



Graduate
Student
Handbook
2020-2021

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Guidelines for New Graduate Students

Welcome to our department! We are glad you chose to join our graduate program. Below are guidelines to ensure timely progress toward your graduate degree.

1. When you first arrive, please contact Dr. Miguel Cabrera (Graduate Coordinator - Room 4119) or Ms. Jeni Klute (Program Coordinator - Room 3108A) to inform the department of your arrival.
2. Contact Ms. Pam Brown (Room 3111) to complete forms for your assistantship.
3. Contact Ms. Laura Burris (Room 3111) for the following:
 - a. Get office space
 - b. Get keys to offices and laboratories
 - c. Get assigned a mailbox
4. Make an appointment with your Major Professor to be advised on courses to take during your first semester.
5. After being advised, contact Jeni (Program Coordinator - Room 3108) to be cleared for registration.
6. **For M.S. students.** During the first semester, work with your Major Professor to prepare a draft of your Program of Study and to identify committee members for your Advisory Committee. Before the end of the first semester, hold a meeting of your Advisory Committee in which your final Program of Study is approved. The form to be completed at the meeting can be found at grad.uga.edu, then select Current Students, Forms, Program of Study for Master of Arts and Master of Science Candidates. Submit the approved Program of Study to the Graduate Coordinator or the Degree Program Assistant by the end of your first semester. Information regarding the Program of Study and Advisory Committee for M.S. students can be found in our web site (cropsoil.uga.edu) under Graduate Program, and also at the Graduate School web site (grad.uga.edu, then select For Students, Student Handbook).
7. **For M.S. students.** During the first and second semesters, work with your Major Professor and Advisory Committee to prepare a research proposal, which should be approved by the Advisory Committee and submitted to the Graduate Coordinator or Degree Program Assistant by the end of the second semester.
8. **For Ph.D. students.** During the first and second semesters, work with your Major Professor to prepare drafts of your Program of Study and research proposal, and to identify committee members for your Advisory Committee. Before the end of the second semester, hold a meeting of your Advisory Committee in which your final Program of Study and your research proposal are approved. The form to be completed at the meeting can be found at grad.uga.edu, then select Current Students, Forms, Advisory Committee for Doctoral Candidates. Submit the approved Program of Study and research proposal to the Graduate Coordinator or Degree Program Assistant by the end of your second semester. Information regarding the Program of Study and Advisory Committee for Ph.D. students can be found in our web site (www.cropsoil.uga.edu) under Graduate Program, and also at the Graduate School web site (grad.uga.edu, then select For Students, Student Handbook).
9. **For Ph.D. students.** Once the courses in your Program of Study are completed, contact your Advisory Committee to hold a Comprehensive Examination (also called preliminary exam), which consists of a written exam from each committee member and an oral exam with all committee members present. Notify the Graduate Coordinator or Degree Program Assistant of the date, time and place of the oral examination so that the Graduate School can be notified. Make sure

that each of your committee members completes a Student Performance Evaluation form at the end of the exam and turns it in to the Degree Program Assistant.

10. **For M.S. and Ph.D. students.** Make sure that an annual Graduate Student Evaluation Form is completed by your supervisor and Graduate Committee by May 30 of each year.
11. When all requirements for your degree have been met, contact your Advisory Committee to hold a final defense. Notify the Graduate Coordinator or Degree Program Assistant of the date, time and place of the examination so that the Graduate School can be notified. Make sure that each of your committee members completes a Student Performance Evaluation form at the end of the exam and turns it in to the Degree Program Assistant.
12. Once you pass your final examination, schedule an Exit Interview with the Department Head and complete Exit Interview forms.

Graduate Student Checklist

1. Notify Graduate Coordinator/Degree Program Assistant of your arrival: _____
2. Contact Pam Brown to complete forms for assistantship: _____
3. Contact Laura Burris to get office space, keys, mailbox _____
4. Meet with Major Professor to be advised on courses for first semester: _____
5. Contact Degree Program Assistant to be cleared for registration: _____
6. Get Advisory Committee selected and approved: _____
7. Get Program of Study submitted and approved: _____
8. Get Research proposal submitted and approved: _____
9. Pass Comprehensive Exam (complete Student Performance forms): _____
10. Annual Graduate Student Evaluation form completed (dates): _____
11. Pass final defense (complete Student Performance form): _____
12. Schedule Exit Interview with Department Head (complete forms): _____

**ADDITIONAL INFORMATION ON DEADLINES AND FORMS REQUIRED CAN BE FOUND
IN THE TABLES ON PAGES 6-9**

M.S. Requirements	Deadline
<p>Appointment of Advisory Committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Composed of the student's major professor, who serves as chair, and at least two other members. <input type="checkbox"/> The majority of advisory committee must have graduate faculty status. 	<p>Before the end of the First semester. Form required and can be accessed at: http://grad.uga.edu/wp-content/uploads/2014/11/body_advcomms.pdf NOTE: <u>Must have form reviewed by Graduate Program Academic Advisor prior to obtaining committee signatures.</u></p>
<p>First Advisory Committee Meeting</p>	<p>Before the end of the First semester</p>
<p>Program of Study</p> <ul style="list-style-type: none"> <input type="checkbox"/> The M.S. program of study will include a minimum of 30 hours, including 3 hrs of CRSS 7300, 6 hrs of CRSS 7000, and 12 hours of graduate-level courses (6000 no undergrads, or 8000 level). <input type="checkbox"/> Include at least one Graduate Statistics course and one hour of Crop and Soil Sciences Seminar (CRSS 8100). <input type="checkbox"/> MS Students are encouraged to have a guided teaching experience (i.e. CRSS 9990 or an education course). <input type="checkbox"/> An overall GPA of 3.0 or better must be maintained on all courses in the Program of Study, with no grade below a C on any course. <input type="checkbox"/> Continuous enrollment is required (minimum of 3 hrs if not holding a GRA/GTA, or 18 hrs if holding GRA/GTA) in at least two semesters per academic year (Fall, Spring, Summer). <input type="checkbox"/> Submit form to Degree Program Assistant. 	<p>Before the end of the First semester Form required can be accessed at: http://grad.uga.edu/wp-content/uploads/2014/11/body_prgmams.pdf</p>
<p>Research Proposal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be signed by all committee members. 	<p>Before the end of Second Semester</p>
<p>Annual Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit to Degree Program Assistant. 	<p>Due May 30 of each year Form required available at: http://www.caes.uga.edu/content/dam/caes-website/departments/crop-and-soil-sciences/documents/graduate/CRSS-annual-graduate-student-evaluation.pdf</p>
<p>Application for Graduation (This form must be filled in on- line directly with the Graduate School).</p>	<p>Must be submitted directly to the Graduate School no later than the second week of classes during the graduating semester. Form required available in Athena.</p>
<p>Final Oral Examination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be administered by the Advisory Committee <input type="checkbox"/> Must be signed by all committee members <input type="checkbox"/> Student Performance Evaluations (form) must be completed by each committee member and returned along with the Approval form for MS Thesis and Final Oral Exam. <input type="checkbox"/> Submit all forms to Degree Program Assistant. 	<p>Exam date must be reported to Crop and Soil Sciences Graduate Program Office at least two weeks prior to exam. Form required available at: http://grad.uga.edu/wp-content/uploads/2014/11/body_apphddis.pdf</p> <p>Form for Student Performance Evaluation available at: http://www.caes.uga.edu/content/dam/caes-website/departments/crop-and-soil-sciences/documents/graduate/student-performance.pdf</p> <p>Final deadline dates issued by the Graduate School at: http://grad.uga.edu/index.php/current-students/important-dates-deadlines/</p>

Exit Interview <input type="checkbox"/> The Exit Questionnaire and Exit Interview are a required part of the graduation process.	Appointments for Exit Interview must be scheduled with department's Administrative Assistant
Thesis Copy <input type="checkbox"/> Submit CD with final copy of thesis to Degree Program Assistant.	When final copy is ready.

Ph.D. Requirements	Deadline
<p>Appointment of Advisory Committee</p> <ul style="list-style-type: none"> <input type="checkbox"/> Composed of the student's major professor, who serves as chair, and at least four other faculty members one of whom will be from another department. <input type="checkbox"/> The majority of advisory committee must have graduate faculty status. <input type="checkbox"/> Submit form to Degree Program Assistant. 	<p>Before the end of the Second semester. Form required and can be accessed at: http://grad.uga.edu/wp-content/uploads/2014/11/body_advcomphd.pdf NOTE: <u>Must have form reviewed by Major Professor prior to obtaining committee signatures. Must be approved by the Graduate Coordinator.</u></p>
<p>First Advisory Committee Meeting</p>	<p>Before the end of the Second semester</p>
<p>Program of Study</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Ph.D. Program of Study must contain a minimum of 30 hrs coursework, including 3 hrs of CRSS 9300, 6 hrs of CRSS 9000, and 16 hrs of 8000- and 9000-level courses. <input type="checkbox"/> CRSS 9000, CRSS 9300, and Independent study courses may not be counted in the 16 hrs. of 8000- to 9000-level courses <input type="checkbox"/> Include at least one Graduate Statistics course and one hour of Crop and Soil Sciences Seminar (CRSS 8100). <input type="checkbox"/> PhD. Students are required to have a guided Teaching experience (i.e. CRSS 9990 or an education course). <input type="checkbox"/> An overall GPA of 3.5 or better must be maintained on all courses in the Program of Study, with no grade below a C on any course. <input type="checkbox"/> Continuous enrollment is required (minimum of 3 hrs if not holding a GRA/GTA, or 18 hrs if holding GRA/GTA) in at least two semesters per academic year (Fall, Spring, Summer). <input type="checkbox"/> Submit form to Degree Program Assistant. 	<p>Before the end of the Second semester. Form required and can be accessed at: http://grad.uga.edu/wp-content/uploads/2014/11/finalphdprg.pdf</p>
<p>Research Proposal</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be signed by all committee members. 	<p>Before the end of Second Semester.</p>
<p>Annual Evaluation</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit to Degree Program Assistant. 	<p>Due May 30 of each year. Form required available at: http://www.caes.uga.edu/content/dam/caes-website/departments/crop-and-soil-sciences/documents/graduate/CRSS-annual-graduate-student-evaluation.pdf</p>
<p>Preliminary Exams/Oral Comprehensive Exam</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Advisory committee will administer both written and oral preliminary examinations upon the Ph.D. student completing all courses on the Program of Study. <input type="checkbox"/> Student Performance Evaluations forms must be completed by each committee member at the end of the Oral Comprehensive Exam and returned along with the Comprehensive Exam form. <input type="checkbox"/> Submit all forms to Degree Program Assistant. 	<p>Open Date Students must inform Graduate Coordinator's Office of the Announcement of the Doctoral Oral Exam two weeks prior to Oral Comprehensive Exam. Forms for Student Performance Evaluations are available at: http://www.caes.uga.edu/content/dam/caes-website/departments/crop-and-soil-sciences/documents/graduate/student-performance.pdf The Comprehensive Exam form will be mailed by the Graduate School to the Graduate Coordinator.</p>
<p>Application for Candidacy <i>(This form must be filed on-line directly with the Graduate School)</i></p>	<p>After Ph.D. Preliminary Exam is passed. The form must be submitted one full semester before the date of graduation. Form required is available at: http://grad.uga.edu/wp-content/uploads/2014/11/body_candphd.pdf</p>
<p>Application for Graduation <i>(This form must be filled in on-line directly with the Graduate School)</i></p>	<p>Must be submitted directly to the Graduate School no later than the second week of classes during the graduating semester. Form required available in Athena.</p>

<p>Final Oral Examination</p> <ul style="list-style-type: none"> <input type="checkbox"/> Must be administered by the Advisory Committee. <input type="checkbox"/> Exam form must be signed by all committee members. <input type="checkbox"/> Student Performance Evaluation forms must be completed by each committee member and returned along with the approval form for Doctoral Dissertation. <input type="checkbox"/> Submit all forms to Degree Program Assistant. 	<p>Exam date must be reported to Crop and Soil Sciences Graduate Program Office at least two weeks prior to exam. (form required. Access form at: http://grad.uga.edu/wp-content/uploads/2014/11/body_appphdis.pdf)</p> <p>Final deadline dates issued by the Graduate School at: http://grad.uga.edu/index.php/current-students/important-dates-deadlines/</p> <p>Form for Student Performance Evaluations are available at: http://www.caes.uga.edu/content/dam/caes-website/departments/crop-and-soil-sciences/documents/graduate/student-performance.pdf</p>
<p>Exit Interview</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Exit Questionnaire and Exit Interview are a required part of the graduation process. 	<p>Appointments for the Exit Interview must be scheduled with the department's Administrative Assistant.</p>
<p>Dissertation Copy</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit CD with final copy of dissertation to Degree Program Assistant. 	<p>When final copy is ready.</p>

Advisory Committees

The student's advisory committee will be developed by joint consultation between the student and the major professor with approval by the Graduate Coordinator. Forms for appointment are available from the Graduate School.

M.S. Degree

An Advisory Committee of three or more faculty members will be appointed by the end of the **first semester** of residence. This committee shall consist of the major professor, who must be a member of the Crop & Soil Sciences department (with Graduate Faculty status), and at least two other faculty members. The majority of the committee members must have Graduate Faculty status. This committee will approve the student's program of study and thesis plan and administer the final oral examination. The major professor and/or student will keep the Advisory Committee informed of progress being made.

Ph.D. Degree

An Advisory Committee of five or more, consisting of the major professor and at least four other faculty members, one of whom will be from another department, shall be appointed by the end of the **second semester** of residence. The major professor must be a member of the Crop & Soil Sciences department (with Graduate Faculty status). The majority of the committee members must have Graduate Faculty status. This committee will approve the plan of study and dissertation prospectus and conduct preliminary and final examinations. The student will keep the Advisory Committee informed of progress being made.

**Co-major professors are considered as ONE voting member by the Graduate School.*

Programs of Study

The student's advisory committee will be developed by joint consultation between the student and the major professor with approval by the Graduate Coordinator. Forms for appointment are available from the Graduate School.

M.S. Degree

The student shall submit to the Graduate Coordinator through his/her major professor a program of study (list of proposed courses) by the end of the **first semester** of residence. The program of study must then be submitted to the Graduate School. A thesis proposal approved by the Advisory Committee must be submitted to the Graduate Coordinator by the end of the second semester. These items become a permanent part of the student's departmental file and record. The thesis proposal is to ensure that a student starts early on a research project suitable for a thesis.

The program of study and thesis proposal must be approved by the Advisory Committee. The program of study will include at least 30 hours of courses at the graduate level, including 3 hours of CRSS 7300 (Master's Thesis) and a maximum of 6 hours of CRSS 7000 (Master's Research). At least 12 of the remaining 21 hours (or more) of course work will be made up of courses open only to graduate students (6000-no undergraduates, or 8000 level). The minimum residence requirement is two semesters which do not have to be consecutive.

Ph.D. Degree

The student shall submit to the Graduate Coordinator through his/her major professor a preliminary program of study by the end of the **second semester** of residence. This program of study must be approved by the Graduate Coordinator. A dissertation proposal must be presented by the end of the second semester. The program of study and dissertation proposal will be approved by the Advisory Committee. The final plan of study must be approved by the Graduate Coordinator and Graduate Dean, with any changes in courses or committee make-up, prior to admission to candidacy.

The program of study must carry a minimum of 30 hours of course work, including 3 hours of CRSS 9300 (Doctoral Dissertation) and 16 or more hours of 8000- and 9000-level courses. Semester hours of CRSS 9000 (Doctoral Research), CRSS 9300 (Doctoral Dissertation), and independent study courses may not be counted in these 16 hours. The program of study for a student who bypasses the Master's degree must contain 4 hours of University of Georgia courses open only to graduate students in addition to 16 semester hours of 8000 and 9000-level courses. The residence requirement is two consecutive semesters of full-time work (i.e., enrollment for a minimum of 30 hours of consecutive course work included on the program of study).

Comprehensive Exams **(For Ph.D. Students ONLY)**

Scheduling Oral Examinations

Ph.D. Students in Crop and Soil Sciences

Oral examinations

- The Graduate School must have two weeks' notification for oral exams.
- An oral exam defense cannot be scheduled until complete forms are on file with the Graduate School. These forms are:
 - [Final Doctoral Program of Study](#)
 - [The Advisory Committee for Doctoral Candidates](#)
- Ensure the Oral Comprehensive Examination Pass/Fail form is accurately completed and all signatures of committee members are secured.
- Either the major professor, or student, should submit completed forms to Jeni Klute, who will direct these to the Graduate Coordinator, Dr. Cabrera.
- The Oral Comprehensive Examination Pass/Fail form must be returned no later than 2 weeks after the Oral Examination date to the Graduate School or the examination will have to occur again.
- The purpose of the oral exam is to assess the student's eligibility for advancement to candidacy for a Ph.D.

Academic Calendar

Academic Calendars can be found [here](#).

Graduate School Deadlines

The UGA Graduate School keeps a list of up-to-date deadlines. ALWAYS refer to the graduate school when you are unsure of a deadline.

Graduate students must register for a minimum of 3 hours in at least two semesters per academic year (Fall, Spring, Summer), including the 3 hours of graduate credit that is required for registration during the semester in which degree requirements are completed. To review the Graduate Enrollment policy, please [click here](#).

Detailed deadlines for 2017-2018 can be found on the next few pages.

Graduate School Forms M.S. in Crop & Soil Sciences

What forms must be on file with the University of Georgia Graduate School before I can graduate?

- [Program of Study for Master of Arts and Master of Science Candidates](#)
 - Signed by Graduate Coordinator (Dr. Miguel Cabrerea) and Major Professor/Advisor
 - Submit to Program Coordinator (Jeni Klute)
- Application for Graduation
 - No signatures needed
 - Submit electronically to Graduate School
 - Form located on Athena
- [Approval Form for Master's Thesis, Defense and Final Examinations](#)
 - Signed by Major Professor and Examination Committee
 - Submit to Program Coordinator (Jeni Klute)

**All forms requiring Graduate Coordinator signature are to be submitted to Jeni Klute, who will obtain Coordinator's signature

Graduate School Forms Ph.D. in Crop & Soil Sciences

What forms must be on file with the University of Georgia Graduate School before I can graduate?

- [Advisory Committee](#)
 - Signed by Graduate Coordinator (Dr. Miguel Cabrera)
 - Submit to Program Coordinator (Jeni Klute)
- [Final Doctoral Program of Study](#)
 - Signed by Graduate Coordinator (Dr. Miguel Cabrera) and all committee members
 - Submit to Program Coordinator (Jeni Klute)
- Comprehensive Exams*
 - Signed by Graduate Coordinator (Dr. Miguel Cabrera) and all committee members
- [Admission to Candidacy](#)
 - Signed by Graduate Coordinator (Dr. Miguel Cabrera), Major Professor, and student
 - Submit to Program Coordinator (Jeni Klute)
- Application for Graduation
 - No signatures needed
 - Submit electronically to Graduate School
 - Form located on Athena
- [Doctoral Defense Approval Form](#)
 - TWO WEEKS NOTICE MUST BE GIVEN TO DR. CABRERA
 - Signed by Graduate Coordinator (Dr. Miguel Cabrera) and all committee members
 - Submit to Program Coordinator (Jeni Klute)

-
- [Electronic Thesis & Dissertation \(ETD\) Submission Approval](#)
 - Major Professor and student
 - Submit to Program Coordinator (Jeni Klute)

*Comprehensive exams must be announced to Academic Advisor at least three weeks in advance. The Graduate School has an internal form they submit to the department once the Oral Comprehensive Examination is electronically submitted by the Graduate Coordinator, which will be signed at the examination by all committee members. The Graduate School will not process comprehensive exam paperwork without an approved advisory committee and program of study being on file. Students must also register and pay for at least 3 hours of graduate level coursework during the semester they take their comprehensive exams.

All forms requiring Graduate Coordinator signature are to be submitted to Jeni Klute, who will obtain Coordinator's signature

Reminders

Submitting Forms

- It is the student's responsibility to obtain the necessary signatures of committee members, and submit forms (e.g., the program of study, advisory committee, admission to candidacy, and final defense forms) to their major professor for approval and sign off.
- Official correspondence must be submitted to the Graduate Coordinator (Dr. Cabrera) via the Graduate Coordinator's Assistant. (Jeni Klute)
- Jeni will forward the pass/fail forms to the Graduate School upon the completion of the oral examination. (Don't forget notice is required as mentioned earlier in this document.)
- Without proper processing of the paperwork, deadlines could be missed at the penalty to the student.

Independent Studies, Doctoral, and Dissertation Hours

Coursework for research/field work, directed readings, independent studies, and doctoral and dissertation hours has been listed on ATHENA by instructor.

When registering for these courses (e.g., CRSS 7000, 7300, 7990, 9000, 9300), please be sure to register with the faculty member you are working with. This will ensure you are in the correct section for the semester.

Cost-Sharing of Student Travel

Forms

- [Application for Cost-Sharing of Graduate Student Travel](#)
- [Authority to Travel on University Business \(TA\)](#)
 - Please submit copy of your TA **and** documentation of participation in meeting (letter of invitation, copy of program, etc.)

Guidelines for Cost-Sharing Student Travel to Scientific Meetings

The department of Crop and Soil Sciences will cost-share graduate student travel to scientific meetings. Requests will be evaluated competitively, with priorities based on a) importance of the meeting and b) significance of the individual's participation. Priority will be given to those who present research papers or exhibits. Applications should be submitted to the Graduate Coordinating Committee of the department on the form provided below, according to the following schedule:

<u>Travel Dates</u>	<u>Season</u>	<u>Deadline to Submit Application</u>
Jun 15 - Sep 30	Summer	May 15
Oct 1 – Dec 31	Fall	Sep 1
Jan 1 – Mar 31	Winter	Dec 1
Apr 1 – Jun 14	Spring	Mar 1

Helpful Links

- Department of Crop and Soil Sciences:
 - <http://www.cropsoil.uga.edu/>
- UGA Graduate School:
 - <http://www.grad.uga.edu/>
- Graduate School Forms:
 - <http://grad.uga.edu/index.php/current-students/forms/>
- Graduate School Deadlines:
 - <http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>
- Graduate School Enrollment Policy:
 - <http://grad.uga.edu/index.php/current-students/policies-procedures/academics/enrollment-policy/>