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](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](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. Refer to the Food Science Graduate Student Guide for info.

4. **Yearly Committee Meeting**
   - 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/l8yj5em](http://tinyurl.com/l8yj5em)). 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 Jessica Davis or emailing her at jesmar@uga.edu. The conference rooms are reserved on a first come, first-served basis.
     - Notify Jessica (jesmar@uga.edu) 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
   - Final Date for corrected copy of thesis dissertation and Approval Form for Master’s Thesis, Defense and Examination*
     - Submission of final approved thesis - [https://gradstatus.uga.edu/Forms/G129](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_content_page/home](https://tate.uga.edu/print_content_page/home). 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/)

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