

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://cas.uga.edu/cas/login?service=https%3a%2f%2fgradstatus.uga.edu%2fForms%2fG130>
- ___ 2. **Final Doctoral Program of Study Form**
<http://grad.uga.edu/wp-content/uploads/2014/11/finalphdprg.pdf>
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).
- ___ 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**
http://grad.uga.edu/wp-content/uploads/2014/11/body_candphd.pdf
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 distributing 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 thesis dissertation and Approval Form for Doctoral Dissertation and Final Oral Examination.
http://grad.uga.edu/wp-content/uploads/2014/11/body_appphddis.pdf
 - ___ 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 Amy Bellamy or emailing her at bellamy1@uga.edu. The conference rooms are reserved on a first come, first-served basis.

___ Notify Amy (bellamy1@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/18vj5em>) (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/>