Department of Food Science and Technology

College of Agricultural & Environmental Sciences

UNIVERSITY OF GEORGIA

FST Graduate Student Guide

August 2026

This document serves as a guide for graduate students in the Department of Food Science & Technology. While it incorporates many of the latest rules and policies of the Graduate School and the department, each student is responsible for meeting all requirements set forth by the UGA Policy Library and in policies outlined by the UGA Graduate School.

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Additional information can be found on the following websites:

University of Georgia
Department of Food Science & Technology
Graduate School
UGA Bulletin
DegreeWorks
Graduate Student Forms

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I. Community Expectations

A. Academic Honesty

1) All academic work must adhere to the standards outlined in "A Culture of Honesty," the University of Georgia's Academic Integrity Policy. Students are responsible for familiarizing themselves with these standards before undertaking any academic work.

2) The use of generative AI in thesis and dissertation research work is considered unauthorized assistance per the Academic Code of Honesty. Per UGA policy, 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.

B. Conduct Expectations

1) Students are expected to demonstrate professional behavior while enrolled in the graduate program and to act in a manner that demonstrates integrity and respect for others and the campus environment.

2) The Code of Conduct provides students with expectations for behavior and includes procedures for responding to possible violations of conduct regulations. These procedures have been established to ensure due process and fundamental fairness to all involved in the university's judicial processes.

3) The university is committed to maintaining a fair and respectful environment for living, work, and study. The Non-Discrimination and Anti-Harassment Policy prohibits harassment of or discrimination against any person on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status by any member of the university community.

C. Workplace Violence Policy

1) The university is committed to the prevention of workplace violence and the maintenance of a respectful working environment; it reaffirms the basic right of employees to a safe and humane working environment and prohibits any type of workplace violence per the UGA Workplace Violence Policy.

II. General Information

A. Information Distribution

The Graduate School and the department distribute information concerning deadlines, registration notices, funding and award opportunities, and other pertinent information through students' UGA email accounts. Students are responsible for regularly monitoring 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. Failure to receive or read an email does not excuse a student from meeting university or Graduate School deadlines.

B. 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 two weeks before their due date to allow time to process them.

C. Files

Graduate student files are maintained in the Department of Food Science & Technology by the Graduate Program Administrator.

D. 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.

E. 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.

F. Funding for M.S. and Ph.D. students

1) Funds for the support of graduate students come from a variety of sources and are available on a competitive basis from year to year.

2) Consult the Graduate School website for assistantship and scholarship competitions. These competitions are highly competitive and have specific requirements, limitations, and deadlines.

3) In addition to assistantships offered through the Graduate School, faculty members may have teaching assistantships, research assistantships, or other funding available to support graduate students or provide student employment opportunities. These funds are administered by the individual faculty member, who is responsible for determining their availability and use.

4) Graduate assistantships provide a stipend, tuition waiver, and a university contribution toward student health insurance, and are awarded annually on a competitive basis to qualified graduate students enrolled full-time.

5) Graduate students supported by assistantships are employees of the university 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 must inform his or her Major Professor of the absence(s) as soon as possible.

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

G. Travel Funds

1) Graduate School Travel Grants may be available to a limited number of graduate students who present research as first author at professional meetings or societies. Graduate School notices are distributed quarterly by the department. Applications must be submitted by the Graduate Program Administrator to the Graduate School by the following deadlines (Note that dates are subject to change). Documents should be provided to the Graduate Program Administrator at least two weeks before these deadlines.

Travel Dates	Request Deadline
January 1 – March 31	First week of December
April 1 – June 15	First week of March
June 16 – July 31	First week of April
August 1 – September 30	Early to mid-June

2) Students must submit travel fund applications to the Graduate Program Administrator at least two weeks prior to the Graduate School's deadline (listed above).

3) To be eligible for these funds, doctoral students must have completed at least five semesters of graduate study and master's students must be in their second year of full-time study. All applicants must have a cumulative GPA above 3.5 and have no grades of "I" (Incomplete) or "NR" (Not Reported) on their transcript. Award criteria are subject to change per the Graduate School.

4) Students must also submit a "Request for Authority to Travel" form along with other required information to the department's Business Operations Professional two weeks before the Graduate School's deadline.

5) 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.

H. Teaching Experience

1) The department encourages M.S. and Ph.D. candidates to gain 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.

2) 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

1) Per 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.

2) 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 (IRB Course) training in the UGA Professional Education Portal before planning research involving human subjects.

3) 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 .

III. Admission Policies and Procedures

A. Admission Requirements

1) 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.

2) 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.

3) Applicants are responsible for submitting the following required materials by the application deadline:

i. Official online application to the UGA Graduate School.
ii. Unofficial transcripts from all institutions attended. Submit an English version if you attended schools outside the US. If admitted, official transcripts will be required prior to your registration.

iii. Statement of Purpose. You are required to upload a Statement of Purpose (essay) that describes your goals in pursuing graduate study, research experience, names of faculty with whom you'd like to work, as well as explanations for any perceived deficiencies in your application.

iv. Contact information for three references who have agreed to submit recommendation letters on your behalf. References should have knowledge of your academic and/or research background. The application will prompt your references to submit their letters electronically.

v. International students may be required to show English language proficiency and proof of finances; see the UGA Graduate School website for details.

vi. GRE scores are not required but may be submitted using the UGA institutional code 5813.

4) For admissions purposes, application deadlines are the dates by which all required application materials must be received and the application file completed in both Graduate Admissions and the academic department. The department will not review incomplete application files.

B. Application Evaluation

1) After applications and supporting documentation have been received, the departmental Graduate Affairs Committee evaluates the application and makes a recommendation to the Director of Graduate Studies concerning admission.

2) 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.

3) 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.

4) Once accepted into the graduate program, the student is responsible for contacting the Graduate Program Administrator regarding general departmental requirements/policies.

5) Students should review the online faculty directory and consult with all faculty members about possible research opportunities.

C. Enrollment Requirements and Time Limits

1) Enrolled degree-seeking students must register for a minimum of 3 hours of credit during any semester in which they use University facilities and/or faculty/staff time. This includes semesters in which they are completing comprehensive examinations and defending their thesis or dissertation.

2) All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (fall, spring, summer) until the degree is attained or status as a degree-seeking graduate student is terminated. Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met. All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

3) Students on a graduate assistantship or an out-of-state tuition waiver provided by the department must register for the minimum hours required by the Department of Food Science policy (18 hours per semester for fall, spring, and summer).

4) A formal Leave of Absence provides a mechanism for students experiencing unusual circumstances to be exempt temporarily from the continuous enrollment policy. Contact the Graduate Program Administrator or Enrolled Student Services for additional information.

5) International students and students receiving financial aid must maintain the enrollment status required by their respective programs and regulations.

6) Falling out of enrollment compliance can result in student penalty fees! Penalties are outlined in the Graduate Enrollment Policy in the UGA Policy Library.

D. Application for Waiver for Out-of-State Tuition

Doctoral students and thesis-writing master's students may be eligible for out-of-state tuition waivers as part of the enrollment policy. M.S. and Ph.D. students meeting the criteria must submit an Application for Waiver of Graduate Out-of-State Tuition (G132) requesting the waiver. Students who have received a tuition waiver from a graduate assistantship position are not eligible for this waiver.

Contact Enrolled Student Services for additional information.

E. 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.

F. 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 UGA Policy Library for details.

G. Dismissal

Graduate students may be dismissed from the Food Science graduate program for any of the following reasons:

1) Failure to follow the Academic Integrity Policy .

2) Failure to make adequate progress towards degree completion. Either or both of the following situations may apply:

    i. Academic Probation and Dismissal: students with a cumulative graduate course GPA below 3.0 for two consecutive terms are placed on academic probation by the Graduate School. They then must make a 3.0 or higher

GPA (in graduate courses) every succeeding semester until the cumulative graduate GPA is 3.0 or above. If they make below a 3.0 semester graduate GPA while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative graduate GPA that is used for probation, dismissal, admission to candidacy, and graduation. Grades of S, U, I, and V will not be used in calculating the cumulative graduate average. If an "Incomplete" (I) grade is not removed after three semesters, the grade will automatically convert to an "F". When a grade of I converts to F, this may result in an action of probation or dismissal for the semester in which the conversion takes place, even if the student is not registered for the semester in which it is converted.

ii. A student who receives poor evaluations on his/her annual 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), or for either FDST 9000 or 9300 (if a Ph.D. student) may be dismissed from the Food Science and Technology 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) 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 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.

IV. Students Working Toward an M.S. Degree

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 from FST faculty or an out-of-state tuition waiver must register for a minimum of 18 credit hours per semester (fall, spring, and summer). International students should carry sufficient credits to fulfill visa requirements.

2. Continuous Enrollment

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (fall, spring, summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

3. Course Requirements

a. 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.

b. 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).
c. 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.

d. 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.

e. 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 in the Program of Study.

f. A maximum of 3 credit hours of 7000-level MFT courses may be included in the Program of Study, although students are strongly encouraged to consider other alternative food science courses. Prior to enrolling in any MFT course, the student must obtain permission from the course instructor, their Major Professor, and the Director of Graduate Studies. The student's Advisory Committee must also approve the inclusion of the online MFT course hours in the program of study.

g. The following MFT courses are not permitted for M.S. students: FDST 7020E, FDST 7030E, FDST 7060E, FDST 7070E, FDST 7150E, FDST 7120E, FDST 7110E, and FDST 7007E. Many of these courses have equivalent 8000-level offerings that are more appropriate for master's-level study.

h. Master's students may 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 and should ideally be a member of the UGA Graduate Faculty. Data collected during the special problems course cannot be used in the student's thesis or dissertation.

i. Enrollment in FDST 8800 is limited to a maximum of 3 credit hours per semester, and no more than 3 total credit hours of FDST 8800 may be counted toward the M.S. Program of Study.

j. All M.S. students must enroll in GRSC 7001 (GradFIRST seminar) during their first or second semester. Food Science M.S. students should register for the departmental section of GRSC 7001 whenever possible; if a scheduling conflict arises, they must obtain departmental permission to enroll in an alternative section.

k. Once an M.S. student has been assigned a research project, they should register for FDST 8500. In this course, students prepare and deliver oral presentations that review the relevant literature for their project and/or outline their plan of work. These presentations are open to the entire department as well as the student's Advisory Committee. For additional details, students should consult the faculty member(s) overseeing the seminar program.

l. A maximum of one credit hour of FDST 8500 may be counted toward the M.S. program of study.

B. Steps to be Taken for Completion of the Program

It is the student's responsibility to ensure that the following steps are completed in the correct sequence and at the appropriate times.

1. Advisory Committee Formation

Before the end of the first semester of residency, the student, in consultation with the Major Professor, must select an Advisory Committee. The Advisory Committee must consist of a minimum of three members. The chair and at least one additional member must be members of the UGA Graduate Faculty.

Co-chairs are counted as two committee members, not one. The third member may be a member of the Graduate Faculty or an individual 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 may also be a non-UGA employee 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 the committee includes more than three members, a majority must be Graduate Faculty. 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 a non-UGA committee member is nominated, the Director of Graduate Studies must submit the nominee's current CV, the appropriate forms, and a letter to the Dean of the Graduate School explaining the request for the individual's participation. 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 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 each student's progress and performance. The student, in consultation with the Advisory Committee, must schedule annual meetings before the end of May to present progress and seek guidance. Completion of the annual meeting must be documented 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. International students must confirm with their immigration advisor whether their visa status will permit a change of degree objective.

3. Program of Study

a) All MS students must submit a Partial Program of Study Plan in Degreeworks during their first week of enrollment. A Full Plan must be submitted by the second semester. Instructions and a link to the DegreeWorks platform can be found on the Registrar's Office website. 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. All registration (completed and planned) of FDST 7000 and 7300 credit hours should be included on the form.

b) After receipt by the Graduate School, the Program of Study 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. The Program of Study is then returned to the Graduate School electronically for the Graduate Dean's approval.

c) Students must submit a "Revised Approved Full Plan" in DegreeWorks if they need to make changes after the program of study has been approved by the Graduate School.

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 in Athena by the end of the first week of classes in the semester in which the student intends to graduate.

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 GradStatus 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 theses 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 Approval Form for Master's Thesis and Final Oral Examination (G140) and ETD Submission Approval Form in GradStatus. The electronic forms will then be routed to committee members and the Director of Graduate Studies for approval.

If the defense and examination are satisfactory and the final written thesis is approved, the student submits the thesis electronically to the Graduate School using ProQuest. 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. Printing services are available at Tate Print & Copy (375 Tate Student Center).

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.

V. 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 V.C. The student must provide documentation that he/she 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.

B. A student in the 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 V.C.

- Submit a request in writing to the departmental Graduate Affairs Committee.
- Have a letter of recommendation or justification from their Major Professor(s) strongly supporting the request and confirming financial support for the doctoral program.
- Submit the Change of Degree Objective form in the Enrolled Student Progress Portal. These requests will be routed through an approval workflow within GradSlate; the Graduate School, the Major Professor, and the Director of Graduate Studies will be part of that approval workflow.

Please note that the Graduate School generally does not allow students to revert to their original program after a request for a change of degree has been approved.

C. In order to bypass the M.S. degree and work directly toward the Ph.D. degree, the student shall show exceptional proficiency in performing research. This can be demonstrated by providing evidence of both of the following:

- Providing documentation that a research paper based on research done by the applicant and authored by the applicant as the first author is accepted for publication by a Food Science 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.

D. If approved, the Graduate Affairs Committee will 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. Provided funds are available, the student's stipend will be adjusted to reflect this change.

E. 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).

VI. Students Working Toward a Ph.D. Degree

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 from FST faculty or an out-of-state tuition waiver must register for a minimum of 18 credit hours per

semester (fall, spring, and summer). International students should carry sufficient credits to fulfill visa requirements.

2. Continuous Enrollment

All enrolled graduate students must maintain continuous enrollment from matriculation until completion of all degree requirements. Continuous enrollment is defined as registering for a minimum of three (3) credits in at least two semesters per academic year (fall, spring, summer) until the degree is attained or status as a degree-seeking graduate student is terminated.

Doctoral students must maintain enrollment during fall and spring semesters (breaking only for summer semesters) until the residency requirement has been met. All students must be enrolled for at least three graduate credits in the semester in which degree requirements are completed.

3. Course Requirements

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. 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 5 credit hours of research (FDST 9000) and 5 credit hours of dissertation (FDST 9300) must appear on the Program of Study. A maximum of 3 credit hours of 7000-level MFT courses 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. The following MFT courses are not permitted for Ph.D. students: FDST 7020E, FDST 7030E, FDST 7060E, FDST 7070E, FDST 7150E, FDST 7120E, FDST 7110E, and FDST 7007E. Many of these courses have equivalent 8000-level offerings that are more appropriate for doctoral-level study.

Doctoral students may 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 and should ideally be a member of the UGA Graduate Faculty. Data collected during the special problems course cannot be used in the student's dissertation.

Enrollment in FDST 8800 is limited to a maximum of 3 credit hours per semester, and no more than 3 total credit hours of FDST 8800 may be counted toward the doctoral Program of Study.

All Ph.D. students must enroll in GRSC 7001 (GradFIRST seminar) during their first or second semester unless they completed the course as an M.S. student in our program. Food Science students should register for the departmental section of GRSC 7001 whenever possible; if a scheduling conflict arises, they must obtain departmental permission to enroll in an alternative section.

Once a Ph.D. student has been assigned a research project, they can register for FDST 8500. In this course, students prepare and deliver oral presentations that review the relevant literature for their projects and/or plan of work. These presentations are open to the entire department as well as the student's Advisory

Committee. For additional details, students should consult the faculty member(s) overseeing the seminar program.

A maximum of 1 credit hour of FDST 8500 may be used on the Ph.D. Program of Study.

B. Steps to be Taken for Completion of the Program

It is the student's responsibility to ensure that the following steps are completed in the correct sequence and at the appropriate times.

1. Advisory Committee

Before the end of the second semester of residency, the student, in consultation with the Major Professor, must select an Advisory Committee. The doctoral Advisory Committee must consist of a minimum of four voting members, including the student's Major Professor, who will serve as chair of the committee. If co-chairs are appointed, each co-chair counts as a separate committee member. At least three of the four voting members must be members of the UGA Graduate Faculty.

Additional voting members may be appointed to the committee, including no more than one non-UGA faculty member who holds a terminal degree in his or her field of study. If the committee includes more than four members, more than 50% of the voting members must be members of the UGA Graduate Faculty. In addition, more than 50% of the Advisory Committee must be faculty in the Department of Food Science & Technology (either regular or adjunct faculty). Additional non-UGA affiliated individuals 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 & 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 a non-UGA committee member is nominated, the student must submit the nominee's current CV, the appropriate forms, and a letter to the Dean of the Graduate School explaining the request for the individual's participation. The letter must be signed by the Major Professor/s and the Director of Graduate Studies. 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 dissertation, 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 each student's progress and performance. The student, in consultation with the Advisory Committee, must schedule annual meetings before the end of May to present progress and seek guidance. Completion of the annual meeting must be documented on the student's annual performance evaluation form.

2. Program of Study

a) All doctoral students must submit a Partial Program of Study Plan in Degreeworks during their first week of enrollment. A Full Plan must be submitted by the second semester. Instructions and a link to the DegreeWorks platform can be found on the Registrar's Office website. 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. All registration (completed and planned) of FDST 9000 and 9300 should be included on the form. A minimum of 3 hours of FDST 9300 must be listed in the plan.

b) After receipt by the Graduate School, the DegreeWorks plan 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. The Program of Study is returned to the Graduate School electronically for the Graduate Dean's approval.

c) Students must submit a "Revised Approved Full Plan" in DegreeWorks if they need to make changes after the program of study has been approved by the Graduate School.

d) 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.

e) The Program of Study – Full Plan must be approved 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.

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. Comprehensive Examination

The Ph.D. Comprehensive 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 three 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. Neither the presenting student nor the Major Professor may attend the exam virtually.

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 more than one negative vote) will result in dismissal from the Ph.D. program.

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 GradStatus upon successful completion of the Oral Comprehensive Exam. 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 at least 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 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 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 will notify the student of the need to submit a completed Late Filing for Graduation form via the GradStatus 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.

8. Announcement of Doctoral Defense of the Dissertation:

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 at least THREE WEEKS in advance of the defense:

- 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:
- Title of Dissertation:
- Major Professor's Name:
- Co-Major Professor's Name (if applicable)
- Committee Members (full name including 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 is 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 Approval Form for Doctoral Dissertation and Final Oral Exam (G164) and ETD Submission Approval Form in GradStatus. The forms will be routed to the Advisory Committee and the Director of Graduate Studies for electronic approval. The student then submits the dissertation electronically to the Graduate School using ProQuest. 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. Printing services are available at Tate Print & Copy (375 Tate Student Center).

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 more than one 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.

9. 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.

10. 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, and FDST 8500

The Department of Food Science & 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. 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.:

M.S. students must register in the GradFIRST seminar (GRSC 7001) during their first year in the program. There are different GRSC 7001 sections, but students must register for the section reserved for the Food Science students. Information about this section will be provided during the orientation. Students should reach out to the Graduate Program Administrator if they have any questions.

M.S. students can enroll in FDST 8500 after being assigned a research project. 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.

For Students pursuing a Ph.D.:

PhD students must register in the GradFIRST seminar (GRSC 7001) during their first year in the program. There are different GRSC 7001 sections, but students must register for the section reserved for the Food Science students. Information about this section will be provided during the orientation. Students should reach out to the Graduate Program Administrator if they have any questions.

Ph.D. students can enroll in FDST 8500 after being assigned a research project. 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.

If the PhD students have completed their M.S. program at UGA, they should not retake GRSC 7001, but they must retake FDST 8500. A maximum of 1 hour of FDST 8500 credit may be applied to the Program of Study.

Appendix B

MS Student Checklist

Detailed information can be found in the *Food Science Graduate Student Guide*

- Orientation: Attend the Graduate Student Orientation in Athens before the start of the semester
- Program of Study – Partial Plan: Submit your Partial Program of Study through **DegreeWorks** by the end of the first week of your first semester.
- Advisory Committee: Establish your Advisory Committee by the end of your first semester. Submit the committee through the Enrolled Student Services Portal in **GradSlate**.
- Program of Study – Full Plan: Submit your Full Program of Study through **DegreeWorks** by the end of your second semester.
- Annual Evaluation (Due May 15): Work with your Major Professor to complete and submit your annual evaluation by May 15 each year.
- Thesis Prospectus: Complete your thesis prospectus by the end of your third semester. Once your prospectus meeting is scheduled with your Advisory Committee, notify the **Graduate Program Administrator**.
- Annual Advisory Committee Meetings: Work with your Major Professor to schedule your first- and second-year Advisory Committee meetings.

Final Semester Checklist:

- Apply for graduation in **Athena** by the end of the first week of classes.
- Meet with your Major Professor to establish a timeline for completing your thesis. Your thesis must be provided to your Advisory Committee at least two weeks before your thesis defense. The defense should be scheduled at least two weeks before the Graduate School's final **deadline** for submitting the corrected thesis.
- Electronically **submit your thesis** to the Graduate School for the required format check by their stated **deadline**.
- Schedule your Final Thesis Defense in coordination with your Advisory Committee.
- Reserve a conference room through the administrative associate on your campus and create a Zoom link for the meeting.
- Submit your defense details using the **Graduate Student Defense Form** at least three weeks before your defense.
- Submit the corrected thesis, ETD Approval Form, and the *Approval Form for Master's Thesis, Defense and Examination (**G140**)* to the Graduate School by their stated **deadline**.
- Schedule an exit interview with the FST Department Head by contacting the **FST**

Administrative Specialist.

- Complete the FST Department's online **Exit Survey**.

Appendix C

PhD Student Checklist

Detailed information can be found in the *Food Science Graduate Student Guide*

- ☐ Orientation: Attend the Graduate Student Orientation in Athens before the start of the semester
- ☐ Program of Study – Partial Plan: Submit your *Partial Program of Study* through **DegreeWorks** by the end of the first week of your first semester.
- ☐ Advisory Committee: Establish your Advisory Committee by the end of your first semester. Submit the committee through the Enrolled Student Services Portal in **GradSlate**.
- ☐ Program of Study – Full Plan: Submit your *Full Program of Study* through **DegreeWorks** by the end of your second semester.
- ☐ Annual Evaluation (Due May 15): Work with your Major Professor to complete and submit your annual evaluation by May 15 each year.
- ☐ Annual Advisory Committee Meetings: Work with your Major Professor to schedule your annual Advisory Committee meetings.
- ☐ Dissertation Prospectus: Complete your Dissertation Prospectus by the end of your fourth semester. Once your prospectus meeting has been scheduled with your Advisory Committee, notify the **Graduate Program Administrator.**

Comprehensive Exam

- ☐ Work with your Major Professor to schedule your written comprehensive exam.
- ☐ Upon successful completion of the exam, schedule your oral examination with your Advisory Committee members.
- ☐ Submit your **Comprehensive Exam Announcement** at least three weeks prior to the oral exam.
- ☐ Confirm with the **Graduate Program Administrator** that you may proceed with your exam.
- ☐ Upon completion of the oral exam, submit the *Application for Admission to Candidacy* form **(G162)**.

Final Semester Checklist

- ☐ Meet with your Major Professor to establish a timeline for your dissertation. Your dissertation must be sent to your Advisory Committee at least two weeks before your defense. The defense should be scheduled at least two weeks before the Graduate School's final **deadline** for submitting corrected dissertations.
- ☐ Electronically **submit your dissertation** to the Graduate School for the required format check by their stated **deadline**.
- ☐ Schedule your defense in coordination with your Advisory Committee.
- ☐ Reserve a conference room through the administrative associate on your campus and create a Zoom link for the meeting.
- ☐ Submit your defense details using the **Graduate Student Defense Form** at least three weeks

before your defense.

- Submit the corrected dissertation, ETD Approval Form, and the *Approval Form for Doctoral Dissertation and Final Oral Examination* (**G164**) to the Graduate School by their stated **deadline**.
- Schedule an exit interview with the Department Head by contacting the **FST Administrative Specialist**.
- Complete the FST Department's online **Exit Survey**.

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