

Department of Infectious
Diseases

Graduate Student Handbook
Revised: January 2024

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/graduate-bulletin/>

Policy on Use of Generative AI in Theses and Dissertations

Per the Graduate Bulletin, the master's thesis demonstrates independent judgment in developing a problem from primary sources, and a dissertation represents originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. It is the responsibility of the advisory committee to review and evaluate the thesis or dissertation as a representation of a student's individual

effort. As such, the use of generative AI in theses and dissertations is considered unauthorized assistance per the Academic Code of Honesty and is prohibited unless specifically authorized by members of the advisory committee for use within the approved scope. If approved by the advisory committee, the extent of generative AI usage should be disclosed in a statement within the thesis or dissertation.

<https://grad.uga.edu/policy-on-use-of-generative-ai-in-theses-and-dissertations/>

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 Global Engagement:

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

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 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). Outside, 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%20Conferr ed%20Graduate%20Student%20Information%20Form-fillable.pdf>

Exit Survey:

<https://in.vet.uga.edu/pages/viewpage.action?spaceKey=IDI&title=Graduate+Students&preview=/76026 33/16285701/Exit%20List-intranet.doc.docx>

Dismissal from Program

In rare cases, students may be dismissed from the doctoral program for failing to maintain a B grade point average, failure to make adequate progress in their research, failure to meet program requirements, or inadequate academic progress. Students may also be dismissed if there is no clear path to a degree, such as inability to find a major professor to supervise their work. 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. Dismissal by an academic department may be appealed to the dean of the Graduate School after all avenues of appeal have been exhausted at the department and/or college level.

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 (form G130):

<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 four 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 provide to 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 (form G130):

<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 (form G130):

<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/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 that of a specific aims page for a NIH grant. The student can, and should, work with their major professor to produce the specific aims page. 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:

- 1 typed, single-spaced page with minimum 0.5 inch margins
 - Title page does not count in the page limit
- Minimum 11-point font in Times, Times New Roman, or Arial

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 1-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 (1 page)

The specific aims page should follow the format for an NIH grant. You can find examples here:

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

A guide to assist in writing the specific aims can be found here:

<https://writingcenter.catalyst.harvard.edu/write-your-specific-aims-page>

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 "Program of Study" should be submitted and approved in GradStatus two weeks prior to scheduling comprehensive examination.

Final Doctoral Program of Study Form (form G138):

<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)^{+\$#}
 - Enter courses by semester taken. (i.e. enter IDIS 9000 by semester taken instead of grouping the credit hours together as 1 entry.)

+ 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 "Program of Study" with the Graduate School two weeks prior to scheduling their comprehensive exam.**

Advisory Committee for Doctoral Candidates (form G130):

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

Final Doctoral Program of Study Form (form G138):

<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 written comprehensive exam must be delivered to the graduate advisory committee 4 weeks ahead of the proposed oral comprehensive exam date. The committee will have 2 weeks to review and approve, informing the major professor and the graduate student whether the student has passed. The oral exam can be scheduled prior to knowing the results of the written exam, however would need to be postponed in the event that the committee decides that the student failed the written exam.

Format of Written Examination

The written portion of the comprehensive exam is in the form of a grant application. The format of the grant is that of a NIH R21 proposal.

Examples of R21:

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

Grading the Written Examination

As noted above, the written exam is due to committee members 4 weeks prior to the proposed date of the oral comprehensive exam. Each committee member will provide their grade (pass/fail) to the major professor within 2 weeks of the receipt of the written. While a pass/fail grading of the written exam needs to be communicated by committee members to the major professor prior to the oral exam, critiques 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. In order to pass the written exam no more than one committee member can

grade the written as 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. Students should contact committee members to discuss their written exam prior to the oral exam, to identify any potentially weak areas. 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, postponing the oral exam until the written is successfully passed. 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 committee will appoint one of the members, other than the major professor, to chair the oral exam.
- The major professor will provide a summary of the committee's comments and critiques to the student following the exam.
- The student will present a **concise** summary of their project. This should take no more than 20 minutes. The presentation will follow the outline of their written proposal. No extra slides to answer potential questions are allowed.
- 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.
- The student's major professor may not provide comments, prompts, or questions for the student during the exam. The major professor may respond to requests for clarification posed by the chair of the oral exam.

Grading of Comprehensive Examination

The Graduate School provides the "Comprehensive Exam Report" form to the graduate assistant via GradStatus. The graduate assistant will send the form to the student's advisory committee through GradStatus after the oral exam has taken place. 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 receives more than 1 grade of "fail" on the oral exam from committee members other than

their major professor they will need to reschedule their comprehensive exams. It is up to the graduate advisory committee to determine whether the student should be allowed to retake the comprehensive exam. This should be scheduled no later than the semester following the first attempt. Failing to pass the second attempt means the student will be dismissed from the PhD program. In some instances, the committee may decide that the student has sufficient progress to meet the requirements for a Master's degree. The student should discuss this option with their major professor, committee members and the graduate coordinator.

In the event the student needs 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 GradStatus. 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 (form G162):

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

Graduate School Deadlines:

<http://grad.uga.edu/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

<https://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/formatting/>

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 #3326, or Coverdell room S175. The student should ask the graduate assistant for help in arranging a seminar room. The student has the option to have their defense in person, over zoom, or hybrid. They must get permission from their committee and the department's graduate coordinator for zoom or hybrid. 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.
- (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.

Graduate School Deadlines:

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

Doctoral Dissertation and Final Oral Examination Approval Form (form G164):

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

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/current-students/important-dates-deadlines/>

Format Check Guidelines:

<http://grad.uga.edu/graduate-bulletin/theses-dissertations-overview/>

Electronic Thesis & Dissertation (ETD) Submission Approval Form (form G129):

<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/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	
Health & Wellness	https://vet.uga.edu/student-life/health-and-wellness/
Graduate School	
Financial Education Program	http://grad.uga.edu/funding/
GradStatus	https://gradstatus.uga.edu/
Graduate School Homepage	http://grad.uga.edu/
Graduate-Professional Student Association	https://els.uga.edu/uga-student-government/gradstudents/
Graduate Teaching/Laboratory Assistant Information	http://www.ctl.uga.edu/#ta-services-and-programs
-policy	https://www.ctl.uga.edu/grad-student/ta-policy/
-resources	https://www.ctl.uga.edu/grad-student/resources/
University	
ASPIRE Clinic	https://www.fcs.uga.edu/aspireclinic
Athena	https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage
Center for Counseling and Personal Evaluation	https://coe.uga.edu/directory/counseling-and-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://pride.uga.edu/
Mobile Apps	https://eits.uga.edu/web_and_applications/mobileapps/
Multicultural Services and Programs	https://msp.uga.edu/
Parking Services	https://www.tps.uga.edu/parking/index.html
Red & Black newspaper	http://www.redandblack.com/
Student Affairs	https://studentaffairs.uga.edu/
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	https://www.athenswelcomecenter.com/

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	https://www.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/

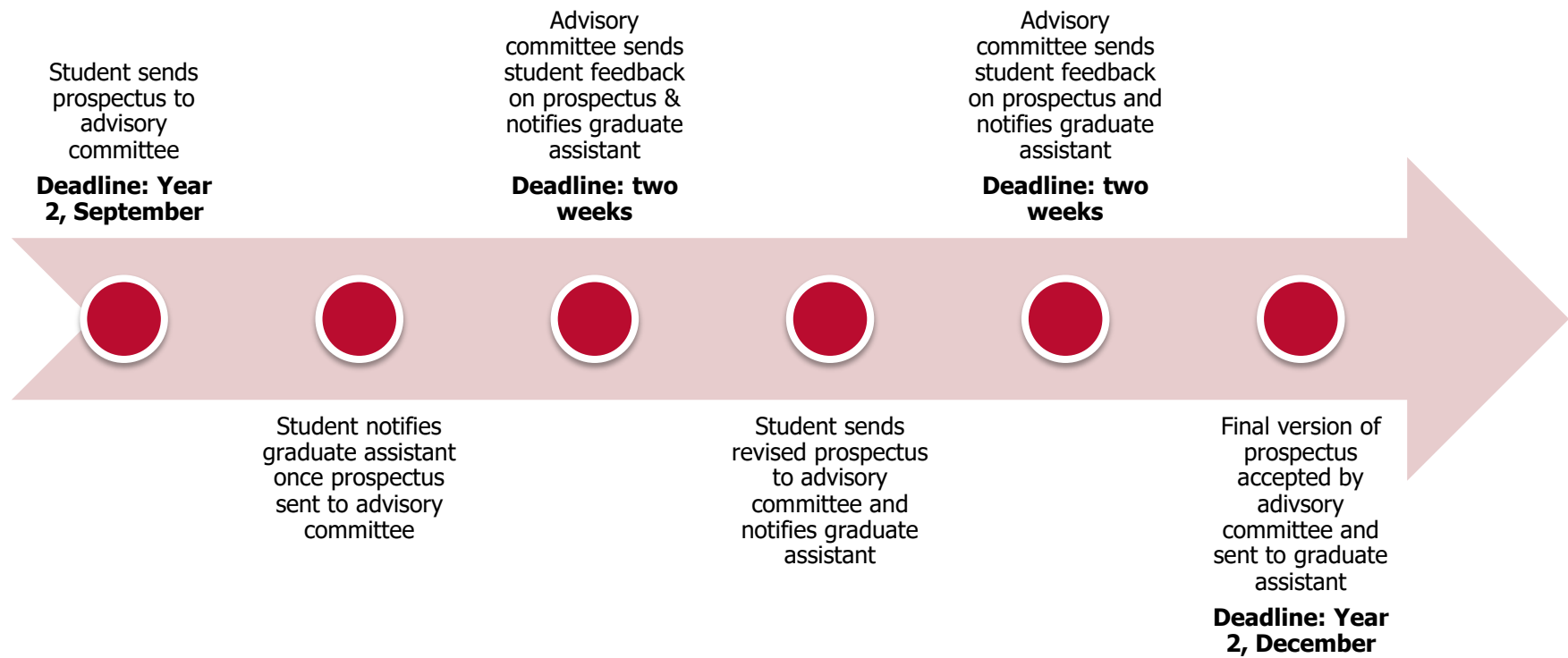
Appendix B (Dissertation Checklist)

✓	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

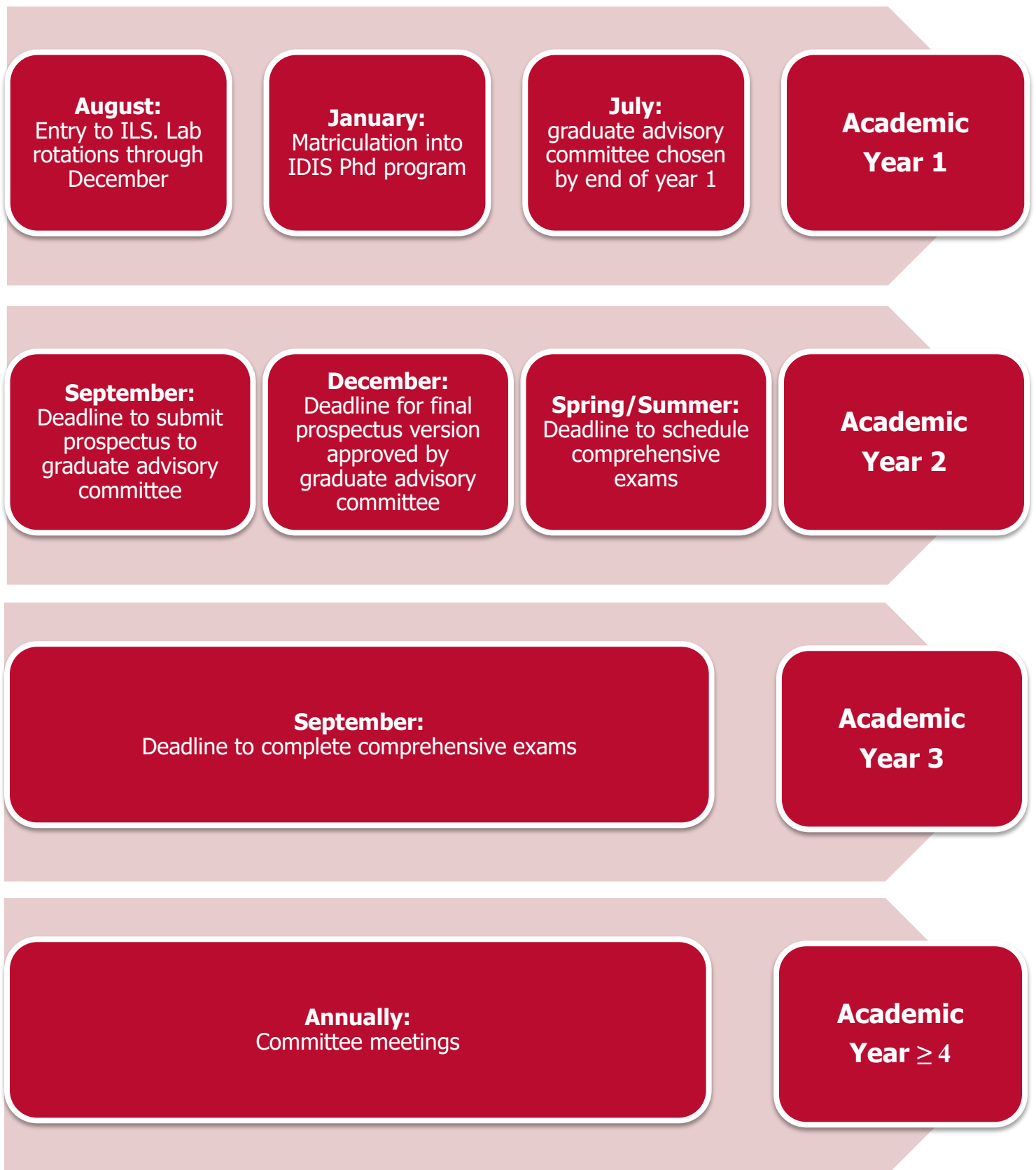
Appendix C (Catalog of Forms)

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	GradStatus	Departmental Graduate Assistant	Once written and oral examinations passed & at least 1 semester prior to graduation
Approval Form for Doctoral Dissertation & Final Oral Examination	GradStatus	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)



Timeline for Completion of IDIS Program

ILS Students:

First Year

Fall Semester

- ILS curriculum
- Choose IDIS Major Professor

Spring Semester

- Matriculate into IDIS lab
- Create Advisory Committee
- Meet with Advisory Committee (either in spring or summer)

Second Year

- Meet with Advisory Committee

Fall Semester

- Prospectus submitted to committee for approval
- Approval of prospectus, with first page signed by all committee members, submitted to the Assistant Graduate Coordinator

Third Year

- Meet with Advisory Committee
- Submit Final Program of Study form to the Graduate School (can be updated if IDIS 9300 has not been taken yet)
- Comprehensive Exam by spring semester
- Application to Candidacy

Additional Years

- Meet with Advisory Committee yearly
- Update Final Program of Study form
- Publication of research
- Preparation and submission of dissertation
- Defense and graduation

Direct Admits:

Prior to Admission

- Choose IDIS Major Professor

First Year

- Create Advisory Committee
- Meet with Advisory Committee

Second Year

- Meet with Advisory Committee

Fall Semester

- Prospectus submitted to committee for approval
- Approves prospectus, with first page signed by all committee members, submitted to the Assistant Graduate Coordinator

Third Year

- Meet with Advisory Committee
- Submit Final Program of Study form to the Graduate School (can be updated if IDIS 9300 has not been taken yet)
- Comprehensive Exam
- Application to Candidacy

Additional Years

- Meet with Advisory Committee
- Update Final Program of Study form
- Publication of Research
- Dissertation Defense
- Graduation

TAP/Self-funded Students:

Prior to Admission

- Choose IDIS Major Professor

First Year

- Complete first-year IDIS and ILS required courses based off semesters offered

Second Year

Spring and Summer Semesters

- Create Advisory Committee
- Meet with Advisory Committee

Third Year

- Meet with Advisory Committee

Fall Semester

- Prospectus submitted to committee for approval
- Approves prospectus, with first page signed by all committee members, submitted to the Assistant Graduate Coordinator

Fourth Year

- Meet with Advisory Committee

Spring Semester

- Submit Final Program of Study form to the Graduate School (can be updated if IDIS 9300 has not been taken yet)
- Comprehensive Exam (either in spring or summer)
- Application to Candidacy

Additional Years

- Meet with Advisory Committee yearly
- Update Final Program of Study form
- Publication of research
- Preparation and submission of dissertation
- Defense and graduation