Department of Food Science and Technology
College of Agricultural & Environmental Sciences
UNIVERSITY OF GEORGIA

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 **Grad Slate**.
- ☐ **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**.

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