

## **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 at  
<https://gradstatus.uga.edu/Forms/G138>. 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. Notify the graduate coordinator or coordinator assistant upon scheduling the prospectus meeting with the advisory committee  
**Completed 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 advisory committee.  
*Refer to the Food Science Graduate Student Guide for info*
    - \_\_\_ If written exams results are satisfactory (no more than 1 dissenting vote) then notice of your oral exam time, date and location must be submitted to the Graduate School. This must be done at least 2 weeks prior to the exam.
  
- \_\_\_4. **Yearly Committee Meeting**  
\_\_\_1<sup>st</sup> year                      \_\_\_2<sup>nd</sup> year                      \_\_\_3<sup>rd</sup> year
  
- \_\_\_5. **Application for Admission to Candidacy for Doctoral Degree**  
To be submitted by the student in the [Grad Status](#) portal. 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. Dissertation must be approved by committee before the defense.

- Final Date for electronically submitting copy of dissertation for format check. More info [here](#). - Typically, after the 10<sup>th</sup> week of the semester \*
- Final Date for corrected copy of thesis dissertation and Approval Form for Doctoral Dissertation and Final Oral Examination - <https://gradstatus.uga.edu/Forms/G164>.
  - \_\_\_\_\_ Deadline is typically after the 13<sup>th</sup> week \*
  - \_\_\_\_\_ Submission of final approved dissertation <https://gradstatus.uga.edu/Forms/G129> - Typically after the 13<sup>th</sup> week of the semester \*
  - \_\_\_\_\_ Provide an electronic copy of Dissertation for the Major Professor. For information about printed, bound copies, see <https://tate.uga.edu/print-and-copy/>.  
*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 the office administrative associate or by emailing the room request. The conference rooms are reserved on a first come, first-served basis.
- \_\_\_\_\_ Notify the office administrative associate 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 the graduate coordinator assistant 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 - <https://gradweb01.cc.uga.edu/index.php/current-students/important-dates-deadlines/>