Checklist for Current Graduate Students in the Department of Food Science and Technology

Ph.D. Degree

1. Advisory Committee for Doctoral Candidates Form
   To be completed by second semester of residency. Submitted electronically for approval.
   https://gradstatus.uga.edu/forms/G130

2. Final Doctoral Program of Study Form
   To be completed by the end of the second semester of residency. Must be submitted to the Graduate School prior to notification of the comprehensive examination (prelims).
   Refer to the Food Science Graduate Student Guide for info

3. Steps Involving Major Professor and Advisory Committee
   - Dissertation Planning and Research Prospectus
     Completed before the written prelims and before significant amount of research on the project has been done
     Refer to the Food Science Graduate Student Guide for info
   - Ph.D. Examinations
     Both written and oral exams as assigned by major professor.
     Refer to the Food Science Graduate Student Guide for info
     If written exams results are satisfactory (>4 pass grades), then notify the Graduate School of your oral exam time, date and location. This must be done at least 2 weeks prior to the exam.

4. Yearly Committee Meeting
   - 1st year
   - 2nd year
   - 3rd year

5. Application for Admission to Candidacy for Doctoral Degree
   Due - Two full semesters before the graduation date*

6. Application for Graduation
   Application for Graduation in Athena.
   To be completed by the end of first week of classes of the semester in which the student intends to graduate*

7. Dissertation Approval and Defense
   - Meet with Major Professor and estimate schedule for preparing thesis and distribute to the Advisory Committee.
   By the first week of the semester you are planning to graduate
   - Final Date for electronically submitting copy of dissertation for format check.
   More info here. - Typically, after the 10th week of the semester *
   - Final Date for corrected copy of theses dissertation and Approval Form for Doctoral Dissertation and Final Oral Examination.

October 2018
Submission of final approved dissertation - https://gradstatus.uga.edu/Forms/G129 - Typically after the 13th week of the semester *
Provide an electronic copy of Dissertation for the Major Professor. For information about printed, bound copies, see http://dawgprints.uga.edu/
Refer to Food Science Graduate Student Guide for info

8. Schedule Final Defense
   Reserve a conference room in Athens by either completing the form available in the Main Office and returning to Jessica Davis or emailing her at jesmar@uga.edu. The conference rooms are reserved on a first come, first-served basis.
   Notify Jessica (jesmar@uga.edu) with seminar title, date, time, and room number at least 2 weeks prior to the defense to allow adequate time to post the notice internally.
   The Graduate School will announce the time and place of the defense of the dissertation to the university community. The information needed for the announcement is listed in the departmental Graduate Student Guide. Notify Karen (karens@uga.edu) with required info at least 2 weeks prior to the defense to allow adequate time to submit the notice to the Graduate School.

9. Exit interview and Survey
   Schedule an Exit Interview with department head and complete the online exit survey (http://tinyurl.com/l8vj5em) (to be done during the last semester). Refer to the Food Science Graduate Student Guide for info

*Dates and Deadlines - http://grad.uga.edu/index.php/current-students/important-dates-deadlines/