

**GRADUATE STUDENT GUIDE**  
**Master of Food Technology (Online)**

**Department of Food Science and Technology**  
**The University of Georgia**  
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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 the department. *Each student is responsible for meeting all requirements as outlined 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. Students Working Towards an M.F.T. (Online)

### A. General Information

#### 1. *Course Load*

Students using university resources and/or faculty/staff time must register for a minimum of 3 hours, including the semester in which they complete all degree requirements. Registration deadlines are available at the Registrar's website, [reg.uga.edu](http://reg.uga.edu)

#### 2. *Course Requirements*

Potential students for this non-thesis program are working professionals who may or may not have formal education in food science. Their previous degrees may have been in chemistry, biology, microbiology, nutrition, dietetics, culinary, chemical engineering, environmental sciences, or other related fields. To accommodate such working professionals, classes are offered asynchronously.

The Master of Food Technology degree program is offered in conjunction with the [UGA Online](#) office. It consists of at least 30 semester hours (15 required hours and 15 elective hours) of coursework, plus 3 hours of FDST 7007E, Directed Project in Food Science. The typical student working full time can complete the coursework, directed project, and exam in 2-4 years, depending on the number of courses taken per term. The Graduate Program Administrator will approve a program of study tailored to the student's professional needs. All courses are at the graduate level (6000 or higher). If, due to an extenuating circumstance, a student is unable to complete any one of the required courses, they can replace that course with an additional elective course. This will be decided on a case-by-case basis by the Director of Graduate Studies. The directed project will provide the student with research experience and training in problem solving, as well as experience in an in-depth analysis of a current topic in food science. At the end of the coursework and directed project, students in this non-thesis master's program will take an online comprehensive oral exam developed by the advisor and a faculty committee (at least three members).

This is a terminal degree program and will not typically meet the admission criteria for the UGA Ph.D. program in Food Science and Technology.

Note: Students in this program are not eligible for graduate assistantship funding.

## B. Steps to be Taken for Completion of the Program

*It is the student's duty 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 [Forms and Publications](#) page.

### 1. *Advisory/Examining Committee*

Students select an advisor and an examining committee in consultation with the Director of Graduate Studies. The advisor should be selected no later than after completing 21 credit hours of coursework. The examining committee will consist of at least three members, including the advisor. A comprehensive literature review on an assigned topic, a seminar presentation, and an oral examination are required at the end of the M.F.T. program. Completion of the directed project typically takes one to two semesters; however, the student should register for FDST 7007E in the semester they expect to complete it.

### 2. *Program of Study*

A prospective candidate working towards the M.F.T. degree must file a Program of Study form no later than after the completion of 21 credit hours of coursework. The student will submit the form, although it can also be submitted by the Director of Graduate Studies or the Graduate Program Administrator. The form will be submitted to the Graduate School electronically via the Grad Status portal at <https://gradstatus.uga.edu/> for final approval by the major professor, Director of Graduate Studies, and the Dean of the Graduate School. 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.

### 3. *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. Prior to the graduation semester, a student can change the graduation date in [Athena](#). If a student needs to change their graduation date to a later semester, they must email the Graduate School Office of Enrolled Student Services at [gradinfo@uga.edu](mailto:gradinfo@uga.edu) and request that the current graduation term be deleted. After it is deleted, the student must reapply for a future graduation term in Athena. 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 and/or the 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. After the 45-day late period, no student will be added to the commencement roster for the current semester.

**4. *Final Examination.***

The candidate must pass a final online examination administered by the advisory/examining committee. The oral examination is administered by a committee of at least two faculty members. The results of this examination must be reported to the Graduate School by the Director of Graduate Studies.

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 at least 50% of the student's advisory committee. The time of the second exam/defense is established by the advisory committee. Failure to pass the second exam will result in dismissal from the M.F.T. program.

All requirements for the degree must be completed and reported to the Graduate School no later than one week prior to graduation.

**5. *Time Limit.***

All requirements for a professional master's degree must be completed within six years, beginning with the first registration for courses in the student's program of study. An extension of time may be granted only on conditions beyond the control of the student.

**6. *Exit Interview and Survey***

When nearing completion of degree requirements, a student should schedule an exit interview with the department head and complete the online [Graduate Exit Survey](#) form.

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

### Master of Food Technology (online)

#### \_\_\_\_\_1. University of Georgia Admissions and Enrollment Checklist

- All official UGA announcements and correspondence will take place through the UGAMail account. It is the student's responsibility to monitor their account, and it is recommended that they check it at least once a week. For help, see <https://eits.uga.edu/>.
- After advisement (see #2 below), registration for classes is through Athena at <http://athena.uga.edu/>.
- Student Account Information - The student account will include charges and payments for tuition and student fees. See Athena for account billing and payment information, as well as payment deadlines.

#### \_\_\_\_\_2. Advisement and Registration for classes - All M.F.T. students will be advised for upcoming semesters during an "advisement week." Typically, this will be done in late October/early November for spring semester registration, early April for summer registration, and early July for fall registration. After advisement, the Graduate Program Administrator will clear you for registration. Allow at least 48 hours for registration to be cleared.

#### \_\_\_\_\_3. Program of Study for Non-Doctoral Professional Degree – The form **must** be submitted after the completion of 21 credit hours of coursework. <https://gradstatus.uga.edu/Forms/G138>.

#### \_\_\_\_\_4. Final Year of your study

- Work with the M.F.T. coordinator/Graduate Program Administrator to select a major professor and an examining committee by the end of the semester, when you complete 21 hours of credit. See the [Faculty Interest list](#) on the program website.
- By the first week of the semester before the semester you plan to graduate (e.g., fall semester if you plan to graduate at the end of spring semester), meet with your major professor to develop a schedule and benchmarks for the directed project.

#### \_\_\_\_\_5. Final Semester

- Apply for graduation in [Athena](#) by the end of the first week of classes in the semester.\*
- Complete the written directed project report and distribute it to the examining committee by the midterm of the graduation semester, and at least 2 weeks prior to the seminar presentation and defense.
- Schedule date and time for the seminar presentation and final oral exam with your major professor - earlier in the semester is easier to schedule. This must be no later than the last day of classes.
- Create a Zoom link for the seminar video presentation and include it in the [Graduate Student Defense Form](#) at least two weeks before the defense. Ask the Graduate Program Administrator if you need help.
- Reserve a conference room for a video presentation of the virtual seminar by emailing the office administrative associate if requested by your faculty mentor. The conference rooms are reserved on a first-come, first-served basis.

- Provide a copy of the directed project report to the M.F.T. coordinator/ Graduate Program Administrator, no later than the last day of exams.
- Complete the [online exit survey](#) and arrange for a Zoom exit interview with the department head. Contact the office administrative associate to assist in scheduling an interview.

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