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

Ph.D. Degree

1. Advisory Committee for Doctoral Candidates Form
   To be completed by second semester of residency. Submitted electronically for approval.
   https://gradstatus.uga.edu/forms/G130

2. Final Doctoral Program of Study Form
   To be completed by the end of the second semester of residency at
   https://gradstatus.uga.edu/Forms/G138. Must be submitted to the Graduate School prior to notification of the comprehensive examination (prelims).
   Refer to the Food Science Graduate Student Guide for info

3. Steps Involving Major Professor and Advisory Committee
   - Dissertation Planning and Research Prospectus. Notify the graduate coordinator or coordinator assistant upon scheduling the prospectus meeting with the advisory committee
     Completed before significant amount of research on the project has been done
     Refer to the Food Science Graduate Student Guide for info
   - Ph.D. Examinations
     Both written and oral exams as assigned by advisory committee.
     Refer to the Food Science Graduate Student Guide for info
     If written exams results are satisfactory (no more than 1 dissenting vote) then notice of your oral exam time, date and location must be submitted to the Graduate School. This must be done at least 2 weeks prior to the exam.

4. Yearly Committee Meeting
   1st year
   2nd year
   3rd year

5. Application for Admission to Candidacy for Doctoral Degree
   To be submitted by the student in the Grad Status portal. Due - Two full semesters before the graduation date*

6. Application for Graduation
   Application for Graduation in Athena.
   To be completed by the end of first week of classes of the semester in which the student intends to graduate*

7. Dissertation Approval and Defense
   - Meet with Major Professor and estimate schedule for preparing thesis and distributing to the Advisory Committee by the first week of the semester you are planning to graduate. Dissertation must be approved by committee before the defense.

Revised June 2022
• Final Date for electronically submitting copy of dissertation for format check. More info [here](https) - Typically, after the 10th week of the semester *
• Final Date for corrected copy of thesis dissertation and Approval Form for Doctoral Dissertation and Final Oral Examination - [https://gradstatus.uga.edu/Forms/G164](https://gradstatus.uga.edu/Forms/G164).
  ____ Deadline is typically after the 13th week *
  ____ Submission of final approved dissertation [https://gradstatus.uga.edu/Forms/G129](https://gradstatus.uga.edu/Forms/G129) - Typically after the 13th week of the semester *
  ____ Provide an electronic copy of Dissertation for the Major Professor. For information about printed, bound copies, see [https://tate.uga.edu/print-and-copy/](https://tate.uga.edu/print-and-copy/).
  Refer to Food Science Graduate Student Guide for info

__8. Schedule Final Defense
  ____ Reserve a conference room in Athens by either completing the form available in the Main Office and returning to the office administrative associate or by emailing the room request. 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 2 weeks prior to the defense to allow adequate time to post the notice internally.
  ____ The Graduate School will announce the time and place of the defense of the dissertation to the university community. The information needed for the announcement is listed in the departmental Graduate Student Guide. Notify the graduate coordinator assistant with required info at least 2 weeks prior to the defense to allow adequate time to submit the notice to the Graduate School.

__9. Exit interview and Survey
  ____ Schedule an Exit Interview with department head and complete the online exit survey ([http://tinyurl.com/l8vi5em](http://tinyurl.com/l8vi5em)) (to be done during the last semester). 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/](https://gradweb01.cc.uga.edu/index.php/current-students/important-dates-deadlines/)*