure. After the “warning letter,” the student, in consultation with their major professor and committee, will meet with the Graduate Coordinator to develop a written plan of action, which must be processed through the Office of Graduate Affairs.

If a student's cumulative GPA is below 3.0 for two consecutive terms, the student will be placed on academic probation by the Graduate School. **While on probation, students must have at least 3.0 for the semester graduate average each succeeding semester.** Probation status ends when the student's cumulative GPA reaches at least 3.0. If a student makes below a 3.0 semester graduate course average while on probation, he/she will be dismissed from the Graduate School and the College of Veterinary Medicine. Students on warning or probation must register for and take graded courses in order to raise their GPA.

Students who are dismissed by the Graduate School may not apply for admission to another graduate program offered by the University. Students who are dismissed by the Graduate School for academic reasons may appeal the dismissal to the Dean of the Graduate School. **The appeal must be submitted within 30 calendar days** following receipt of the notice of dismissal. Information concerning the appeal process may be obtained in the Graduate School. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative GPA that is used for probation, dismissal, and graduation. Grades of S, U, and I will not be used in calculating the cumulative graduate average. However, when a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for that semester.

Research dismissal: As an original research thesis is required for the MS degree, a student's inability to complete the work for the thesis may result in his/her dismissal. Probation and dismissal due to lack of adequate progress in their research area must be recorded in the student's Record of Graduate Student Committee Meeting form by the student's advisory

committee. The mentor, in majority accordance with the Advisory Committee, will evaluate the research progress and will place the student on probation, if he/she is found to have made insufficient progress towards graduation. At this time, the committee will provide the student with specific written instructions that will result in reasonable remedial research improvement to be completed within a 3-month period. At the completion of this time, the committee will meet again with the student and determine the outcome of the probationary period. This will result in either dismissal for continued lack of progress or continuation in the program, if the student has responded favorably to the Advisory Committee's recommendations. Students with 2 or more unfavorable committee meetings documented in the record form and signed by a majority of the Advisory Committee members may be dismissed from the program. Dismissal for lack of progress in a research project may be appealed in a written letter from the student to the College's Graduate Affairs Committee within 30 days of the Advisory Committee's dismissal decision. A written decision from the Graduate Affairs Committee will be communicated to the student and the OGA.

Academic Professionalism

As part of the academic curriculum of the CVM, graduate students are expected to exhibit the behavior and competency essential for a constructive learning environment. This guidance is meant to inform students of their obligations towards their peers, staff, and faculty as well as prepare students for success as they embark on a professional career. By maintaining a professional atmosphere, all members of The College of Veterinary Medicine will be better able to participate and thrive throughout their enrollment.

EXPECTATIONS

Admission to, or enrollment in the CVM creates an obligation upon each student to conduct themselves in a professional manner as further outlined below.

a. Competency

The quality of a student's performance is not determined solely by the end product, but by every aspect of a student's work towards completing their degree objectives. Students must demonstrate competence in the field including, but not limited to:

- Exhibiting the requisite training, preparation, and disposition of an aspiring professional.
- Completing assignments within the time allotted and with the degree of care that is expected of them.
- Staying apprised of deadlines, maintaining a satisfactory attendance record, and completing work in an honest and dependable manner.
- Keeping sensitive patient/student/client personal information confidential.
- Promptly seeking guidance from their supervisor/advisor, instructor, or program coordinator when they have doubts about their ability to complete an assignment or confusion about instructions they have been given.
- Holding oneself accountable for mistakes, and remaining cognizant of personal strengths and weaknesses.
- Being open to assessments of one's work and responding in a constructive manner. This does not prohibit scholarly disagreement between students, staff, and faculty.
- Completing all work and assignments truthfully, and without fraud, misrepresentations, or the intent to deceive.

b. Disruptive Behavior

Students must exhibit behavior that is suitable for the setting and reflects that the student possesses reasonable professional judgment. This includes, but is not limited to:

- Demonstrating the ability to function effectively while upholding the standards of The College of Veterinary Medicine.
- Abstaining from behavior that substantially interferes with the ability of a laboratory or classroom to function. This includes behavior that affects the ability of oneself or others to complete their work or advance in their academic development.
- Engaging in respectful dialogue and expressing concerns at appropriate times and in appropriate places. By expressing opinions and concerns in a respectful manner, students and faculty will be better able to reach satisfactory resolutions.
- Demonstrating the ability to work efficiently in a collaborative environment.
- Avoiding the use of distracting audio, visual, or communicative devices unless required for accessibility or permitted by the instructor. Technology should always be used for appropriate purposes and as instructed.
- Students should be cognizant of their verbal and written communication, including email, social media, text messages, and other electronic forms of communication and how it impacts their professional reputation.

c. Inappropriate Relationships

Professional boundaries must always be observed. This includes, but is not limited to:

- Complying with the UGA Non-Discrimination and Anti-Harassment Policy (*See (II) (B) Prohibited Consensual Relationships*). Students, faculty, staff, and graduate teaching assistants should familiarize themselves with the UGA NDAH Policy.
- Complying with all rules set forth by The College of Veterinary Medicine.

d. Safety Protocols

Students must adhere to all safety protocols outlined by the principal investigator, lab manager/technician instructor, lab guidelines, or in the syllabus, including, but not limited to:

- Wearing the appropriate clothing, shoes, and other accessories required for the setting.
- Working with regard to one's own safety and the safety of others.
- Refraining from roughhousing which may harm others or their work area, and is unacceptable in a professional environment.
- Preventing the unauthorized entry of others into a restricted space. If a student is given a key or key card to access a University facility, they may neither duplicate nor loan that means of access, nor provide access to an individual not authorized to enter the facility. This includes restricted areas within facilities otherwise open to the University community.

REPORTING

Certain unprofessional behavior may also be subject to the Student Code of Conduct, Academic Honesty, and other proceedings by the school. This Guidance does not give specific colleges within the University the power to handle matters that concern Student Conduct or Academic Honesty internally.

UNIVERSITY POLICIES AND RESOURCES

Students should acquaint themselves with all applicable Board of Regents, University of Georgia, and The College of Veterinary Medicine policies, including, but not limited to the following:

- Non-Discrimination and Anti-Harassment Policy <https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>
- Prohibited Amorous Relationships https://eoo.uga.edu/About/things_to_know/
- Workplace Violence <http://safeandsecure.uga.edu/workplace.html>
- Handbook for The College of Veterinary Medicine graduate programs.
- Code of Conduct https://conduct.uga.edu/content_page/code-of-conduct
- Academic Honesty <https://honesty.uga.edu/Academic-Honesty-Policy/>

Academic Appeals

University of Georgia students have the right to appeal certain academic decisions. The appeals process starts at the unit responsible for the decision (ex. grades will start with the department that offered the course). For most appeals, an unfavorable ruling at one level can be appealed to the successive level. All appeals are heard by the Appeals Committee of the Graduate Council. The appellant must submit a letter of appeal. Appellants are also allowed to submit up to 10 pages of supporting documentation beyond the appeal letter. Appellants do not need to submit any documentation that is already in their file at the Graduate School. Appeal letters, supporting documentation, and questions about the appeals process should be submitted to gradassociatedean@uga.edu.

The Appeals Committee hears the following appeals from students: admission decision appeals; dismissal appeals; grade appeals; denials of a request for a change in degree objective; denials of extension of time; and appeals regarding the Continuous Enrollment Policy. The committee also hears appeals from faculty regarding appointment, reappointment, removal, or revocation of Graduate Faculty Status.

During the appeals hearing, each party (appellant and respondent) has a maximum of 10 minutes to present their case. The Appeals Committee then meets to discuss the case and renders a decision.

Below are the most common types of appeals heard by the Committee:

Admission Decision Appeals

Appeals of admissions decisions must first be made to the applicant's intended department. After the department has rendered a decision, the student has 30 days to initiate their appeal at the Graduate School. Decisions made by the Appeals Committee regarding admissions decision are final. There is no higher level the applicant can submit an appeal to.

Dismissal Decision

There are two types of dismissal appeals: departmental dismissals and Graduate School dismissals. Students wishing to appeal a departmental dismissal must first appeal to their department and then their college. After an unfavorable decision at the college level, the student has 30 days to contact the Graduate School to initiate their appeal. Students dismissed by the Graduate School must appeal to the Graduate School first. Dismissal appeals decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee of the University Council.

Grade Appeals

Students appealing grades must first contact the instructor of a course to appeal a final course grade. If the student receives an unfavorable decision, the student can then appeal to the

department in which the course is housed, using procedures established by the requisite school or college. Please note that students can only appeal final course grades. If the student is given an unfavorable decision from the department, the student can then appeal to the college. After the decision at the college level, the student has 30 days to initiate their appeal to the Graduate School. Grade appeal decisions made by the Appeals Committee can be appealed to the Educational Affairs Committee. The Appeals Committee of the Graduate Council does not hear grade appeals from professional programs. Appeals involving hardship withdraws and Incompletes (I's) converting to F's are heard by the Educational Affairs Committee, not the Appeals Committee. To contact the Educational Affairs Committee, please email ovpiappeals@uga.edu. For questions regarding appeals heard by the Educational Affairs Committee, please visit their [website](#). Neither body considers appeals of grades received during a course (e.g. exams) and Programs of Study.

Coursework [\[back to top\]](#)

The MS-CBS requires completion of at least 30 credit hours, plus the written thesis and oral defense. Twelve of these credit hours must be courses that are open only to graduate students (typically 7000+ and 8000+ courses) and exclusive of VETM 7000 (Research) and 7300 (Thesis Writing). A minimum of 6 hours of 7000 and 3 hours of 7300 are required for the Program of Study; however, a student can register for more hours of 7000 & 7300. No grade below a C will be accepted on the Program of Study. The Advisory Committee must approve and sign off on the Program of Study. One semester of GRSC 8360 (Managing Mentoring Relationships), VETM 8001 (Research Communication or departmental equivalent), GRSC 8550 (Responsible Conduct of Research), and a graduate-level statistics course are required of all students.

Request for Leave of Absence from Graduate Enrollment [\[back to top\]](#)

A leave of absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. A leave of absence requires approval of the Graduate Coordinator and the Dean of Graduate School. A leave of absence will be granted only for good cause, such as serious medical and health-related issues, major financial and employment issues, pregnancy, childbirth, child care, elder care, significant family issues, and other major personal circumstances that interfere with the ability to undertake graduate study. Application for a Leave of Absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested.

An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted. During a leave of absence, students may not: use UGA facilities, resources, or services designed or intended only for enrolled students; receive a graduate assistantship, fellowship, or financial aid from the University; or take any UGA courses related to their program of study. An approved leave of absence does not stop the clock unless the leave is granted for pregnancy, childbirth, or adoption (see below). Time on leave does count towards any University, Graduate School, or program time limits pertaining to the degree being sought.*

*Pregnancy, Childbirth, and Adoption: Time spent on an approved leave of absence due to pregnancy, childbirth, and/or adoption of a child less than six-years-of-age will not count toward time limits governing their graduate degree.

- A. **Application.** Students may apply for a leave of absence for good cause, such as: serious medical and health-related issues, major financial and employment issues,

pregnancy, childbirth, child care, elder care, and other significant family issues, and other major personal circumstances that interfere with the ability to undertake graduate study. An approved leave of absence stands in lieu of registering for the minimum of 3 credits for each semester for which the leave of absence is granted.

- B. **Student Responsibility.** It is the student's responsibility to apply for a leave of absence in timely fashion. An approved leave of absence does not exempt students from the enrollment requirements of other programs, offices, and agencies, such as the Veterans Administration, Immigration and Naturalization Service, and federal financial aid programs. Eligibility for certain types of financial aid, including graduate assistantships, requires enrollment for more credits than the Continuous Enrollment Policy.
- C. **Deadlines.** A student may apply for a leave of absence before or during any semester in which they are **not** registered for courses. Application for a leave of absence must be received by the Graduate School Office of Enrollment Services on or before the last day of classes for the semester for which it is requested. A leave of absence will not be granted retroactively after the end of a semester.
- D. **Limits.** A student may submit multiple requests for a leave of absence subject to a total 3 semester limit. A student may request a leave of absence for one to three consecutive semesters (summer semester included). There is a 12-month limit for any one request of leave of absence. A leave of absence will not be granted retroactively after the end of a semester.
- E. The leave of absence [form](#) is available under forms available through gradstatus.

Course Load [\[back to top\]](#)

A full-time course load is nine hours per semester during the academic year and six hours during the summer semester. The maximum semester course load for any student is 18 hours per semester. For those students whose degree program officially requires more than 18 hours of credit per semester, the students will be limited to the program maximum. The requirement is different for students on assistantship. The minimum/maximum course load for which a graduate student may enroll is governed by the following:

	Minimum Semester Hours	Maximum Semester Hours
Students who do not have an assistantship	3	18
Graduate Assistants: One-third (.33) time	12	18
Graduate Assistants: Four-ninths (.44) time	12	18
Graduate Assistants: One-half (.50) time	12	18

- A. Students on at least a one-third assistantship are required to register for at least 12 semester hours per CVM policy.
- B. Students receiving ROOST or other out-of-state tuition waivers but not on assistantship must also register for the full 12 hours, as required by the Graduate School.
- C. To exceed the maximum course load, a student must obtain approval from his/her major professor and the Dean of the Graduate School. The Department Head or the departmental Graduate Coordinator may sign the overload request in the absence of the student's major professor.
- D. Generally, a request to exceed the maximum course load will not be approved unless the student satisfies the following criteria: (1) is a prospective candidate (or candidate) for a graduate degree, (2) has a cumulative graduate average of 3.5 or higher, (3) has no incompletes on his/her graduate record, and (4) is not a first-semester student.
- E. The maximum course load for an eight-week summer thru session is 18 hours. The minimum course load for any summer session is 3 hours. The maximum course load

during pre-summer session (Maymester) is 6 hours. Permission to exceed the maximum load is not granted during summer semester.

Final Registration Requirement [\[back to top\]](#)

Students must be registered at the University of Georgia for a minimum of three hours of credit for the semester in which they complete all degree requirements. This is usually the thesis writing course (7300). Students on assistantship must register for the maximum 12 hours for fall, spring, and summer sessions.

A graduate course, GRSC 9270 (Graduate Study Completion), is designed for students completing degree requirements who will be using staff time or University facilities and for whom no regular course is appropriate. Permission to register for this course must be granted by the Graduate School.

Students will not be approved for graduation if they have a grade of I or ER, which, when changed to a recorded grade, could cause the graduate grade point average to fall below the minimum required for graduation.

Standards of Behavior

Students at the University of Georgia are responsible for maintaining and adhering to the strictest standards of honesty and integrity in every aspect of their lives.

Academic Honesty [\[back to top\]](#)

Honesty in academic matters is a large part of this obligation. Click [here](#) for the *Academic Honesty Policy*. All students must abide by the University's academic honesty policy. Any student accused of academic dishonesty has certain due process but may be dismissed from the program, if they are determined to be in violation of this policy.

Code of Conduct [\[back to top\]](#)

The Office of Student Conduct maintains and publishes the *Code of Conduct* for the University of Georgia. They are responsible for processing alleged violations of the Code. The *Code of Conduct* can be found [here](#). All students must abide by the University's Code of Conduct. Any student accused of violating the Code has certain due process, but he/she may be dismissed from the program if they are determined to be in violation of this policy.

Non-Discrimination and Anti-Harassment Policy (NDAH Policy) [\[back to top\]](#)

The University of Georgia is committed to maintaining a fair and respectful environment for living, work, and study. To that end, and in accordance with federal and state law, Board of Regents' policy, and University policy, the University prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other member of the University community because of that person's race, sex (including sexual harassment), sexual orientation, ethnic or national origin, religion, age, disabled status, or status as a disabled veteran or veteran of the Vietnam era. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal from the University. Students must report these incidents and will be protected from retaliation according to University guidelines. If a student reports an incident to the Major Advisor, the Major Advisor MUST report the incident to the Equal Opportunity Office, or they are in violation of NDAH policy. For the entire NDAH policy, click [here](#).

Code of Conduct in the laboratory setting [\[back to top\]](#)

The student is considered to be a guest in the Major Advisor's laboratory. As such, the student will be subjected to the University's and laboratory's rules of conduct and lack of compliance may result in the student being dismissed from the program.

Student-Mentor Disagreements [\[back to top\]](#)

Direct communication is always best; however, if this has proven unproductive, students who have complaints about the conduct of the faculty mentor or other personnel in the laboratory setting, which do not fall under the NDAH Policy, must schedule a meeting with the Chair of the mentor's department and communicate the specific problems. The Graduate Coordinator and/or CBS Director will be informed by the Chair of the department, and the student's complaints will be appropriately investigated and assessed. The student's Advisory Committee, along with the Chair, will try to mediate a solution to address the student's complaints. The student and the mentor must come to an agreement for successful completion of a MS degree. The support system in the College (Advisory Committee members, Departmental Chair, and Graduate Coordinator) will work to help the student reach that agreement.

Students who have disagreements with their mentors related to courses or thesis requirements to complete their degree should bring up their case to their Advisory Committee. The majority vote of the Advisory Committee will determine the course of action for the student and the mentor.

Arrest and Conviction Policy [\[back to top\]](#)

Board of Regents' policy requires any current employee who is arrested or convicted of a crime to report that information to the Office of Legal Affairs within a predetermined time limit. For additional information, click [here](#).

Georgia Open Records Act [\[back to top\]](#)

The Office of Public Affairs is responsible for administering the University's compliance with the Georgia Open Records Act. This law places important responsibilities on the student as a University community member. For additional information, click [here](#).

Graduate Assistantships

Registration [\[back to top\]](#)

Students with Graduate Assistantships or on the ROOST waiver must register for 12 credit hours each semester during the Fall, Spring, and Summer semesters (which must include a 7000-level course). Graduate assistants who do not receive a stipend during the Summer, but opt to register and receive the reduced tuition, must register for a minimum of 9 credit hours.

Tuition Waiver [\[back to top\]](#)

To be eligible to pay a reduced tuition, holders of assistantships must: (1) be hired for at least 13 hours per week, (2) be paid at the approved rate for graduate assistants in the particular school or college in which they are employed, and (3) register for the appropriate number of graduate credit hours.

Outside Employment

Outside Employment

Please consult with major professor and advisory committee.

Wellness

There are many resources available at the CVM, VMC, and UGA if you are struggling with wellness issues during your program.

College-Specific Resources:

Wellness Boards

At both locations, there is a wellness board with location and hours of the embedded counselor, as well as helpful handouts regarding mindfulness or reducing stress. At the CVM, this board is located near the vet student mailboxes on the 2nd floor. At the VMC, the board is next to the student mailboxes in the VEC.

Wellness Rooms

There are also designated wellness rooms at each location, at H302 CVM and 1084 VMC, if you need a place to catch your breath, practice meditation or yoga, or just need to be alone. Please pay attention to signage on the door, though, so you don't walk in on someone!

Bulldawg Support Network

There is a group of graduate student volunteers who have been trained on recognizing signs of stress, anxiety, and depression, and who are available to listen and provide resources, if you need someone to talk to. You are also welcome to talk to any of the other volunteers in the BSN. Names and email addresses can be found on the posters up around both locations, as well as at this link <http://vet.uga.edu/bulldawg-support-network>.

Embedded counselors

Graduate students can also make free appointments with counselors at the vet school. At the CVM, the counselor is Stevie Stigler, and the counselor at the VMC is Liz Cheely. Their respective rooms are H306 and 2168.

Graduate Students can schedule counseling appointments for CVM/VTH specific location **online** through the UGA Health Center Patient Portal. Here are the instructions on how to do so:

Visit the Health Center website and log into your **Patient Portal** @ https://patientportal.uhs.uga.edu/login_dualauthentication.aspx.

After log-in is complete (need to verify birthdate, etc.), click on **Appointments** in the side menu bar.

Choose **Schedule an appointment** - then under *General Appointment Categories* choose **Vet Med Services**.

Two appointment options will appear- **Vet Med First Appointment** or **Vet Med CAPS Counseling**

For a *first appointment* select **Vet Med First Appointment** option. This will allow access to the *Pre- Appointment Paperwork* that is to be completed prior to the appointment.

If this is an on-going counseling appointment select **Vet Med CAPS Counseling** option.

Next, you will **select the DAY and TIME** of the appointment.

**Remember: Stevie's appointments are at the Main Campus/CVM (office # H-306) and Liz's appointments are at the Teaching Hospital/VMC (office # 2168), please choose appointments accordingly!*

Counseling appointments can also be cancelled and/or rescheduled online by the graduate student.

*All students affiliated with the College of Veterinary Medicine are allowed to utilize counseling services and the services are provided at no cost to the student. If the student wishes to be seen at CAPS (Counseling & Psychiatric Svcs, also at no charge) this can be done online through patient portal as well OR by calling 706-542-2273 to schedule an appointment.

Graduate Student Support Group

Stevie also runs a weekly support group for graduate students. Information regarding date/time/place will be announced through vetgrad@uga.edu

Wellness Activities

A number of different activities, such as free yoga or spin classes, knitting groups, or health and fitness challenges are offered either weekly or sporadically. These will be announced through the VET-COMMUNITY or graduate student listserves. Please pay attention to those emails, if you are interested.

UGA-Wide Wellness Resources:

UGA Well-Being Resources

Located within the Tate Student Center, this office is dedicated to providing students with information and resources to improve well-being and mental health. They provide numerous in-person and online resources for students year-round. Please visit their [website](#) for more information, including upcoming events, activities, and programs.

ASPIRE Clinic

For wellness, as well as financial, nutritional, legal, relationship, and other issues, there is a free clinic at UGA called ASPIRE. For more information, please see this link: <http://www.aspireclinic.org/>

TAO (Therapy Assistance Online)

A free online resource available to all students and available anytime, TAO contains 'over 150 brief, effective, educational sessions covering over 50 common topics and skills related to mental health, wellness, and substance use issues. TAO Includes interactive sessions, mindfulness exercises and practice tools all aimed at helping you achieve your goals.' There are screening tools, self-help modules, and numerous other resources available. For more information visit [here](#).

Headspace

Another free online resource, Headspace is a mindfulness and meditation digital platform that is available to all students. For more information visit [here](#).

Togetherall

An online safe-space and peer support network designed to support and improve mental health and well-being. UGA has recently begun providing this resource free to students and feedback from the UGA student community has been overwhelmingly positive. Learn more about joining [here](#).

CHECKLIST FOR MS DEGREE

It is the responsibility of the student to keep this checklist up to date and to meet all requirements **on time**. Forms are listed at the end of each in parentheses and can be found on eLC, [gradstatus](#), or at <http://grad.uga.edu/index.php/current-students/forms/>. *Denotes soft deadlines for combined resident/MS students.

- _____ Attend **ORIENTATION** (preferably) or meet with Graduate Coordinator at the beginning of the first semester of enrollment.
- _____ Read this **GRADUATE MANUAL** and sign the last page (Student Acknowledgment of Guidelines/Requirements). Turn signed form in to the OGA.
- _____ Make appointments with faculty members to discuss the research being conducted in their laboratories in order to choose a Major Advisor (if not chosen prior to arrival).
- _____ Select a **MAJOR PROFESSOR** with the approval of the Graduate Coordinator as soon as possible, preferably before Fall Break.*
- _____ Self-funded students and their Major Advisors must fill out and sign a Financial Waiver and Mentoring Agreement Form. (Financial Waiver and Mentoring Agreement Form)
- _____ **MS ADVISORY COMMITTEE** should be set up before the end of the first semester of study. (MS Advisory Committee Form)*
- _____ **1st COMMITTEE MEETING** should happen by the end of the first semester.* (Record of Committee Meeting form). Committee meetings should occur twice a year.
- _____ **PROGRAM OF STUDY** should be submitted to through gradstatus by the end of the student's first year of study.* <https://gradstatus.uga.edu/>
- _____ **APPLICATION FOR GRADUATION AND PAYMENT OF FEES.** An application for graduation must be filed in [Athena](#) no later than Friday of the second full week (the first full week for summer) of classes in the semester of the anticipated graduation date.
- _____ **THESIS ANNOUNCEMENT.** The title, date, time, and location of the thesis defense **MUST** be announced to the CVM by email at least two weeks prior to the defense.
- _____ **THESIS DEFENSE.** One complete formatted copy of the thesis must be electronically submitted to the Graduate School for a format check no later than four weeks prior to graduation.
- _____ **APPROVAL FORM FOR THESIS AND DEFENSE.** Results of the final oral examination (defense) must be reported to the Graduate School at least two weeks before graduation. (Dissertation and Final Examination Approval form)
- _____ **THESIS SUBMISSION.** The dissertation is submitted electronically to the Graduate School not later than two weeks prior to graduation. Doctoral students may also submit the abstract of their dissertation or the entire dissertation to Dissertation Abstracts for processing and distribution.

My signature acknowledges that I have received a copy of the Master of Science – Comparative Biomedical Sciences (MS-CBS) Handbook, reviewed the contents, and understand my responsibility as a MS-CBS degree-seeking student.

Student's Name: _____

UGA ID Number: _____

Signature: _____

Date: _____