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
Completed before the written prelims and before significant amount of
research on the project has been done
Refer to the Food Science Graduate Student Guide for info
___ Both written and oral exams as assigned by major professor.
Refer to the Food Science Graduate Student Guide for info
___ If written exams results are satisfactory (>4 pass grades), then notify the
Graduate School of your oral exam time, date and location. 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
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.
• Final Date for electronically submitting copy of dissertation for format check.
More info here. - 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.
  ____ Deadline is typically after the 13th week *
  ____ Submission of final approved dissertation -
    https://gradweb01.cc.uga.edu/wp-content/uploads/2019/08/body_appdhdis_v2-1.pdf and
    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_content_page/home
    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 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 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 Karen (karens@uga.edu) 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/l8vj5em) (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/*