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

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 **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.
- ☐ **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**.

August 2026