

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.
<https://gradstatus.uga.edu/forms/G130>
- ___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 graduate coordinator or coordinator assistant upon scheduling the prospectus meeting with the advisory committee.
Refer 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 first week of classes in the semester *
 - Meet with Major Professor and estimate schedule for preparing thesis and distributing it to the Advisory Committee. Thesis must be approved by committee before the defense is held.
 - ___ First week of the semester
 - ___ Instructions for thesis prep
 - Schedule an Exit Interview with 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 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 seminar title, date, time, and room number at least 10 business days prior to the seminar to allow adequate time to post the notice.
 - Final Date for electronically submitting copy of thesis for format check. More info [here](#).
 - ___ 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*
 - ___ Deadline is typically after the 13th week * [Approval Form for Master's Thesis and Final Oral Examination \(G140\) in Grad Status portal](#).
 - ___ Submission of final approved thesis and ETD form - <https://gradstatus.uga.edu/Forms/G129>.
 - ___ Provide an electronic copy of 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://gradweb01.cc.uga.edu/index.php/current-students/important-dates-deadlines/>