# GRADUATE STUDENT GUIDE

**Department of Food Science and Technology**
**The University of Georgia**

**July 2025**

This document serves as a guide for graduate students in the Department of Food Science and Technology.  It incorporates many of the latest rules and policies of the Graduate School and of the department.  ***Each student is responsible for meeting all requirements as set forth in the University of Georgia Graduate Bulletin.***  Additional information and forms can be found at the following websites:

**https://www.uga.edu/ (University of Georgia)**

**https://foodscience.caes.uga.edu/ (Department of Food Science and Technology) https://grad.uga.edu/ (Graduate School)**

**Graduate Bulletin**

**https://online.uga.edu/ (UGA Online for the MFT students)**

**https://grad.uga.edu/index.php/current-students/forms/ (Graduate Student Forms)**

I. **General Information**

   A. *Information Distribution*
   The Graduate School and the department distribute information concerning Graduate School policies, deadlines, registration notices, and other pertinent information via e-mail using the uga.edu address. Students must check their MyID@uga.edu e-mail account. If students use another e-mail address or provider, they should forward the uga.edu address to their preferred e-mail account. Students are not excused from meeting deadlines because they "did not get the e-mail." Reminders about deadlines are sent as a courtesy only. Students are expected to comply with deadlines on the Graduate School's website. Students can review messages sent to students by the Graduate School by checking the Graduate Student Listserv Archives: https://listserv.uga.edu/scripts/wa-UGA.exe?A0=GRAD-SCHOOL.

   B. *Academic Honesty*
   All academic work must meet the standards contained in *A Culture of Honesty.* (The text of *A Culture of Honesty* can be found under the heading "UGA Academic Honesty Policy" at https://honesty.uga.edu/Academic-Honesty-Policy/ ). Students are responsible for informing themselves about the standards before performing any academic work. The use of generative AI in thesis and dissertation research work is considered unauthorized assistance per the Academic Code of Honesty. It 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. Source: https://grad.uga.edu/policy-on-use-of-generative-ai-in-theses-and-dissertations/

   C. *Files*
   Graduate student files are maintained in the Department of Food Science and Technology by the Graduate Program Administrator.

   D. *Documents*
   All communications concerning Graduate School requirements and policies should go through the departmental Director of Graduate Studies or the Graduate Program Administrator. If you need special letters written concerning readmission, waiver of tuition, flags from the Graduate School, etc., please have these letters typed at least one week before their due date to allow time to process them.

   E. *Graduate Assistantship Support Funds for M.S. and Ph.D. students (M.F.T. students are not eligible)*
   Funds for the support of graduate students come from a variety of sources and are available on a competitive basis from year to year.

   Consult the University of Georgia Graduate Bulletin for Graduate School assistantship and scholarship competitions. These competitions are highly competitive and have specific requirements, limitations, and deadlines. (https://grad.uga.edu/index.php/current-students/financial-information/ )

In addition to assistantships available from the Graduate School, faculty members may have teaching or research assistantships and other funds available for the support of a student or the hiring of student help. The individual faculty member administers and is responsible for such funding. Graduate students supported on teaching or research assistantships are employees of the University of Georgia and are expected to be at work every university business day or as assigned. Students on assistantships must obtain permission from their major professor to be away from work on days when the university is open for business. In the event of absence(s) due to sickness or emergencies arising, a student on an assistantship has the responsibility to inform his or her major professor of the absence(s) as soon as possible.

Students with an assistantship performing at least l/3-time service for the university are eligible for reduced tuition.

F.  *Travel Funds*
    Travel funds may be available through the Graduate School to a limited number of graduate students who present papers at professional meetings or societies. Notices are distributed quarterly by the Graduate School. Requests must be submitted according to the following dates (Note: dates are subject to change):

    | Dates of Travel | Request Deadline |
    | --- | --- |
    | 7/1 - 9/30 | First week of June |
    | 10/1 - 12/31 | First week of September |
    | 1/1 - 3/31 | First week of December |
    | 4/1 - 6/30 | First week of March |

    Students must have completed five semesters of graduate studies and maintain a GPA > 3.5 with no grades of "I" or "NR" on their transcript to qualify for these funds. Students must submit a "Request for Authority to Travel" form along with other required information to department Business Operations Professional two weeks before the Graduate School's deadline. Funds for travel may also be awarded at the departmental level in the form of a Romeo Toledo Graduate Student Scholarship or a Manjeet Chinnan Graduate Student Scholarship.

G.  *Departmental Seminars*
    Unless there is a conflict with class schedules, all graduate students pursuing the M.S. and Ph.D. degrees are expected to attend graduate and special departmental seminars. See Appendix A for additional details.

H.  *Teaching Experience*
    The department encourages M.S. and Ph.D. candidates to gain some valuable teaching experience. All Ph.D. graduate students should assist in the teaching of courses. Students may contact the instructor of any course in their area of expertise to volunteer to assist in teaching. Students interested in teaching should consider GRSC 7770 (Graduate Teaching Seminar), which provides graduate teaching assistants with knowledge of pedagogical approaches and available support systems.

I. *Research with Human Subjects*

As a matter of university policy, all research projects involving human participants must be submitted to the Human Subjects Office for review and approval by the Institutional Review Board (IRB). This policy applies to all research, whether funded or not, whether conducted by faculty, staff, students, or visitors, both on and off campus. Projects involving minimal risk to human participants can usually be approved expeditiously. Still, it is recommended that the application forms and all the supporting documents be submitted well in advance, allowing at least 4-6 weeks for processing. Failure to obtain IRB approval for research with human subjects is a violation of university policy and federal regulations. It is also advisable to undergo the Human Subjects Training (https://research.uga.edu/integrity-support/citi-training/) before planning research involving human subjects.

The detailed guidelines about the UGA Human Research Protection Program are available on the UGA Office of Research website, and questions regarding these may be directed to the Human Subjects Office at (706) 542-3199 or IRB@uga.edu. The Human Subjects Office is located in Room 212 in Tucker Hall.

J. *Checklists for Current Graduate Students*

The steps needed to complete degree requirements are outlined in checklists for current graduate students and are available on the departmental website and in Appendices B and C.

II. **Admission Procedures, Enrollment Policy, Application for Waiver of Out-of-State Tuition, Academic Probation and Dismissal Policies**

A. *Admission*

Initial contact concerning admission is usually made with the Graduate Admissions Office, the departmental Director of Graduate Studies, the Graduate Program Administrator, or individual faculty members. Persons seeking admission to the University of Georgia Graduate School must hold a baccalaureate degree from an institution accredited by the appropriate regional accrediting association or its international equivalent before the expected semester of matriculation. Applicants should be ranked in the upper half of their undergraduate class.

Applications for the M.S. and Ph.D. degrees are accepted for fall and spring matriculation and follow the UGA Graduate School application deadlines. Files are reviewed in order of receipt starting in mid-September through mid-October for spring semester and late January through end of March for fall semester. Notification of the decision should be sent by the Graduate School in due time. Once we have received all of your application materials, your application will be considered for review by our Graduate Affairs Committee and a recommendation will be made to the Graduate School.

Applicants are responsible for submitting the application materials required for admission. Application information can be found at the Graduate School website, and you must apply to the program online at: https://grad.uga.edu/index.php/prospective-students/apply- now/. In addition to what is required by the Graduate School, the department requires submission of some specific information. Applicants should provide additional information, including a resume or curriculum vitae of 1-2 pages and a statement of purpose.

Deadlines for admissions purposes are the dates by which the application file should be complete, and materials received in Graduate Admissions and the academic departments. Applicants are responsible for completing a timely application. Admissions decisions will be made only on complete files.

After all required documents have been received, the departmental Graduate Affairs Committee evaluates the application and makes a recommendation to the Director of Graduate Studies concerning admission. The admission decision is forwarded to the Graduate Admissions Office of the Graduate School. The Dean of the Graduate School makes the final decision regarding the acceptance or refusal of an applicant, and the Graduate Admissions Office officially notifies the applicant. Official acceptance is conveyed to the applicant in an email offering admission from the Office of Graduate Admissions. Admission is granted for a specific semester and is validated by registration for that semester.

Once accepted into the graduate program, the student is responsible for contacting the Director of Graduate Studies regarding general departmental requirements/policies. Students should obtain a list of faculty names and consult with all faculty members about possible research opportunities.

**B.** *Graduate Student Enrollment Policy*
Degree-seeking graduate students at the University of Georgia are required to register for a minimum of 3 hours for at least two semesters in each academic year (fall, spring, and summer). Students on a graduate assistantship or an out-of-state tuition waiver must register for the minimum hours required by the Food Science policy (18 hours per semester for fall, spring, and summer).

International students and students receiving financial aid must register for the number of hours required by those categories. Students must register for a minimum of 3 hours during the semester in which they complete degree requirements, even if they were registered for the two previous semesters. Students must register for a minimum of 3 hours in any semester in which they use university resources, including faculty or staff time.

Falling out of enrollment compliance can cost you money! Penalties are explained in the policy. Please familiarize yourself with the Graduate Enrollment Policy in the Graduate Bulletin.

**C.** *Application for Waiver of Out-of-State Tuition*
Some doctoral students and some thesis-writing master's students will be granted out-of-state tuition waivers as part of the enrollment policy. All M.S. and Ph.D. students meeting the criteria must submit an electronic form requesting the waiver via the Grad Status portal at https://gradstatus.uga.edu/. See instructions on the form. You cannot receive this waiver if you have an assistantship that waives tuition.

**D.** *Nondegree Students*
   Nondegree students who are later admitted as degree-seeking candidates may apply up to 9 hours of coursework taken in non-degree status toward a graduate degree program, subject to the approval of the major professor, the departmental Director of Graduate Studies, and the Dean of the Graduate School. The courses must not be more than six years old.

**E.** *Acceptance of Credit by Transfer*
   If graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor, the student's advisory committee, and the Director of Graduate Studies, and when approved by the dean of the Graduate School. See the Graduate Bulletin for additional details.

**F.** *Dismissal*
   Graduate students may be dismissed from the Food Science graduate program for any of the following reasons.

   **1.** Failure to follow the University of Georgia's Academic Honesty Policy.

   **2.** Failure to make adequate progress towards completion of their degree. (Either or both of the following situations may apply)
      **a.** Academic Probation and Dismissal (Graduate School policy) - A student is placed on academic probation when the cumulative GPA is below 3.0 for two consecutive semesters. Each semester after being placed on academic probation, the student must maintain a 3.0 or higher semester GPA. If the student does not maintain a 3.0 or higher GPA for any semester while on probation, the student is dismissed. Once the cumulative graduate GPA reaches 3.0 or higher, the student is no longer on probation. If a student repeats a course, the last grade received will be used by the Graduate School in the calculation of cumulative grade point averages for probation, dismissal, and graduation purposes.
      If an "Incomplete" (I) grade is not removed after three semesters, the grade will convert to an "F" automatically.
      **b.** A student who receives poor evaluations on the yearly review indicating lack of progress towards degree completion and who receives grades of Unsatisfactory (U) in 2 semesters for either FDST 7000 or 7300 (if an M.S. student), for FDST 7007E (if an M.F.T. student) or for either FDST 9000 or 9300 (if a Ph.D. student) may be dismissed from the Food Science program. The dismissal process can be initiated by the major professor in consultation with the student's advisory committee and the Graduate Affairs Committee or by the Graduate Affairs Committee. In the latter case, the student's advisory committee will be informed of the action. After the decision to dismiss has been made by the Graduate Affairs Committee, the Director of Graduate Studies will notify the student of the recommendation. If a student wishes to appeal this decision to the Graduate Affairs Committee, the petition must be made within 2 weeks of receiving the dismissal notification. The student's petition must provide evidence against the decision of dismissal. The Graduate Affairs

Committee will consult with the student and major professor before rendering a final decision and notifying the Graduate School.

3.  See those sections that follow pertaining to the failure of Ph.D. comprehensive exams or final M.S./Ph.D. oral defense.

4.  **Lack of commitment to the research program, which is within the purview of the department:** The dismissal process shall be initiated by the major professor in consultation with the student's advisory committee AND the Graduate Affairs Committee, OR by the Graduate Affairs Committee in the absence of an advisory committee. The Graduate Affairs Committee will recommend if the major professor's decision will be upheld. If the student wishes to appeal this decision, the petition must be made within 2 weeks of receiving the notification.

5.  **No Clear Path to Degree Completion:** In rare circumstances, graduate students who cannot identify a major professor (excluding students on rotations) or who cannot form a committee shall be placed on a status called "No clear path to degree completion" by the Director of Graduate Studies. This status is distinct from "Not in good standing," which refers to academic status. Students will be given one semester after being placed in this status by their unit/program to identify a major professor. The Director of Graduate Studies should work closely with the student to try to rectify the problem. If the situation is not resolved during this semester, the student can be dismissed from the program. (Source: https://grad.uga.edu/new-policy-no-clear-path-to-degree-completion-policy/)

## III. Students Working Towards an M.S.

### A. *General Information*

1.  *Course Load*
    Students using university facilities and/or faculty/staff time must register for a minimum of 3 hours.  All students receiving an assistantship or an out-of-state tuition waiver must register for a minimum of 18 credit hours per semester (fall, spring, and summer).  All students must be registered for at least three credit hours in the semester in which they complete all degree requirements, whether or not they are still on campus.  International students should carry sufficient credits to fulfill visa requirements.

2.  *Course Requirements*
    Admitted students should have completed a curriculum equivalent to our B.S.A. degree in Food Science with a science option. Students graduating from an IFT-approved undergraduate program would have satisfied the basic knowledge of food microbiology, food chemistry, food processing/engineering, and nutrition covered in our equivalent undergraduate courses.  Students who did not graduate from an IFT-approved undergraduate program are required to enroll in and pass courses in the areas in which they are deficient unless they have potentially equivalent coursework previously.  For the latter group, students can request an exemption (see below). Competence in biochemistry is also required.  Students who

have completed at least one semester of a senior-level (equivalent to BCMB 4010) or graduate-level course in biochemistry will have met this requirement. Non-senior-level biochemistry coursework does not meet the requirement. Students not having a biochemistry background are required to enroll in and pass one of the following courses: FDST (FDNS) 8150, BCMB 6000, BCMB 6010, or any higher BCMB course.

All required areas described in the preceding paragraph must appear on the student's program of study unless a requirement has been exempted. Students desiring to be exempted from any required course based on having taken equivalent course work elsewhere, must discuss the issue with their major professor (Director of Graduate Studies if no major professor has been assigned) and then obtain a written statement (email sent to Director of Graduate Studies is sufficient) from the instructor of the required UGA course confirming equivalency of the course.

Of the minimum of 30 hours of credit appearing on the M.S. Program of Study, all courses must be graduate level, with at least 12 credit hours being courses open only to graduate students. At least three credit hours for FDST 7000 (Research) may apply to the Program of Study, while a minimum of 3 credit hours of FDST 7300 (Thesis) must be included on the Program of Study.

A maximum of 3 h of 7000-level MFT course credit may be included on the Program of Study, although it is strongly recommended to consider other alternative food science courses. The student must get permission from the course instructor, major professor, and the graduate program coordinator before registering for the MFT course. The student's advisory committee must approve the inclusion of the online MFT course hours in the program of study. The following MFT courses are not permitted to be taken: FDST 7020E, FDST 7030E, FDST 7060E, FDST 7070E, FDST 7150E, FDST 7120E, FDST 7110E, and FDST 7007E. Most of these courses have 8000-level courses of a similar nature, which are more appropriate for the Ph.D. degree. A Doctoral student can also take FDST 8800 (Special Problems in Food Science), which should be considered just like any other course in which the student learns new principles and techniques used in food science. These principles and techniques are to be applied to the student's research project. The Instructor of Record of FDST 8800 cannot be the student's major professor or co-major professor. Ideally, the Instructor of Record will be a Graduate Faculty member at UGA. Data collected during the special problems course cannot be made part of the student's thesis or dissertation. A student cannot enroll in more than three credit hours of FDST 8800 per semester. A maximum of 3 credit hours of the FDST 8800 course shall be allowed in the Program of Study for a graduate student.

All M.S. graduate students must register for FDST 6500 (Proseminar) during their first semester in residence, unless a scheduling conflict exists. M.S. students must register for GRSC 7001 (GradFIRST seminar) in their first or second semester. M.S. students should enroll in FDST 8500 (Seminar) during their second semester of enrollment. M.S. students should have a research project idea assigned by this point. In FDST 8500, students will prepare and deliver an oral presentation reviewing the literature for their projects and/or plan of work. The presentations

will be open to the entire department and the student's advisory committee.  See the faculty member(s) in charge of FDST 6500/8500 for details.

**B.   *Steps to be Taken for Completion of the Program***
   ***It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence.*** All necessary forms are available on the Graduate School website's <u>Forms and Publications</u> page.

1.   *Advisory Committee*
   Before the end of the first semester of residency, an Advisory Committee shall be selected by the student and the major professor. The master's Advisory Committee must consist of a minimum of three members. The chair and at least one other member must be members of the graduate faculty of the University of Georgia. Co-chairs are counted as two committee members, not one. The third member may be a member of the graduate faculty or a person with a terminal degree holding one of the following ranks at the University of Georgia: professor, associate professor, assistant professor, public service assistant, public service associate, senior public service associate, assistant research scientist, associate research scientist, or senior research scientist. A UGA employee who holds one of these ranks or who holds a terminal degree in his/her field may be appointed as a third member upon approval by the departmental Director of Graduate Studies and the dean of the Graduate School. The third member can also be a non-UGA employee member with a terminal degree in his/her field of study. No more than one non-UGA committee member may be appointed as a voting member. If there are more than three members on the committee, a majority of graduate faculty members must be maintained. Co-major professors count as two graduate faculty members. At least 50% of the advisory committee must be regular faculty in the Department of Food Science and Technology.
   The committee will be recommended to the dean of the Graduate School by the Director of Graduate Studies after consultation with the student and faculty members involved. When nominating a non-UGA committee member, the Director of Graduate Studies must submit the following to the graduate school: the nominee's current CV, the appropriate forms, and a letter addressed to the dean of the Graduate School explaining why the services of the non-UGA person are requested. The Director of Graduate Studies will forward the material to the Graduate School. The non-affiliated member must attend meetings associated with the appointment.

   The Advisory Committee, in consultation with the student, is charged with planning the student's program of study. The committee is also charged with approving the program of study, reading, and approving the thesis, and administering the final examination.  If a change in the Advisory Committee is necessary, a revised advisory committee form must be approved by the Director of Graduate Studies and submitted to the Graduate School.

   Each year by the end of May, the major professor must complete, for each student under his/her supervision, an annual evaluation of the student's progress and performance.  The student, in consultation with the advisory committee, must schedule annual meetings before the end of May each year to present progress and

seek guidance.  Holding this meeting is noted on the annual performance evaluation form.

2.  *Change of Status*
    A request to change a degree objective and/or major may be submitted to the Graduate School if a student has registration eligibility and is changing degree status within the same department.  A student admitted in the non-degree classification is not eligible to request a change of degree objective.  A student in this classification must submit an application for admission to be considered for a degree program.

3.  *Program of Study*
    A prospective candidate working towards a Master's degree must file a program of study during his/her second semester of residency.  Program of Study form (G138)– Instructions for Food Science students:

    a.  The student submits the program of study electronically to the Graduate School via the Grad Status portal at https://gradstatus.uga.edu/.

    b.  The student should confirm that all the departmental requirements are satisfied, including a sufficient number of credit hours, and list all courses taken and courses that will be taken to complete degree requirements.  Only three credit hours for FDST 7000 and 3 credit hours for FDST 7300 should be listed.  Excess hours of FDST 7000 and 7300 should not be included on the form.

    c.  After receipt by the Graduate School, the form will be reviewed by the Graduate Program Administrator before it is electronically sent to advisory committee members and the Director of Graduate Studies for their final approval.

    d.  It is returned to the Graduate School electronically for the Graduate Dean's approval.

    Any changes to the program of study after approval by the Graduate School must be made using the Recommended Change in Program of Study form.

4.  *Thesis Prospectus*
    Students pursuing the M.S. degree must prepare a thesis prospectus on some subject connected to their major field of study. The prospectus should be completed and presented to the advisory committee before the end of the third semester of residency, including the summer semester.  The thesis must represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contribution to knowledge should merit publication.  See **Appendix D** for prospectus protocol and formatting suggestions.

    When the major professor certifies that the thesis prospectus is satisfactory, it must be formally considered by the advisory committee in a meeting with the student. The student should notify the Director of Graduate Studies' office of the date of the prospectus presentation so that the prospectus assessment form can be sent to the major professor. After the prospectus presentation, the advisory committee, led by the major professor, will complete the prospectus assessment form and submit it to the Director of Graduate Studies to be included in the student's permanent file. A copy of

the approved prospectus is to be submitted to the Graduate Program Administrator for inclusion in the student's permanent file.

5.  *Application for Graduation*
    A student must apply for graduation online by the end of the first week of classes in the semester in which the student intends to graduate.  Before the semester of graduation, a student can change the graduation date in Athena. If a student needs to change to a later graduation date during the semester he/she was scheduled to graduate, the student must email the Enrolled Student Services office at gradinfo@uga.edu and request that the current graduation term be deleted. After it is deleted, the student must return to Athena and reapply for a future graduation term.  If this is not done, a student's file may be placed on inactive status, and the student will need to reapply for graduation.

    A graduate student who misses a graduation deadline by failing to submit 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.  When the student applies for graduation in Athena, the Graduate School Office of Enrolled Student Services will notify the student of the need to submit a completed Late Filing for Graduation form via the Grad Status portal, any required graduation forms, and the late fee payment. All forms and the fee must be submitted within 45 calendar days of the original deadline.  After the 45-day late period, no student will be added to the commencement roster for the current semester.

6.  *Thesis Requirements*
    All these must be submitted to the Graduate School in electronic form. Instructions for the preparation of the thesis are available online at the Graduate School website.

    For a thesis submitted in the alternative manuscript (publication) style, a statement of copyright release from the publisher for each published or accepted article must be given to the Graduate School at the time the thesis is submitted in final form. Students are responsible for securing this release and should begin the process of acquiring the copyright release very early in their thesis preparation.  Final revisions of the thesis using this manuscript format will not be accepted until such copyright release has been provided.

    The student is responsible for providing a copy of the corrected and approved thesis draft to the major professor in a timely fashion to allow for corrections/suggestions to be made before the deadline to electronically submit the thesis to the Graduate School (refer to the Graduate School's "Important Dates"). If the thesis is approved, the major professor and the advisory committee set the date, time, and place for the final oral examination.  An announcement of the time and place, along with a copy of the thesis, must be distributed to the advisory committee at least two weeks before the exam date.

    Before the oral defense and examination, the student will present an exit seminar reviewing his/her project, findings, and conclusions. The seminar will be announced

to the department and open to all interested individuals. Before the examination, the student submits the electronic form, Approval Form for Master's Thesis and Final Oral Examination (G140), in the Grad Status portal. The electronic form will then be routed to committee members and the Director of Graduate Studies for electronic approval.

If the defense and examination are satisfactory and the final written thesis is approved, then the thesis is to be submitted electronically to the Graduate School. The major professor may require a printed, bound copy. The student must confirm the format desired by the major professor. Students may also wish to request printed copies for their personal needs. Information on printing copies can be found at https://tate.uga.edu/print-and-copy/.

If a student receives two or more negative votes on his/her exam/defense, the exam may be administered a second time, if recommended by the majority of the student's advisory committee. The time of the second exam/defense is established by the advisory committee. Failure to pass the first attempt, if no second attempt is granted, or failure of the second exam/thesis defense will result in dismissal from the M.S. program.

All requirements for the degree must be completed and reported to the Graduate School by the established deadline for that semester.

7. *Time Limit*
All requirements for a master's degree must be completed within six years beginning with the first registration for graduate courses listed on the student's program of study and ending with the final semester of the sixth year. An extension of time may be granted only on conditions beyond the control of the student.

8. *Exit Interview and Survey*
Upon graduation application, a student must schedule an exit interview with the department head and complete the online Graduate Program Exit Survey form.

## IV. Bypassing the M.S. Degree with a Ph.D. Program

A. Post-baccalaureate students may apply directly for the Ph.D. degree at the time of application, but must satisfy the requirements listed below in section IV. C.

B. A student in our Master's program who desires to bypass the M.S. degree to pursue a Ph.D. must do the following to have his/her case considered for continuation towards the doctorate in addition to satisfying the requirements listed below in section IV. C.:
- Submit a request in writing to the departmental Graduate Affairs Committee.
- Complete the online Request for Change of Degree form via the Grad Status portal.

C. In order to bypass the M.S. degree and work directly toward the Ph.D. degree, the student shall:
- Meet the Graduate School's requirement:

Minimum score of 92 using the following formula and new GRE scale:
(Undergraduate GPA x 8) + (GRE verbal x .20) + (GRE quant x .20) OR
Minimum score of 4300 using the following formula based on the old GRE scale:
(1000 x undergraduate grade point average) + verbal and quantitative scores of GRE

- Have a letter of recommendation or justification from a UGA graduate faculty member strongly supporting the request
- Show exceptional proficiency in performing research. This can be demonstrated by doing two of the following:
  - Providing documentation that a paper based on research done by the applicant and authored by the applicant is ready to be submitted to the applicant's advisory committee or a refereed journal
  - Providing documentation that the applicant has made a presentation based on original research at a national meeting in which he/she is the senior author
  - Providing documentation that the applicant has satisfied the requirements for an undergraduate thesis (e.g., Honors thesis), the departmental Graduate Affairs Committee will review the request. It will determine whether the student meets the criteria. If approved, the Graduate Affairs Committee will then send a recommendation to the Graduate School through the Director of Graduate Studies. When a student's degree objective, as recommended by his/her advisor and the Graduate Affairs Committee, is approved by the Dean of the Graduate School, the status of the student will be changed from an M.S. to a Ph.D. candidate. After which, an adjustment in any stipend the student receives will reflect this change (providing funds are available).

The program of study for a student who bypasses the master's degree must contain 4 semester hours of University of Georgia courses open only to graduate students, in addition to 16 semester hours of 8000 and 9000-level courses. The total number of hours of coursework (not including FDST 9000 and 9300) is 44. Doctoral research (9000), independent study courses, and dissertation writing (9300) may not be counted in these 20 hours. All other requirements for the Ph.D. apply (see below).

## V. Students Working Towards a Ph.D. Degree

### A. *General Information*
Course loads are the same for full-time and part-time students as given in III. A. 1.

A minimum of 60 semester hours of graduate coursework is required after completion of the baccalaureate degree to complete the doctoral program. Students admitted should have completed courses equivalent to a Bachelor's and Master's degree in Food Science (see Section III.A.2). Those not having this background are expected to enroll in the courses in which they are deficient. Coursework taken towards the Master's degree will be evaluated on an individual basis. Since most Master's degrees require 30 hours of credit, students who have a Master's degree need 30 additional hours to complete the Ph.D. requirement. Students will complete at least 20 additional hours of coursework, with at least 16 hours of those being 8000-level courses. All Ph.D. students must take STAT 6220 or STAT 6315 (or equivalent course) and one higher-level statistics course. Competence in biochemistry is also required. Students who have completed at least one semester of a senior-level (equivalent to BCMB 4010) or graduate-level course in biochemistry will have met this requirement. Non-senior-level biochemistry coursework does not meet the requirement. Students without a biochemistry background are required to enroll in and pass one of the following

courses: FDST (FDNS) 8150, BCMB 6000, BCMB 6010, or any higher BCMB course. Students also need to take at least one advanced course outside of Food Science in a topic suitable for their program of study. Examples of suitable courses are listed in Appendix E. Other equivalent-level courses not on the list are possible if approved by the student's advisory committee.

All required areas described in the preceding paragraph must appear on the student's program of study unless a requirement has been exempted. Students desiring to be exempted from any required course based on having taken equivalent course work elsewhere, must discuss the issue with their major professor (Director of Graduate Studies if no major professor has been assigned) and then obtain a written statement (email sent to Director of Graduate Studies is sufficient) from the instructor of the required UGA course confirming equivalency of the course.

A minimum of 10 hours of research and dissertation credit (a combination of FDST 9000 and 9300) will appear on the Program of Study. At least 3 hours of FDST 9300 must be on the Program of Study.

A maximum of 3 h of 7000-level MFT course credit may be included on the Program of Study. A student's advisory committee must approve the inclusion of the online MFT course hours in the program of study. Online courses appropriate for consideration are those other than the following: FDST 7020E, FDST 7030E, FDST 7060E, FDST 7070E, FDST 7150E, and FDST 7007E. Most of these courses have 8000-level courses of a similar nature, which are more appropriate for the Ph.D. degree. A Doctoral student can also take FDST 8800 (Special Problems in Food Science), which should be considered just like any other course in which the student learns new principles and techniques used in food science. These principles and techniques are to be applied to the student's research project. The Instructor of Record of FDST 8800 cannot be the student's major professor or co-major professor. Ideally, the Instructor of Record will be a Graduate Faculty member at UGA. Data collected during the special problems course cannot be made part of the student's thesis or dissertation. A student cannot enroll in more than three credit hours of FDST 8800 per semester. A maximum of 3 credit hours of the FDST 8800 course shall be allowed in the Program of Study for a graduate student.

All Ph.D. graduate students must register for FDST 6500 during their first semester of residence, unless a scheduling conflict exists or unless they have completed the course as an M.S. student in our program. Ph.D. students must register for GRSC 7001 (GradFIRST seminar) in their first or second semester unless they completed the course as an M.S. student in our program. The student should register for FDST 8500 during the second or third semester of enrollment. Ph.D. students should have a research project idea assigned by this point. In FDST 8500, students will prepare and deliver oral presentations reviewing the literature for their projects and/or plan of work. The presentations will be open to the entire department and the student's advisory committee. See the faculty member(s) in charge of the seminar program for details. A maximum of 1 credit hour of FDST 6500 and 1 credit hour of FDST 8500 may be used on the Ph.D. Program of Study. Students completing their Master's degrees in the program have already completed FDST 6500; therefore, they do not need to repeat the course in their Ph.D. programs.

**B.** ***Steps to be Taken for Completion of the Program***
   ***It is the duty of the student to see that the following steps are taken at the proper time and in the proper sequence.*** Necessary forms are available on the Graduate School website's [Forms and Publications](#) page.

1. *Advisory Committee*
   The advisory committee should be appointed before the end of the 2$^{nd}$ semester of residency. The doctoral committee will consist of a minimum of 4 voting members, including the student's major professor, who will serve as chair of the committee. Co-chairs are counted as two committee members, not one. At least 3 of the 4 must be graduate faculty members. Additional voting members may be appointed to the committee, including no more than one non-University of Georgia faculty member, who must hold a terminal degree in his/her field of study. If there are more than 4 members, there must be greater than 50% graduate faculty representation. Greater than 50% of the advisory committee must be faculty in the Department of Food Science and Technology (either regular or adjunct faculty). Additional non-UGA affiliated members may be appointed as non-voting members. It is recommended that at least one member of the advisory committee be from outside the Department of Food Science and Technology. When nominating a non-UGA committee member, the Graduate Program Administrator must submit the following to the Graduate School: the nominee's current CV, the appropriate forms, and a letter addressed to the dean of the Graduate School explaining why the services of the non-UGA person are requested. The Director of Graduate Studies will forward the material to the Graduate School. The non-affiliated member must attend meetings associated with the appointment. The committee will be recommended to the Dean of the Graduate School by the Director of Graduate Studies after consultation with the student and faculty members involved.

   The advisory committee, in consultation with the student, is charged with planning the student's program of study. This committee is also charged with approving the program of study, arranging for the student to take the comprehensive written and oral examinations, approving the dissertation prospectus, approving the completed dissertation, and approving the student's defense of his/her research.

   Each year by the end of May, the major professor must complete, for each student under his/her supervision, an annual evaluation of the student's progress and performance. The student, in consultation with the advisory committee, must schedule annual meetings before the end of May each year to present progress and seek guidance. Holding this meeting is noted on the annual performance evaluation form.

2. *Program of Study*
   This plan of coursework is developed by the doctoral student and his/her major professor and then approved by the advisory committee. The program must include at least 16 hours of courses at the 8000-level.
   Program of Study form (G138) – Instructions for Food Science students:
   a. The student submits the program of study electronically to the Graduate School via the [Grad Status portal](#) at [https://gradstatus.uga.edu/](https://gradstatus.uga.edu/).

b. The student should confirm that all the departmental requirements have been satisfied, including enough credit hours, and list all courses taken and courses that will be taken to complete degree requirements. Ten hours of research and dissertation credit (a combination of FDST 9000 and 9300) will appear on the Program of Study. At least 3 hours of FDST 9300 must be on the form.

c. After receipt by the Graduate School, the form will be reviewed by the Graduate Program Administrator before it is electronically sent to advisory committee members and the Director of Graduate Studies for their final approval.

d. It is returned to the Graduate School electronically for the Graduate Dean's approval.

Any changes to the program of study after approval by the Graduate School must be made using the Recommended Change in Program of Study form.

The Final Doctoral Program of Study must be submitted electronically to the Graduate School via the Grad Status portal prior to notification of the comprehensive examination (prelims). This program of study must be approved by the advisory committee, the Director of Graduate Studies, and the Dean of the Graduate School. The final program of study must show all graduate courses relevant to the doctoral program. Submission of a preliminary program of study is not required.

3. *Dissertation Prospectus*
Students pursuing the Ph.D. degree must prepare a dissertation prospectus on some subject connected to their major field of study. The prospectus should be completed and presented to the advisory committee before the end of the fourth semester of residency, including the Summer semester. The dissertation must represent originality in research, independent thinking, scholarly ability, and technical mastery of a field of study. Its conclusions must be logical, its literary form must be acceptable, and its contribution to knowledge should merit publication. See Appendix D for prospectus protocol and formatting suggestions.

When the major professor certifies that the dissertation prospectus is satisfactory, it must be formally considered by the advisory committee in a meeting with the student. The student should notify the Director of Graduate Studies' office of the date of the prospectus presentation so that the prospectus assessment form can be sent to the major professor. An examination of the student's dissertation prospectus (proposal) "usually" precedes the oral comprehensive examination, but under no circumstances can the prospectus presentation take the place of the oral comprehensive examination. After the prospectus presentation, the advisory committee, led by the major professor, will complete the prospectus assessment form and submit it to the Director of Graduate Studies.

4. *Ph.D. Examination Policy*
The Ph.D. Preliminary Examination consists of two parts (written and oral). Before the Ph.D. comprehensive exams can be scheduled, the final approved program of study must be on file in the Graduate School and an approved prospectus must be on file with the department. The program of study must carry a minimum of 30 consecutive hours of coursework, 16 hours of 8000/9000 level courses and 3 hours of 9300. The student must complete 30 consecutive hours of coursework on the program of study, including 16 hours of 8000/9000 level courses, before taking the oral comprehensive examination.

a. Ph.D. Written Comprehensive Exam - The student's major professor, working with the student's advisory committee, will prepare the written comprehensive exam.  The written comprehensive exam will consist of questions from the advisory committee and will be administered by the advisory committee. The answers will be graded by the advisory committee faculty who submitted the respective questions.  The major professor tallies the results and notifies the student of the outcome in a timely manner. The student must receive a passing grade with no more than one dissenting vote. The major professor's/co-major professor's vote of approval is required for the student to pass the examination.  An abstention is not an acceptable vote for the comprehensive examination.  If the written exam is failed, a student may be given one additional opportunity to re-take the failed portion(s) of the exam, if recommended by more than 50% of the student's advisory committee.  The committee member(s) involved will be asked to submit new questions for the exam.  Any retesting must be completed before the end of the following semester.  Failure of more than one portion of the second examination will result in dismissal from the Ph.D. program.

b. Ph.D. Oral Comprehensive Exam - After passing the written comprehensive exam (see above), the student is required to take an oral comprehensive exam that the advisory committee will administer.  The major professor of the student, in consultation with the student and the advisory committee, will select the time and location of the oral comprehensive exam.  After consultation with his/her major professor, the student will provide the following information to the Director of Graduate Studies and the Graduate Program Administrator **at least two weeks** before the examination (this is a Graduate School requirement):

- Student Name as it appears in academic record:
- 81x ID# (81xxxxxxx):
- UGA MyID Email Address:
- Degree:
- Major:
- Exam Date:
- Exam Start Time:
- Exam Location Room:
- Exam Location Building:
- Major Professor's Name:
- Co-Major Professor's Name (if applicable)
- Committee Members (Full name including middle initial).

The Director of Graduate Studies/Graduate Program Administrator must notify the Graduate School of arrangements for the examination at least two weeks before the date of the examination.  After the Graduate School receives this information, the Director of Graduate Studies will receive the Report of Written and Oral Comprehensive Exam results form from the Graduate School to be completed by the advisory committee. The major professor will receive the form from the Graduate Program Administrator before the oral exam.

The oral comprehensive examination will be an inclusive examination within the student's field of study and will be announced by the Graduate School. An examination of the student's dissertation prospectus (proposal) "usually" precedes the oral comprehensive examination, but under no circumstances can the prospectus presentation take the place of the oral comprehensive examination. All members of the advisory committee must be present for the entire exam (in person or electronically). Immediately upon completion of the oral examination, the student will be asked to leave the room temporarily. The committee will then discuss the outcome of the examination, and members will register their votes on the examination reporting form. The outcome of the examination will be shared with the student after the discussion and voting. The entire committee can participate in the discussion. The Graduate School must be notified if the exam is postponed or the student fails the exam.

If a student receives more than one negative vote on his/her exam, the exam may be administered a second time, if recommended by more than 50% of the student's advisory committee. The advisory committee determines the date but it should be before the end of the following semester. Failure to pass the first attempt, if no second attempt is granted, or failure of the second examination (receives >1 negative vote) will result in dismissal from the Ph.D. program.

c.   Following each examination, written and oral, each member of the advisory committee will cast a written vote of "pass" or "fail" on the examination (i.e., write "Pass" or "Fail" on the top of the first page of the exam and sign it). The results (pass or fail) of both examinations will be reported to the Graduate School on the Report of Written and Oral Comprehensive Exam form.

5.  *Admission to Candidacy*
    The Application for Admission to Candidacy for Doctoral Degrees (G162) must be initiated by the student in Grad Status so that it is filed with the Dean of the Graduate School at least one whole semester before the graduation date. This application is a certification by the student's major department that the student has demonstrated the ability to do acceptable graduate work in the chosen field of study and that:
- All prerequisites set as a condition to admission have been satisfactorily completed;
- The final program of study has been approved by the advisory committee, the Director of Graduate Studies, and the Dean of the Graduate School;
- An average of 3.0 (B) has been maintained on all graduate courses taken and on all completed graduate courses on the program of study (no course with a grade below C (2.0) will be accepted on the final program of study);
- Written and oral comprehensive examinations have been passed and reported to the Graduate School;
- A dissertation prospectus has been approved;
- The advisory committee, including any necessary changes in the membership, is confirmed, and all its members have been notified of their appointment; and
- The Graduate School residency requirement has been met.

The major professor has the primary responsibility for guiding research, but the student should consult all members of the advisory committee to draw upon their expertise.

After admission to candidacy, a student must register for a combined total of ten hours of dissertation or other appropriate graduate credit during the completion of the degree program. Students planning to graduate the same semester they enter candidacy must be admitted to candidacy by the published deadline for candidacy during that semester and register for ten hours.  They must register for a minimum of 3 semester hours in any semester they use university facilities and/or faculty/staff time.  The dissertation must be completed within five years following admission to candidacy to qualify for graduation.

6. *Application for Graduation*
   A student must apply for graduation online in Athena by the end of the first week of classes in the semester in which the student intends to graduate.  Before the semester of graduation, a student can change the graduation date in Athena. If a student needs to change to a later graduation date during the semester he/she was scheduled to graduate, the student must email the Graduate School Office of Enrolled Student Services at gradinfo@uga.edu and request that the current graduation term be deleted. After it is deleted, the student must return to Athena and reapply for a future graduation term.  If this is not done, a student's file may be placed on inactive status, and the student will need to reapply for graduation.

   A graduate student who misses a graduation deadline by failing to submit 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.  When the student applies for graduation in Athena, the Graduate School Office of Enrolled Student Services will notify the student of the need to submit a completed Late Filing for Graduation form via the Grad Status portal, any required graduation forms, and the late fee payment.  After the 45-day late period, no student will be added to the commencement roster for the current semester.

7. *Dissertation Approval and Defense*
   All dissertations must be submitted to the Graduate School in electronic form. Instructions for the preparation of the dissertation are available online at the Graduate School website.

   The student is responsible for providing a copy of the corrected and approved dissertation draft to the major professor in a timely fashion to allow for corrections/suggestions to be made before the deadline to electronically submit the dissertation to the Graduate School (refer to the Graduate School's "Important Dates"). If the dissertation is approved, the major professor and the advisory committee set the date, time, and place for the final oral defense.  An announcement of the time and place, along with a copy of the thesis, must be distributed to the advisory committee at least two weeks before the exam date. When the major professor is satisfied with the dissertation, the dissertation is ready

to be distributed to the advisory committee. The committee members will have a minimum of three weeks to read and evaluate the dissertation.

For a dissertation submitted in the alternative manuscript (publication) style, a statement of copyright release from the publisher for each published or accepted article must be given to the Graduate School at the time the dissertation is submitted in final form. Students are responsible for securing this release and should begin the process of acquiring the copyright release very early in their dissertation preparation. Final revisions of dissertations using this manuscript format will not be accepted until such copyright release has been provided.

<u>Announcement of Doctoral Defense of the Dissertation</u>: The major professor, in consultation with the student and the advisory committee, will schedule a final oral dissertation defense and notify the Director of Graduate Studies and Graduate Program Administrator, who will then notify the Graduate School. As required by the Graduate School, the announcement to the Graduate School must come from the Director of Graduate Studies' office **at least two weeks** before the exam. The student must be registered for the appropriate number of hours before the defense. The Graduate School must be notified if the defense is postponed or the student fails the defense. After consultation with his/her major professor, the student will provide the following information to the Director of Graduate Studies:

- Department of:
- Major:
- Student Name as it appears in academic record:
- 81x ID# (81xxxxxxx):
- Defense Date:
- Defense Start Time:
- Defense Location Room:
- Defense Location Building:
- Degree:
  *(Continued next page)*
- Title of Dissertation:
- Major Professor's Name:
- Co-Major Professor's Name (if applicable)
- Committee Members (Full name included middle initial).

Subsequently, the Graduate School will announce the time and place of the defense of the dissertation to the university community.

Written assent of committee members (in addition to the major professor) will be required before a dissertation will be approved as ready for a final defense. If the advisory committee declines to approve the dissertation as ready for the final defense, the major professor will notify the student and the Director of Graduate Studies. The Graduate School must be notified if the exam is postponed.

Before the oral dissertation defense, the student will present an exit seminar reviewing his/her project, findings, and conclusions. The seminar will be announced to the department and open to all interested individuals. The student's major professor will

chair the defense of the dissertation. The dissertation and defense must be approved with no more than one dissenting committee member vote.  An abstention is not an acceptable vote for the final defense.  Before the defense, the student submits the electronic form, [Approval Form for Doctoral Dissertation and Final Oral Exam (G164)](#) in Grad Status. The form will be routed to the advisory committee and the Director of Graduate Studies for electronic approval. The dissertation is then submitted electronically to the Graduate School.  The major professor may require a printed, bound copy. The student must confirm the format desired by the major professor. Students may also wish to request printed copies for their personal needs.  Information on printing copies can be found at [https://tate.uga.edu/print_content_page/home](https://tate.uga.edu/print_content_page/home).

If there are two or more negative votes, a student may repeat the defense a second time, if recommended by a majority of the student's advisory committee.  The advisory committee determines the date of the second defense.  Failure to pass the first attempt, if no second attempt is granted, or failure of the second defense (receives >1 negative vote) will result in dismissal from the Ph.D. program.

All requirements for the degree must be completed and reported to the Graduate School by the established deadline for that semester.

8.  *Time limit*
    All courses on the program of study for the doctoral degree must be completed within six years, beginning with the first registration for graduate courses listed on the student's program of study and ending with the final semester before the beginning of the sixth year.  The dissertation must be completed within five years following admission to candidacy to qualify for graduation. An extension of time may be granted only on conditions beyond the control of the student.

9.  *Exit Interview and Survey*
    Upon graduation application, a student must schedule an exit interview with the department head and complete the online [Graduate Exit Survey](#) form.

**Appendix A**
# Food Science Seminars
## Food Science Seminar Series, Exit Seminars, FDST 6500, and FDST 8500

The Department of Food Science and Technology conducts a variety of seminars throughout the year. Some of these are for course credit, while others serve as a means to share food science and technology information to a broader audience. The different seminars and their purposes are:

**Non-Course Credit Seminars:**

*Food Science Seminar Series (i.e., Departmental Seminars):*
Typically, the department will schedule several general seminars throughout the year as part of the Food Science Seminar Series. Usually, these will be weekly during the fall and spring semesters. These seminars showcase faculty and outside speakers speaking on topics that are deemed of interest to the students, faculty, and staff of the department. These seminars are open to the entire department. **All graduate students are expected to attend.** (This is addressed in the *Food Science Graduate Student Guide.*) If a student cannot attend due to a valid conflict during the semester, notify one of the faculty members in charge of the seminar series.
There is no course to register for, and no course credit is assigned to this seminar series. When possible, seminars will be shared with the Griffin location via video presentation.

*Exit Seminar:*
Before an oral defense or final examination, the students will present an exit seminar reviewing their project, findings, and conclusions. The seminar will be announced to the department and open to all interested individuals. No course credit will be given for the exit seminar presentation.

**Seminars for Course Credit:**

*For Students pursuing an M.S.:*
All M.S. Food Science graduate students must register for FDST 6500 (Proseminar) during their first semester in residence. If a scheduling conflict potentially exists, see the Director of Graduate Studies concerning a petition for exemption. M.S. students should enroll in FDST 8500 (Seminar) during their *second* or *third* semester of enrollment. M.S. students should have a research project idea assigned by this point. In FDST 8500, students will prepare and deliver an oral presentation on their project. The presentations will be open to the entire department and the student's advisory committee.
- See the instructor(s) for details.

*For Students pursuing a Ph.D.:*
Unless they have already had the course, all Ph.D. Food Science graduate students must register for FDST 6500 during their first semester of residence. If a scheduling conflict potentially exists, see the Director of Graduate Studies concerning a petition for exemption. Ph.D. students should enroll in FDST 8500 during their *second* or *third* semester of enrollment. Ph.D. students should have a research project idea assigned by this point. In FDST 8500, students will prepare and deliver an oral presentation on their project. The presentations will be open to the entire department and the student's advisory committee.
- See the instructor(s) for details. A maximum of 2 hours of FDST 8500 credit can be used on the Program of Study.

**Appendix B**

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

**Master of Science Degree**

____1. **Advisory Committee for Master of Arts and Master of Science Candidates Form** To be completed by second semester of residency. Submitted electronically for approval. Log in to your Enrolled Student Services Portal in Grad Slate to complete. Grad Slate

____2. **Program of Study for Master of Arts and Master of Science Candidates Form** To be completed by second semester of residency at https://gradstatus.uga.edu/Forms/G138. *Refer to the Food Science Graduate Student Guide for info.*

____3. **Thesis Planning and Research Prospectus** To be completed by the end of the second semester in residence. Notify the Director of Graduate Studies or coordinator assistant upon scheduling the prospectus meeting with the advisory committee. *Re- fer to the Food Science Graduate Student Guide for info.*

____4. **Yearly Committee Meetings**
  ____ 1st year
  ____ 2nd year

____5. **Final Semester**
- Application for Graduation in Athena.
  _____ By the end of the first week of classes in the semester *
- Meet with Major Professor and estimate schedule for preparing thesis and distributing it to the Advisory Committee. The thesis must be approved by the committee before the defense is held.
  _____ First week of the semester
  _____ Instructions for thesis prep
- Schedule an Exit Interview with the department head and complete the online exit survey (http://tinyurl.com/l8vj5em). *Refer to the Food Science Graduate Student Guide for info*
- Schedule Exit Seminar
  _____ Reserve a conference room in Athens by either completing the form available in the Main Office and returning it to the administrative associate or emailing the room request to the administrative associate. The conference rooms are reserved on a first-come, first-served basis.
  _____ Notify the office administrative associate with the seminar title, date, time, and room number at least 10 business days before the seminar to allow adequate time to post the notice.
- Final Date for electronically submitting a copy of the thesis for format check. More info here.
  _____ The deadline is typically after the 10th week of the semester
  *Refer to the Food Science Graduate Student Guide for info.*
- Final Date for corrected copy of thesis dissertation and Approval Form for Master's Thesis, Defense and Examination*
  _____ The deadline is typically after the 13th week. * Approval Form for Master's Thesis and Final Oral Examination (G140) in the Grad Status portal.

_____ Submission of final approved thesis and ETD form - https://gradstatus.uga.edu/Forms/G129.

_____ Provide an electronic copy of the Thesis for the Major Professor. For information about printed, bound copies, see https://tate.uga.edu/print-and-copy/.
*Refer to the Food Science Graduate Student Guide for info*

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

**Appendix C**

# 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 the second semester of residency. Submitted electronically for approval. Log in to your Enrolled Student Services Portal in Grad Slate to complete. [Grad Slate](#)

___2. **Final Doctoral Program of Study Form**
To be completed by the end of the second semester of residency at [https://grad-status.uga.edu/Forms/G138](https://grad-status.uga.edu/Forms/G138). Must be submitted to the Graduate School before 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 Director of Graduate Studies or Graduate Program Administrator upon scheduling the prospectus meeting with the advisory committee
**Completed before a 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 are assigned by the advisory committee.
*Refer to the Food Science Graduate Student Guide for info*
_____If written exam results are satisfactory (no more than one 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 before the exam.

___4. **Yearly Committee Meeting**
_____1st year                    ___2nd year                    ___3rd 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 the 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. The dissertation must be approved by the committee before the defense.
- Final Date for electronically submitting a copy of the 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 - https://gradstatus.uga.edu/Forms/G164.
  _____ Deadline is typically after the 13th week *

_____ Submission of final approved dissertation https://grad- status.uga.edu/Forms/G129 - Typically after the 13th week of the semester *

_____ Provide an electronic copy of the Dissertation for the Major Professor. For information about printed, bound copies, see https://tate.uga.edu/print-and- copy/. *Refer to the 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 it 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 of the seminar title, date, time, and room number at least 2 weeks before 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 Program Administrator with the required info at least 2 weeks before the defense to allow adequate time to submit the notice to the Graduate School.

___9. **Exit interview and Survey**

___ Schedule an Exit Interview with the 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/

**Appendix D**

# Research Prospectus Format
# for Food Science Theses and Dissertations

All Food Science graduate students will prepare a research prospectus to describe their thesis or dissertation study. The prospectus could be thought of as a "preliminary proposal" and is used to gain the advisory committee's approval to conduct the research project. Students should check with their major professor for guidance. Some important aspects to consider are –

- Provide a clear rationale for doing the project – Provide evidence why it is important or useful within Food Science.
- Provide a plan of how the problem will be addressed.
- Provide sufficient detail to establish the feasibility of the proposal. Avoid excessive amounts of material; use active verbs, concise style, and positive phrasing. Include any preliminary data that you have gathered.
- Include limitations of the plan.
- Address how problems or changes in project direction will be dealt with.

**Timeline:**

- For M.S. students, it is strongly recommended that the prospectus meeting with the advisory committee should be held before the end of the second semester in residence.
- For Ph.D. students, the prospectus meeting with the advisory committee should be held before the written preliminary examination date and before significant research on the project has been done.

**Headings:**

- *Title*
  - Title of the project
  - Student name
  - Target degree
  - Names of the examination committee members
- *Abstract* – Provide a clear and concise overview of the proposal in 250 words or less, including the major goals being addressed, why these are important and interesting, and how you will address the resultant research questions/hypotheses.
- *Rationale/Justification* – Describe why the subject is important and the overall objective. Stay on the subject since this is a brief section to express what is needed.
- *Literature Review* – A brief literature review related to the topic is needed.
- *Hypothesis*
- *Objectives* – State the objectives clearly. It may be convenient to have sub-objectives under the primary objective(s).
- *Preliminary Data, if any* – Provide any preliminary results that were collected that are relevant to your proposal.
- *Experimental Procedures*
  - The experimental design should be explained in detail
  - The methodologies being proposed could be written as a narrative or as bullets. The student should check with the major professor on this.

- This section does not need to have extensive details, but should provide sufficient information for the reader to understand what is planned. The reason for using methods for parameters being measured should be included briefly. It should also include a plan for data analysis for the data that will be collected.
  - Flow diagrams may help explain what is planned.
- ***Expected Results*** – Describe the results that may be gathered and their usefulness. Explain how the work will add to the scientific knowledge within Food Science. Provide limitations and pitfalls that may be encountered during the research.
- ***Budget*** – Include a brief breakdown of budget needs (check with the major professor).
- ***Timeline*** – Include a timeline from initiation to completion, including milestones, if appropriate.
- ***Reference Cited*** – List references and cite within the text in an approved format (check with the advisor for the preferred style). As a default, APA style is recommended.

**Type the Prospectus using the Following Guidelines:**
- Word processing using MS Word with 1-inch margins, 12-point font, preferably Times New Roman, and it should be single-spaced. At the top of the first page, include the project title, student name, target degree, names of the committee members, and the date. A separate cover page is not needed.
- Include tables and figures as needed and place them either after the reference list or within the text at the appropriate location. Number the tables and figures.
- Suggested length is 10-15 pages in total; the student should check with the advisor.

**Suggested Budget Format:**

| Description | Year 1 | Year 2 | Year 3 | Total |
|---|---|---|---|---|
| *Personnel* | | | | |
| Graduate Assistant | | | | |
| Graduate Student Benefits (@5% rate) | | | | |
| Total Personnel | | | | |
| *Materials and Supplies* | | | | |
| *Travel funds* | | | | |
| **Total Costs** | | | | |

**Prospectus Approval:**
After the student's advisory committee has reviewed the prospectus, the advisory committee will vote to determine if the effort is ready to proceed. If approved, the advisory committee led by the major professor will complete the prospectus assessment form and submit it to the Director of Graduate Studies.

# Appendix E*

*This is NOT an all-inclusive list.** Use this list to select courses or as a means to explore course possibilities. Other equivalent-level courses not on the list are possible if approved by the student's advisory committee.

ADSC 6890. Advanced Meat Science
ADSC 8230. Neurobiology of Chemical Senses and Food Perception
AESC 8220. Advanced Topics in Agricultural and Environmental Sciences
BCHE 8210. Fermentation Engineering Laboratory
BCHE 8350. Sustainable Process Engineering
BCHE 8980. Advanced Topics in Biochemical Engineering
BCMB 4020/6020. Biochemistry and Molecular Biology II
BCMB(CHEM) 6110. Physical Biochemistry
BCMB(BTEC)(ENTO) 4200/6200. Biotechnology
BCMB 8007 Fermentation Technology
BCMB 8030. Introduction to Research in Biochemistry and Molecular Biology
BCMB(CHEM) 8040. Advanced Physical Biochemistry
BCMB(CHEM) 8110. Advanced Topics in Protein Structure-Function Relationships
BCMB 8120. Advanced Topics in Gene Expression
BCMB(CHEM) 8180. Bio-imaging Using X-Rays, Neutrons and Electrons
BCMB(CHEM) 8189. Fundamental Principles of NMR Spectroscopy
BCMB(CHEM) 8190. NMR Spectroscopy of Biomolecules
BCMB (BINF) 8210. Computational Methods in Bioinformatics
BCMB 8300. Advanced Proteomics
BINF 8060. Bioinformatics Seminar
BINF(BCMB)(MIBO) 8211. Advanced Methods for Biological Data Analyses
BIOL(CBIO)(VPAT) 5040/7040. Electron Microscopy
BIOL(CBIO) 5050L/7050L. Electron Microscopy Lab
CBIO 8010. Molecular Cell Biology
CBIO 8050-8050L. Techniques in Modern Microscopy
CBIO 8500. Biology of Parasitism
CBIO(BCMB)(MIBO) 8520. Topics in Biochemistry and Molecular Genetics of Parasites
CHEM(BCMB) 4190/6190. Introduction to NMR Spectroscopy
CHEM 6911. Physical Chemistry I
CHEM 6912. Physical Chemistry II
CHEM(BCMB) 8220. Physical Methods in Inorganic and Bioinorganic Chemistry
CHEM(BCMB)(BINF) 8330. Macromolecular Simulations
CHEM 8340. Organic Spectroscopic Analysis
CHEM 8350. Physical and Biological Organic Chemistry

CHEM(BCMB) 8810. Mass Spectrometry
CHEM 8820. Electrochemistry
CHEM 8850. Analytical Spectrometry
CHEM 8860. Advanced Analytical Chemistry
CHEM 8880. Nanomaterials: Engineering and Characterization
CRSS 6610. Soil Microbiology
EHSC 8070. Environmental and Occupational Epidemiology
EHSC 8110. Fundamentals of Chemical and Microbial Risk Assessment
EHSC 8310. Research Methods for Water and Health
EHSC(EPID) 8540-8540L. Microbial Quantitative Risk Assessment
ENGR 6230. Sensors and Transducers
ENGR 6530. Monitoring and Control of Biological Processes
ENGR 8160. Advanced Fluid Mechanics
ENGR 8930. Optimization Theory and Engineering Applications
EPID 7020/7020E . Introduction to Epidemiology II
EPID 8060 Modern Applied Data Analysis
EPID 8100. Clinical Epidemiology and Evidence-Based Practice
EPID 8200. Molecular Epidemiology
EPID 8500. Infectious Disease Epidemiology
EPID 8510. Dynamical Systems Approach to Infectious Disease Epidemiology
NUTR 6400. Advanced Macronutrients
NUTR (EPID) 7040 Nutritional Epidemiology
NUTR 8530. Nutrition and Disease Processes I
NUTR 8550. Nutrition and Disease Processes II
GENE(BCMB) 8910. DNA Modeling
GENE(BINF) 8940. Applied Genome Analysis
HORT 6210. Postharvest Biology and Technology of Horticulture Crops
IDIS 6200 We Are What We Eat! How Your Gut Influences Your Overall Health
IDIS 8030. Parasites and Parasitic Diseases
IDIS 8080L Advanced Molecular Techniques
MARS(MIBO) 6620. Microbial Ecology
MIBO(BCMC)(BINF)8270L. Composition, Organization, and Evolution of Genomes
MIBO 8600. Fundamental Processes of Prokaryotic Cell

Biology
MIBO 8610. Prokaryotic Physiology and Diversity
PATH(PBIO)6200.   Mycology
PBIO(BINF) 6550. Concepts in Bioinformatics
and Omics
HORT (CRSS) 6340 Plant Physiology
PBIO(BCMB)(GENE)(PATH) 8960. Genetics of Yeast
    and Filamentous Fungi
PHRM(VPHY) 6910. Introductory Toxicology
POPH(IDIS)(MIBO) 6450-6450L. Microbial
    Genetics and Genomics
POPH(MIBO)(IDIS) 6650. Introduction to Virology
POPH 7330E Poultry Food Safety Epidemiology
POPH(IDIS)(MIBO) 8200. Molecular Virology
and Experimental Design
VPAT(IDIS) 8150. Virology and Viral
Pathogenesis