

# **Graduate Handbook**

**2022-2023**



## **DEPARTMENT OF NUTRITIONAL SCIENCES**

**14<sup>th</sup> Edition**



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**Focus of this Resource Material**

The focus of this Graduate Handbook is to provide M.S. and Ph.D. students and faculty in the Department of Nutritional Sciences (NSCI) at Oklahoma State University with information to facilitate successful degree progress and completion.

**Revisions**

The Graduate Handbook is subject to revision. All students are expected to follow the policies published in the most recent Graduate Handbook and OSU Catalog.

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## 1. Graduate Degrees in Nutritional Sciences

### 1-1. Summary of Degrees

The Department of Nutritional Sciences offers multiple graduate degrees, described below. The degree plans are designed to meet a range of student needs and career goals. They vary based on number of credit hours, research plans and delivery methods.

Applicants with a three-or four-year baccalaureate degree or equivalent from an accredited college or university are eligible to seek admission to OSU Graduate College and Nutritional Sciences Graduate Programs.

Graduate Certificate in Dietetics	Master of Science in Nutritional Sciences	Master of Science in Dietetics Online	Doctor of Philosophy in Nutritional Sciences
<ul style="list-style-type: none"> <li>a. For Masters of Public Health or other related Master of Science program</li> <li>b. 18 credit hours (NSCI core + Dietetic Intern practicum courses)</li> </ul>	<ul style="list-style-type: none"> <li>1. Dietetics Research option               <ul style="list-style-type: none"> <li>a. For students with a Didactic Program in Dietetics verification statement</li> <li>b. 36 credit hours, thesis and non-thesis plans</li> <li>c. Includes Dietetic Internship</li> </ul> </li> <li>2. Nutrition option               <ul style="list-style-type: none"> <li>a. 30 credit hours for thesis plan;</li> <li>b. 34 credit hours for non-thesis plan</li> </ul> </li> <li>3. Dietetics Practice option               <ul style="list-style-type: none"> <li>a. 32 credit hours</li> <li>b. No research requirement</li> <li>c. Includes Dietetic Internship</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>a. For students with the R.D./R.D.N. credential or a Didactic Program in Dietetics verification statement.</li> <li>b. 36 credit hours, non-thesis plan</li> </ul>	<ul style="list-style-type: none"> <li>1. 60 credit hour option for students entering with 30 graduate credit hours of course work in nutrition or area of specialization such as biochemistry, biology, dietetics, public health, exercise science, food science, hospitality/restaurant management, or other major field related to the desired area of study. A master's degree is highly preferred, but not required.</li> <li>2. 80 credit hour option for students entering with a Bachelor of Science in Nutritional Sciences or similar area of specialization such as biochemistry, biology, dietetics, public health, exercise science, food science, hospitality/restaurant management, or other major field related to the desired area of study.</li> </ul>

## 2. Admission to NSCI Graduate Programs

### 2-1. Admission Process

Prospective graduate students complete the on-line Graduate College Application and pay the application fee to the Graduate College. When applicants complete the on-line application, they will be asked to submit copies of transcripts, a two to three-page statement of professional goals and research interests, a copy of their resume, and names and email addresses for three professionals who will receive emails requesting letters of recommendation. Graduate Record Examination (GRE) scores are recommended, but not required. If a student chooses to submit GRE scores, the scores can be sent to OSU (OSU's GRE institution code is 6546, NSCI code is 0214). Applicants for whom English is a second language must submit Test of English as a Foreign Language (TOEFL) scores (OSU code is 6546) or International English Language Testing System (IELTS) Academic Test scores to the Graduate College.

Once these materials are submitted and the letters of recommendation are received, an electronic "application referral" is generated by the Graduate College and sent to the academic units for decision/action. The Graduate College sends application referrals for prospective graduate students to the NSCI Graduate Coordinator.

Once an application is complete the NSCI graduate faculty will review the application and make an admission recommendation. The department's admission recommendation will be within 30 days for M.S. students. For Ph.D. applicants, the admission recommendation will be made once the application is complete and an advisor is identified. The admission recommendation is entered into the electronic application system by the Graduate Coordinator and returned to the Graduate College. Based on the admission recommendation, the Graduate College generates a notification letter to the prospective student.

### 2-2. Admission Requirements

NSCI graduate faculty use a holistic approach in reviewing application. Admission recommendations are based on reviews of the following information:

- On-line Graduate College Application including:
  - Copies of transcript(s) showing a required minimum undergraduate overall GPA of 3.0 in all undergraduate, graduate and professional school coursework to be considered for full admission (grades for science courses are also evaluated). International transcripts not reflecting a 4.0 GPA scale will be reviewed using the World Education Services (WES) iGPA Calculator.
  - Three letters of recommendation
  - For M.S. level students, a 1-2 page statement of professional goals.
  - For Ph.D. students, a 2-3 page statement of professional goals and research interests
  - Resume or curriculum vitae
- GRE scores, if submitted, with preference for 150 for verbal reasoning, 150 for quantitative reasoning and 4.0 for analytical writing
- TOEFL scores of 79 on the internet-based test or IELTS scores of 6.5 on the Academic Test are required when English is a second language.
- International applicants are required to submit guarantee of financial resources for their program of study. This may include a combination of funding from an assistantship, sponsorship program, and/or personal funds.

### 2-3. Admission Recommendation

When the prospective graduate student's file is complete, the NSCI graduate faculty members review the application and the Graduate Coordinator submits the admission recommendation to the Graduate College. The final/official admission decision is made by the Dean of the Graduate College.

One of the following options will be specified on the application referral form:

Admission endorsement

- Admissible without qualification
- Admissible on a provisional basis
- Admissible on academic probation (*The applicant must make at least a "B" in the first 9 credits of enrollment or be dismissed from the Graduate College.*)

Not Admissible...

- due to incomplete application (all required program materials not received)
- due to grades (grades did not meet minimum program requirement)
- due to space (program is unable to accommodate additional students at this time)
- due to test scores
- for other reasons

## 2-4. Admission Deadlines

For domestic students the deadline for completed applications is July 1<sup>st</sup> for a fall semester start date and November 1<sup>st</sup> for a spring semester start date. Deadlines for international students are February 1<sup>st</sup> for fall and August 1<sup>st</sup> for spring. Those applications that are received **by January 1<sup>st</sup>** (for a fall semester start date) will be the most competitive for financial assistance through fellowships and assistantships.

Students applying for the M.S. NSCI Dietetics Research degree option should follow the admission deadlines for the Dietetic Internship.

## 2-5. Graduate Research Assistantships and Teaching Assistantship Positions:

OSU recognizes two types of assistantships: 1) Graduate Research Assistants/Associates (GRA) and 2) Graduate Teaching Assistants/Associates (GTA). The designation of Assistant applies to graduate students who have not yet earned a master's degree, while the title Associate refers to graduate students who have earned a master's degree in the field or a closely related field.

Both levels of assistantship are awarded on a competitive basis within the department and are contingent on available funding. Note: Students in a graduate certificate program and non-degree seeking students are not eligible for GTA or GRA positions or associated benefits.

GRA positions are awarded on a competitive basis by individual faculty members who may be interested in having a student work on one of their research projects. Students who are interested in a GRA position should review the graduate faculty research areas on the NSCI website <https://education.okstate.edu/departments-programs/nsci/research/nsci-faculty-expertise.html> and then contact those faculty members to inquire further about their research and any openings. If selected, students receive a written offer.

For GTA positions, applications are provided electronically to currently enrolled and admitted graduate students. The general timelines for the GTA application process are below.

Application Process	Fall Semester	Spring Semester
Applications sent to students	~March 1	~October 1
Applications due to NSCI	~March 15	~October 15
Offer letters sent	~April 1	~November 1

Completed and signed paper applications should be submitted to the NSCI office by the designated due date. Criteria for assistantship offers include, but are not limited to, student preferences, available budget allocation, expected course enrollment, availability of open positions and instructor GTA preferences. Students must provide a response to the offer within 7 days for full consideration.

An offer of an assistantship is a commitment by the department to provide financial support to admitted graduate students. Accepting an assistantship brings with it a professional obligation to fulfill all of the responsibilities associated with the assistantship assignment. Included in this professional obligation is the expectation that students will diligently pursue their degree to completion. The GTA/GRA appointment is subject to satisfactory progress toward the degree, satisfactory performance of assigned duties, availability of sufficient funds, and compliance with all department, program, Graduate College and university rules, regulations, and requirements. This appointment will be renewed annually based on those same conditions.

Students who are employed as GTAs will be supervised by the faculty or staff member who is the primary instructor for their assigned course(s). Occasionally, advanced doctoral students may serve as the instructor of record for an undergraduate class. In that case, the student's supervisor will be the Department Head. At the beginning of each semester, the supervising faculty will review course specific and professional expectations with the GTA (See Appendix A). To assist GTAs in preparing for their assignments, students are expected to attend GTA related professional development trainings offered by OSU during the first semester of a GTA assignment (See Appendix B).

Students who are employed as GRAs will be supervised by the faculty member who has primary responsibility for the funded project. Students with assistantships should expect to meet regularly with their supervisor to discuss assignments, deadlines and progress towards completion of their assigned research duties.

A student with a total of 0.5 FTE assistantship is expected to devote, on average, about 20 hours per week to their duties as a graduate teaching or research assistant; the remainder of academic effort is devoted to their own studies and research. The time devoted to the assistantship may vary from day to day and week to week as long as it does not exceed the average given above. Students with a 0.5 FTE assistantship are strongly discouraged from taking an additional job. Students who work in addition to their assistantship are highly encouraged to discuss such arrangements with their advisor and/or assistantship supervisor in advance.

Students who are hired on a teaching assistantship are paid from the first day of the fall semester to the last day of the following spring semester, assuming the appointment is retained based on performance. The length of research assistantship appointments vary, but generally follow the same timeline as teaching assistantships; GTAs and GRAs should contact their respective supervisor/advisor to determine employment dates and plans for holidays and vacations. Students who are employed in a GTA or GRA position must be enrolled in a minimum of two graduate credit hours each semester (including summer).

All students who receive an assistantship (GTA or GRA position) with a total of at least a half time (0.5 FTE) appointment are responsible for completing a contract with the Graduate

College *before the first week of each semester* in order to receive a tuition waiver. The Tuition Waiver Contract can be found on the Graduate College web site at <https://gradcollege.okstate.edu/resources/current-student-resources.html>, under 'Forms and Templates'. For additional information on GTA or GRA positions please visit the Assistantship page at <https://gradcollege.okstate.edu/prospective-students/assistantships.html>

Tuition waivers will waive tuition expenses (but not fees) for students who receive at least 0.5 FTE GTA and/or GRA. The maximum hours waived is 10 percent more than the number of required credit hours for the degree option. For example, tuition waivers apply to 39 credits for students enrolled in the M.S. Dietetics Research option; 33 credits for students enrolled in the M.S. Nutrition, thesis plan, or 37 credits for students in the non-thesis plan; and a maximum of 66 credits for Ph.D. students, or 88 credits for 80 hour Ph.D. students. Once enrolled, students who are placed on probation are not eligible for tuition waivers.

A spouse of a GTA/GRA who is receiving a tuition waiver that is associated with an assistantship is eligible to apply for a waiver of the non-resident portion of tuition for all graduate level/eligible courses taken. Tuition waivers cannot apply to independent study, leveling or outreach-type courses. Contact the Office of the Graduate College for details.

The University subsidizes health insurance for students who are employed as a GTA/GRA. See <http://hr.okstate.edu/student-health-plan> for additional information.

Students who are employed as teaching assistants must complete the Family Educational Rights and Privacy Act (FERPA) tutorial about the privacy of student records before starting their teaching/grading responsibilities. The FERPA tutorial is available at <http://registrar.okstate.edu/FERPA-Tutorial>.

Students for whom English is a second language will be required to pass the International Teaching Assistant (ITA) Test before they can be assigned responsibilities in front of the classroom, although they may grade papers. For additional information on the ITA test, go to <https://gradcollege.okstate.edu/prospective-students/international-teaching-assistant-test.html>.

Students employed as GTAs/GRAs may make appropriate use of department resources such as computers, copy machines, office supplies, keys, and graduate student mailboxes. Computers, copy machines, and office supplies in the department may only be used for completion of assigned duties as a GTA/GRA after approval by their supervisor. Permission must also be granted by office staff to use the copy machine and obtain office supplies. Keys for access to appropriate areas will be issued by the staff in the departmental office after the student pays a refundable \$10-\$20 fee.

## **2-6. Background Check Requirement for GTA/GRA positions**

All graduate students who are offered a position as a GRA/GTA at OSU will be required to successfully complete a criminal background check prior to employment (and after any break in employment of more than 6 months). The GRA/GTA appointment and reappointment letters will clearly state that the "GRA/GTA offer is contingent on a satisfactory criminal background check."

### **Background Check Results Consideration**

- A previous conviction will not automatically disqualify a prospective or current GTA/GRA from employment with the University. Review factors will include, but are not limited to: failure to self-disclose the criminal history, inconsistency of self-reported information as compared to the criminal records/background report, the nature and seriousness of the

offense, the circumstances under which the offense occurred, relationship between the duties to be performed and the offense committed, the age of the person when the offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, whether there is a statutory prohibition related to the offense, and the accuracy of any information provided. OSU may decline to hire any graduate student whose criminal history is deemed incompatible with the position the student is seeking.

- Appointments may not receive final approval until the required background check has been performed and the results received and assessed.
- In order to provide the maximum degree of protection for the graduate student's privacy, all records related to background checks will be maintained in a secure location by OSU Human Resources and will be maintained on a confidential basis to the maximum extent allowed by law.
- Prospective and current GTA/GRAs who fail to disclose criminal convictions, misrepresent or fail to provide accurate details regarding criminal convictions, and/or fail to cooperate in the background check process may have their conditional offer of employment withdrawn and/or may be subject to disciplinary action under the Policy Statement 3-0771; OSU Human Resources policy and procedure; and applicable local, state or federal statute.

## **2-7. Professional Dress for Students with Teaching or Laboratory Responsibilities**

GRAs and GTAs who are representing the university and department off-campus should be in "business casual" clothing.

- Teaching assistants/associates with classroom responsibilities in NSCI need to dress as professionals, not students. Dress and overall appearance should assist students in identifying the GTA as an instructor. "Business casual" attire is expected. The following are examples of *inappropriate* attire for GTAs: tank tops, shorts, sweat pants, yoga pants and flip-flops. In general, if a GTA wears the clothing to work out, it is most likely inappropriate for the classroom.
- Research assistants/associates who work in the laboratory should wear clothing that offers protection from splashes and spills (lab coats and safety glasses) and should be easily removable in case of accident. No shorts, capris pants, sandals, open-toe shoes or clogs shall be worn by laboratory personnel. Laboratory clothing should be kept clean and replaced when necessary.

## **2-8. Advisor Selection**

The advisor's primary responsibility is as a mentor. As a result, it is expected that the advisor will establish the closest working relationship with the student. The advisor must hold an appropriate OSU Graduate Faculty appointment but need not hold an OSU faculty appointment if not serving as Chair. The advisor guides and counsels the student in the research or scholarly effort, ensuring compliance with applicable research regulations. The advisor serves as the primary resource for the graduate student in identifying potential committee members for the student's advisory committee. The advisor is responsible for reporting to the advisory committee on the student's progress. It is the advisor's responsibility to mentor the student toward a research or scholarly project that is original and worthy of the degree sought. The advisor is typically involved in the preparation of scientific or creative presentations, manuscripts for publication, etc. that result from the research conducted by the student.

1. Ph.D. program: Before a prospective doctoral student can be formally admitted to the program, a faculty member must be identified and agree to serve as advisor/mentor.

The advisor will assist the student in development of the Plan of Study by the end of the second semester (see section 4-9).

2. M.S. program: Prospective M.S. students are *not* required to have an advisor identified prior to admission. The Graduate Coordinator, with the help of support staff, will serve as a temporary advisor for the student until the advisor is identified. Students are strongly encouraged to select a research advisor by the beginning of their second semester and must select an advisor by the time their Plan of Study is due ([see section 5-9](#)). This requirement related to selection of an advisor applies to students in both the thesis and non-thesis plans.
3. A student may change advisors at any point in their program. If a student wishes to change advisor, it is the responsibility of the student to notify the Graduate Coordinator, their current advisor and identify another advisor.
4. If a student's research advisor leaves OSU before a student completes their degree, the following steps may be taken after consultation with the research advisor and Graduate Coordinator:
  - If the student is close to finishing their degree (e.g., has an approved proposal and is within a year of finishing their degree), and resources are available, the student may choose a new graduate committee chair to provide guidance through the completion of the research project under the direction of the original research advisor. The original research advisor will continue as a member of OSU's graduate faculty, attend (in person or electronically) the student's thesis/dissertation defense and fulfill their obligations to the student.
  - If a student is in the early stages of a research project (e.g., the student does not have an approved proposal), they should choose a new advisor and start a new research project (M.S. students may also change to the non-thesis option).
  - If the student is in the middle of their project, the student will work with the research advisor and Graduate Coordinator to determine an appropriate course of action.
  - A student may transfer to the advisor's new educational institution.
5. When a student and faculty advisor can no longer work together, the situation should be discussed with the Graduate Coordinator to try to work out a mutually agreeable solution. Students in MS thesis options will have the opportunity to change to the non-thesis option if they are able to identify an advisor. Ph.D. students must find a new advisor prior to the beginning of next spring or fall semester. If a student is terminated from a research group because of unsatisfactory academic progress or behavioral issues, they should not anticipate that another research advisor will be available.
6. There is no absolute legal obligation on the department or university to find an advisor for the student.

## 2-9. Transfer of Credits

Transfer credit must be recommended by the graduate student's advisory committee through the submission of a Plan of Study that is approved by the Dean of the Graduate College. Transfer credit will only be considered if it was earned when the student was post-baccalaureate (i.e., after earning a bachelor's degree) at an accredited institution and the applicable course(s) was/were certified as graduate credit by that institution. All courses used as transfer credit must have a grade of "B" or better and the Graduate College must receive an official transcript showing the graduate credit before it can be used on the Plan of Study.

Transfer of credits from medical professional programs (e.g., D.O., D.V.M. and M.D.) may also be considered when a student was admitted to a medical professional program at another

accredited institution and the applicable courses were certified for enrollment restricted to professional-level study. All courses used as transfer credit must have a grade of “B” or better or a grade of “pass” for those institutions that only offer professional courses as a “pass/no pass” grading system.

Up to nine credit hours of transfer credit may be used toward any OSU graduate degree. A doctoral student may transfer more than nine hours if the courses in question were housed in a department or program that offers an Ed.D. or Ph.D. (or equivalent) degree. Doctoral students must include a minimum of 30 hours of OSU credit on their Plan of Study.

## **2-10. Special Student Status**

A student who has a bachelor’s degree with at least a 3.0 cumulative GPA and wants to take graduate classes (without pursuing a graduate degree) may be admitted as a special student. The student completes an application through the Graduate College, pays an application fee, and then enrolls. Since work is not guided by a Plan of Study or approved by an advisor, no more than 9 credit hours of course work taken while a special student may be used on a Plan of Study to meet requirements for a degree or certificate program. Special students may not enroll in more than 9 credit hours of courses eligible for graduate credit without permission of the Dean of the Graduate College, or their designee. To ensure that special students do not inadvertently exceed this limitation, an enrollment hold will be placed on each student in special status after the student has registered for 6 or more credits. This hold may be removed by the Special Student Advisor appointed by the Graduate College once the student has formally re-acknowledged this 9-credit limitation. Special students are not eligible for graduate assistantship positions but may be hired as hourly workers.



### 3. Academic Requirements

#### 3-1. Time Limits

Students are expected to complete the requirements for a master degree within **seven** years from first enrollment after admission to the program. Students are expected to complete the requirements for a doctoral degree within **nine** years from first enrollment after admission to the program. After that time, a student must submit a written petition to the Graduate College requesting an extension of time for degree completion. Credit for all courses on a graduate Plan of Study must have been awarded within **ten** years of completion of all degree requirements. Any exception to these time limits must be approved by the Dean of the Graduate College.

#### 3-2. Enrollment Guidelines

- Graduate students must complete a minimum of six graduate credits during each 12-month period to be continuously enrolled.
  - Full-time enrollment for graduate students is 9 graduate credits during the spring and fall semesters and 3 graduate credits during the summer semester.
  - Maximum enrollment during the fall and spring semesters is 12 credit hours and 9 credit hours during the eight-week summer session.
- For students on assistantship, full-time enrollment for the spring and fall semesters is based on the percentage of employment.
  - For students employed at 0.5 FTE, full-time enrollment for the spring and fall semesters is at least 6 graduate credits and 2 graduate credits for the summer.
  - For students with less than 0.5 FTE, full-time enrollment is 9 credit hours during the fall and spring semesters.
- Ph.D. students who have been admitted to doctoral candidacy and have had their Admission to Doctoral Candidacy Form accepted by the Graduate College may enroll for a minimum of 2 graduate credits during any term and be considered full-time. The form (available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617)) must be submitted by the end of the semester before they are electing to start the reduced continuous enrollment.
- Graduate students must be enrolled in a minimum of 2 graduate credits during any semester they are utilizing the University resources.
  - All graduate students are required to enroll in at least 2 graduate credits the semester they graduate.
- A graduate student may not enroll in more than 12 credits in the fall or spring semester without permission of the Dean of the Graduate College. During the summer session, a student may not enroll in more than 9 credits taken in any session during the 8-week summer period. No more than one graduate level intersession course should be taken at a time. Summer intersession is defined as any course that begins after the end of the spring semester and ends prior to the beginning of the 8-week summer session. For any short course session less than 8 weeks in length, enrollment shall not exceed one credit for each week.
- All students (including those enrolling in research credits only) must be enrolled by the deadlines listed in the Class Schedule.
- Graduate students are expected to maintain active status through continuous enrollment in graduate courses from the time they matriculate until they graduate. Students who are not able to maintain active status are strongly encouraged to consult with their program, advisor, and Graduate College to determine whether requesting a leave of absence is the most appropriate course of action. The policy and forms for a leave of absence are available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

### 3-3. Grades for Thesis (5000) and Dissertation (6000)

The grade of "SR," indicating satisfactory research progress, or "UR," indicating unsatisfactory progress will be assigned to thesis (5000) and dissertation (6000) courses at the end of the semester in which the course is taken. These grades are permanent and have no impact on a student's grade point average. Only NSCI 5000 and NSCI 6000 in which a grade of "SR" (or a previously awarded grade of "R", "A", "B", or "C") is earned may be used toward minimum degree requirements.

A temporary "IUR" incomplete grade may assigned to a student who satisfactorily completes the majority of course work (i.e., material amounting to more than 50% of the research expectations for the semester) and whose completed work was of acceptable quality, but who has been unavoidably prevented from completing the remaining work of the course. See Academic Regulation 6.2 in the University Academic Regulations section of the OSU Catalog (<http://catalog.okstate.edu/university-academic-regulations>) for additional information.

### 3-4. Policy on Academic Performance, Probation, and Termination

In addition to adhering to the policies of the Graduate College, for a graduate student to remain in good standing in the NSCI Graduate Program, they need to:

- maintain or exceed an overall 3.0 grade point average (GPA) in all graduate coursework completed at OSU (not just courses on the POS); and
- earn a grade of "B" or higher in all core courses with a NSCI prefix (for dietetic interns, the core courses include NSCI 5643); and
- be continuously enrolled (as defined by the Graduate College); and
- earn satisfactory research (SR) grades in NSCI research credits (i.e., NSCI 5000 or 6000); and
- meet all other requirements as specified in the NSCI Graduate Handbook.

OSU Graduate College policy states a student may be placed on [probation](#) if:

- a grade of "C" or lower is earned (If the course is a NSCI core course, the course must be retaken. No course with a grade below "C" can be used as part of the minimum number of semester credit hours required for the graduate degree.); or
- the cumulative graduate GPA for courses completed at OSU drops below 3.0; or
- a grade of UR is earned, indicating unsatisfactory progress, in research credits (NSCI 5000 or 6000); or
- there is failure to make appropriate progress toward their degree as determined during the annual review (see sections 4-20 and 5-18).

Probation may be removed at the end of the semester if the student brings the cumulative GPA to 3.0 or higher, earns a "B" or higher in all core courses with a NSCI prefix, earns a SR grade and/or completes all degree requirements, or whichever occurs first. (OSU Catalog, Section 11, 2019-2020)

Graduate students can be [dismissed](#) from NSCI Graduate Programs for one or more of the following reasons:

- if a student was admitted on academic probation or provisional basis and did not meet the requirements of the admission
- failure to meet academic standards defined as a cumulative GPA less than 3.0 for three consecutive semesters; or
- receipt of three grades of "C" or lower in courses on the Plan of Study; or
- a "D" or "F" is earned, regardless of academic standing or
- unsatisfactory research (UR) grades in two consecutive semesters; or
- failure of the final defense for the M.S. or Ph.D. degree; or
- failure on the qualifying or comprehensive examinations for the Ph.D. degree two (2) times.

Note. In the case of extenuating circumstances, students may petition the NSCI graduate faculty to be reinstated to the program. [See the appeals policy in section 3-5.](#)

### **3-5. Appeals for Academic and Student Conduct-Related Issues**

The purpose of this procedure is to provide current graduate students in the NSCI graduate program the opportunity to resolve complaints about dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals. Please note that appeals for grades in non-research related courses, violations of academic integrity, and scientific misconduct are addressed in separate policies.

The student is required to provide written notification of appeal to the graduate program coordinator within 14 calendar days of the precipitating event that is the subject of the appeal. If the Graduate Coordinator is an involved party, the student should seek advice from the Department Head or Associate Dean of Graduate Studies in the College of Education and Human Sciences. Notification should include information on the circumstances of the appeal, specific issues involved, and the desired outcome. The written appeal should be no more than two pages, although supporting material may be attached.

Within 7 working days of receipt of the student's notification of appeal, any involved parties within the program (e.g., faculty or staff) will be notified and provided a copy of the appeal. A meeting with a quorum (defined as a majority of the OSU NSCI faculty with graduate appointments) of NSCI graduate faculty will be convened to review the appeal within a reasonable amount of time, usually 30 days (see note below). At the meeting, the student and, separately, the faculty member(s) (if applicable) will have the opportunity to present their case, to answer the NSCI graduate faculty members' questions and to provide counter-arguments if warranted. If the appeal involves the action of graduate faculty member(s), such as an appeal of a UR grade for research or termination of an appointment for an assistantship, the faculty member(s) will have the opportunity to present their case to the faculty then recuse themselves from deliberation. At the end of this hearing, the graduate faculty who attend the meeting will deliberate, and their decision will be considered final at the program level. The student will be notified in writing of the decision and their right to appeal to the NSCI Department Head, followed by the Dean of the Graduate College, if they so choose. The student will be informed that they must submit an appeal within 14 calendar days of the notification of the decision by the program and/or NSCI Department Head.

Throughout the appeals process the student is allowed to maintain enrollment and continue working toward the graduate degree in the same manner as any other matriculated graduate student in the program. Continued enrollment is not required to appeal within the allowed timeframes.

Unless stated otherwise, all deadlines are by 5:00 pm central time on the day of the deadline or the next regular business day (Monday–Friday) when the deadline falls on a weekend (Saturday–Sunday) or OSU official holiday, such as Labor Day. Time frames and deadlines that extend beyond the end of the academic terms (fall and spring semesters and summer sessions) are handled at the discretion of the Graduate Coordinator.

### **3-6. Responsible Conduct of Research**

All graduate students are required to complete the Collaborative Institutional Training Initiative's (CITI) training in the Responsible Conduct of Research (RCR) by the end of their second semester. For NSCI graduate students employed as a research assistant on an externally funded grant, this training must be completed by **September 30<sup>th</sup>** for students entering in the

fall semester and by **January 31<sup>st</sup>** for students entering in the spring semester. Students who do not complete this training will be at risk of losing their assistantship.

For instructions on training go to <https://research.okstate.edu/compliance/rcr/training.html>. Students will need to register on the website and affiliate themselves with Oklahoma State University (Stillwater campus). After logging in, select “Add a Course” then select a Responsible Conduct of Research course (either Biomedical or Social and Behavioral is acceptable). Once a student completes the training, they should print out the completion certificate and submit it to the staff in the NSCI Department office in NRD 301.

## 4. Ph.D. Advising

### 4-1. NSCI Ph.D. Curriculum

Ph.D. in Nutritional Sciences

### 4-2. Ph.D. Program Prerequisites: 60-credit hours

- 1) Students accepted into the 60-credit hour Ph.D. option must have completed 30 hours of graduate course work in nutrition or an area of specialization such as biochemistry, biology, dietetics, public health, exercise science, food science, hospitality/restaurant management, or other major field related to the desired area of study. A master's degree is highly preferred but not required. If a thesis was not completed as a part of the graduate course work, the student's advisory committee reserves the right to determine if a thesis or thesis-equivalent project must be completed.
- 2) Students with a degree or graduate course work in a subject area other than nutrition may be considered for provisional admission with courses completed in the first year of admission to assure a basic nutrition foundation and earning a 3.0 or higher GPA. The graduate faculty committee will determine which courses must be completed within the first year of admission; the courses will be indicated in the applicant's admission letter.

#### Example Nutrition Foundation Courses:

- Biochemistry (undergraduate or graduate level)
- Physiology (undergraduate or graduate level)
- Graduate level nutrition (6 credits)
- Graduate statistics (3 credits)

- 3) Applicants must identify a graduate faculty research advisor willing to work with the student prior to full admission.

### 4-2.1. Course Requirements: 60-Credit Hour Ph.D. Program

The Plan of Study (POS) for a doctoral student is individually planned to develop academic excellence specific to the student's career goals. The selection and organization of courses are made in consultation with the advisor and the student's advisory committee based on the following framework.

#### Required Core Courses

- NSCI 5033 Macronutrients in Human Nutrition
- NSCI 5043 Micronutrients in Human Nutrition
- NSCI 5123 Research Approaches and Translation in Nutritional Sciences
- NSCI 6960 Seminar: Emerging Topics in Nutrition (2 credits, max 4)
- NSCI 6451 Advanced Grant Writing in NSCI, NSCI 5103 Grant Writing for the Professional (GPIDEA), GRAD 5890 (1) Special Topics in Grantsmanship, AGED 5203 Grant Seeking, or equivalent
- STAT 5023 Statistics for Experimenters II, STAT 5083 Statistics for Biomedical Researchers, REMS 6003 Analyses of Variance or equivalent
- NSCI 6000 Doctoral Dissertation (15-40 credits)

#### Area of Specialization

Select three courses to develop an area of specialization (Bioinformatics, Community Nutrition, Molecular Biology, Statistics, etc.) See list of suggested courses below.

### Elective Courses

Select elective courses to reach a minimum of 30 hours of coursework (excluding NSCI 6000) as deemed appropriate by the student's advisory committee.

Students who completed an M.S. in NSCI from OSU (or equivalent degree) must complete a minimum of 20 hours of elective coursework in addition to any core courses they did not complete as part of the M.S. Students must complete at least one graduate course in nutrition in addition to the core courses; this course will be included as part of the area of specialization or elective courses.

Suggested courses for area of specialization or electives as approved by the committee:

- NSCI 5023 Advanced Nutrition in the Pathophysiology of Chronic Disease
- NSCI 5133 Advanced Nutrition for Exercise and Sport
- NSCI 5313 Dietary and Herbal Supplements
- NSCI 5363 Maternal and Child Nutrition
- NSCI 5393 Nutrition and Aging
- NSCI 5443 Precision Nutrition
- NSCI 5553 Global Nutrition and Food Security
- NSCI 5613 Nutrition Education and Behavior Change
- NSCI 5643 Advanced Medical Nutrition Therapy
- NSCI 5713 Public Health Nutrition and Food Policy
- NSCI 5870 Problems in Nutritional Sciences
- NSCI 6033 Functional Foods and Phytochemicals
- NSCI 6870 Independent Study in Nutritional Sciences
- BIOC 5112 Articulation of Research Logic
- BIOC 5753 Biochemical Principles
- BIOC 5824 Biochemical Laboratory Methods
- BIOC 6723 Signal Transduction
- BIOC 6763 Nucleic Acids and Protein Synthesis
- BIOC 6773 Protein Structure and Enzyme Function
- BIOC 6783 Biomembranes and Bioenergetics
- BIOL 5215 Mammalian Physiology
- BIOL 5283 Endocrinology
- CPSY 5173 Gerontological Counseling
- CPSY 5473 Basic Counseling Skills
- CPSY 5503 Multicultural Counseling
- GENE 5102 Molecular Genetics
- GRAD 5193 Preparing Publishable Manuscripts
- HCA 5023 Human Resources in Health Care & Public Administration
- HDFS 5413 Adult Development and Aging
- HDFS 5423 Research Perspectives in Gerontology
- HDFS 5433 Theories of Aging
- HHP 5030: Field Problems in Health and Human Performance
- HHP 5853 Clinical Exercise Testing and Prescription
- HHP 5873 Human Bioenergetics
- HLTH 5113 Psychological Aspects of Health
- HLTH 5133 Environmental Health
- HLTH 5323: Advanced Epidemiology
- ITOX 5203 Bioinformatics
- MGMT 5113 Management and Organization Theory
- MPH 5323 General Epidemiology (also listed as HLTH 5323)
- MPH 5413 Food Safety and Public Health
- MPH 5453 Cultural Issues in Health (also listed as HLTH 5453)

- MPH 5653 Foundations of Public Health Education and Promotion
- MPH 5683 Health Behavior and Public Health
- MPH 5973 Designing Public Health Programs
- REMS 5013 Research Design and Methodology
- REMS 5963 Computer Applications in Nonparametric Data Analyses
- REMS 6013 Multiple Regression Analysis in Behavioral Studies
- REMS 6033 Factor Analysis in Behavioral Research
- REMS 6373 Program Evaluation
- REMS 6663 Applied Multivariate Research in Behavioral Studies
- SCFD 5873 Culture, Society and Education
- SCFD 5913 Introduction to Qualitative Inquiry
- SCFD 6123 Qualitative Research I
- SCFD 6193 Qualitative Research II
- SOC 5213 Techniques of Population Analysis
- SOC 5273 Qualitative Research Methods
- SOC 5333 Global Population and Social Problems
- STAT 5033 Nonparametric Methods
- STAT 5043 Sample Survey Designs
- STAT 5053 Time Series Analysis
- STAT 5063 Multivariate Methods
- STAT 5073 Categorical Data Analysis
- STAT 5091 SAS Programming
- STAT 5303 Experimental Designs

**NOTE:**

NSCI 5303 Human Nutrition and Metabolism I and NSCI 5353 Human Nutrition and Metabolism II are levelling courses and may not be used on a Plan of Study (POS).

NSCI 5412 Dietetic Internship Management Practicum, NSCI 5422 Dietetic Internship Clinical Practicum and NSCI 5432 Dietetic Internship Community Nutrition Practicum are supervised practice experiences associated with the dietetic internship and should be included on the POS to meet Ph.D. degree requirements, if approved by the advisory committee.

#### 4-2.2. Typical Timeline and Deadlines: 60-credit hour Ph.D. Program

Degree Requirements	Recommended timeline <sup>1</sup>	Final deadline
Complete core courses (except seminar)	First two semesters	Prior to completing comprehensive exam
Select advisory committee	Second semester	Third semester (before enrollment for fourth semester)
Submit Plan of Study	Second semester	Third semester (before enrollment for fourth semester)
Submit proposal to committee	Second semester	Third semester (before enrollment for fourth semester)
Become doctoral candidate (after submitting approved Plan of Study and successfully proposing)	Second semester	Third semester (before enrollment for fourth semester)
Complete first hour of seminar (NSCI 6960)	Third semester	Fifth semester
Complete comprehensive exam	Fourth semester	Semester before final semester
Complete second hour of seminar to present dissertation results (NSCI 6960)	Final semester	Nine years from matriculation date to the program.
Defend dissertation	Final semester	Nine years from matriculation date to the program.

<sup>1</sup> Fall and spring semesters only included in the numbering of semesters; summer semesters were not counted. Unless specified otherwise, the deadlines are prior to the end of finals week for the specified semester.

#### Number of hours of enrollment by semester

	9 credits/semester years 1 and 2 <sup>1</sup>			
Year	Fall	Spring	Summer	Total
1	9	9	2	20
2	9	9	2	40
PhD Candidacy				
3	2	2	2	46
4	2	2	2	52
5	2	2	2	58
6	2			60

6 credits/semester years 1 to 3 <sup>1</sup>			
Fall	Spring	Summer	Total
6	6	2	14
6	6	2	28
PhD Candidacy			
6	6	2	42
2	2	2	48
2	2	2	54
2	2	2	60

<sup>1</sup> 9 credits fall and spring semesters is typical, 6 hours is minimum for student with GRA/GTA. Reduced enrollment to 2 hours post candidacy after completion of coursework. Students may take more than 2 hours post-candidacy to complete the degree in a shorter time.

#### Accelerated completion of PhD

	9 credits/semester			
Year	Fall	Spring	Summer	Total
1	9	9	2	20
2	9	9	2	40
PhD Candidacy				
3	9	9	2	60



#### **4-3. Program Prerequisites: 80-Credit Hour Ph.D. Program**

- 1) Students accepted into the 80-credit hour Ph.D. option must hold a Bachelor of Science (B.S.) in nutrition or an area of specialization such as biochemistry, biology, dietetics, public health, exercise science, food science, hospitality/restaurant management, or other major field related to the desired area of study.
- 2) Students with a degree in a subject area other than nutrition may be considered for provisional admission with completion of courses in the first year of admission to assure a basic nutrition foundation and the student earns a 3.0 or higher GPA. The graduate faculty committee will determine which courses must be completed within the first year of admission and will be indicated in the applicant's admission letter.

##### Example Nutrition Foundation Courses:

- Biochemistry (undergraduate or graduate level)
  - Physiology (undergraduate or graduate level)
  - Graduate level nutrition (6 credits)
  - Graduate statistics (3 credits)
- 3) Applicants must identify a graduate faculty research advisor willing to work with the student prior to full admission.
  - 4) The student and advisory committee will collaboratively define the need for and scope of a thesis project or equivalent.

#### **4-3.1 Course Requirements: 80-Credit Hour Ph.D. Program**

The Plan of Study (POS) is individually planned to develop academic excellence specific to the student's career goals. The selection and organization of courses are made in consultation with the advisor and the student's advisory committee based on the following framework.

##### Required Core Courses

- NSCI 5033 Macronutrients in Human Nutrition
- NSCI 5043 Micronutrients in Human Nutrition
- NSCI 5123 Research Approaches and Translation in Nutritional Sciences or equivalent course
- NSCI 6960 Seminar: Emerging Topics in Nutrition (3 credits, max 4)
- NSCI 6451 Advanced Grant Writing in NSCI, NSCI 5103 Grant Writing for the Professional (GPIDEA), GRAD 5890 (1) Special Topics in Grantsmanship, AGED 5203 Grant Seeking, or equivalent
- STAT 5013 Statistics for Experimenters I or REMS 5953 Statistical Methods in Education
- STAT 5023 Statistics for Experimenters II, STAT 5083 Statistics for Biomedical Researchers, REMS 6003 Analyses of Variance or equivalent
- NSCI 6000 Doctoral Dissertation (21-46 credit hours)

##### Area of Specialization

Select three courses to develop an area of specialization (Bioinformatics, Public Health/Community Nutrition, Molecular Biology, Statistics, etc.) See list of suggested courses below.

### Elective Courses

Select elective courses to reach 15-40 credit hours of coursework (excluding NSCI 6000) as deemed appropriate by the student's advisory committee.

Students must complete at least one graduate course in nutrition in addition to the core courses; this course will be included as part of the area of specialization or elective courses.

Suggested courses for area of specialization or electives as approved by the committee:

- NSCI 5023 Advanced Nutrition in the Pathophysiology of Chronic Disease
- NSCI 5133 Advanced Nutrition for Exercise and Sport
- NSCI 5313 Dietary and Herbal Supplements
- NSCI 5363 Maternal and Child Nutrition
- NSCI 5393 Nutrition and Aging
- NSCI 5443 Precision Nutrition
- NSCI 5553 Global Nutrition and Food Security
- NSCI 5613 Nutrition Education and Behavior Change
- NSCI 5643 Advanced Medical Nutrition Therapy
- NSCI 5713 Public Health Nutrition and Food Policy
- NSCI 5870 Problems in Nutritional Sciences
- NSCI 6033 Functional Foods and Phytochemicals
- NSCI 6870 Independent Study in Nutritional Sciences
- BIOC 5112 Articulation of Research Logic
- BIOC 5753 Biochemical Principles
- BIOC 5824 Biochemical Laboratory Methods
- BIOC 6723 Signal Transduction
- BIOC 6763 Nucleic Acids and Protein Synthesis
- BIOC 6773 Protein Structure and Enzyme Function
- BIOC 6783 Biomembranes and Bioenergetics
- BIOL 5215 Mammalian Physiology
- BIOL 5283 Endocrinology
- CPSY 5173 Gerontological Counseling
- CPSY 5473 Basic Counseling Skills
- CPSY 5503 Multicultural Counseling
- GENE 5102 Molecular Genetics
- GRAD 5193 Preparing Publishable Manuscripts
- HCA 5023 Human Resources in Health Care & Public Administration
- HDFS 5413 Adult Development and Aging
- HDFS 5423 Research Perspectives in Gerontology
- HDFS 5433 Theories of Aging
- HHP 5030: Field Problems in Health and Human Performance
- HHP 5853 Clinical Exercise Testing and Prescription
- HHP 5873 Human Bioenergetics
- HLTH 5113 Psychological Aspects of Health
- HLTH 5133 Environmental Health
- HLTH 5323 Advanced Epidemiology
- ITOX 5203 Bioinformatics
- MGMT 5113 Management and Organization Theory
- MPH 5323 General Epidemiology (also listed as HLTH 5323)
- MPH 5413 Food Safety and Public Health
- MPH 5453 Cultural Issues in Health (also listed as HLTH 5453)
- MPH 5653 Foundations of Public Health Education and Promotion

- MPH 5683 Health Behavior and Public Health
- MPH 5973 Designing Public Health Programs
- REMS 5013 Research Design and Methodology
- REMS 5963 Computer Applications in Nonparametric Data Analyses
- REMS 6013 Multiple Regression Analysis in Behavioral Studies
- REMS 6033 Factor Analysis in Behavioral Research
- REMS 6373 Program Evaluation
- REMS 6663 Applied Multivariate Research in Behavioral Studies
- SCFD 5873 Culture, Society and Education
- SCFD 5913 Introduction to Qualitative Inquiry
- SCFD 6123 Qualitative Research I
- SCFD 6193 Qualitative Research II
- SOC 5213 Techniques of Population Analysis
- SOC 5273 Qualitative Research Methods
- SOC 5333 Global Population and Social Problems
- STAT 5033 Nonparametric Methods
- STAT 5043 Sample Survey Designs
- STAT 5053 Time Series Analysis
- STAT 5063 Multivariate Methods
- STAT 5073 Categorical Data Analysis
- STAT 5091 SAS Programming
- STAT 5303 Experimental Designs

**NOTE:**

NSCI 5303 Human Nutrition and Metabolism I and NSCI 5353 Human Nutrition and Metabolism II are levelling courses and may not be used on a Plan of Study (POS).

NSCI 5412 Dietetic Internship Management Practicum, NSCI 5422 Dietetic Internship Clinical Practicum and NSCI 5432 Dietetic Internship Community Nutrition Practicum are supervised practice experiences associated with the dietetic internship and should be included on the POS to meet Ph.D. degree requirements, if approved by the advisory committee.

### 4-3.2 Typical Timeline and Deadlines: 80-Credit Hour Ph.D. Program

Degree Requirements	Recommended timeline <sup>1</sup>	Final deadline
Complete core courses (except seminar)	First four semesters	Prior to completing comprehensive exam
Select advisory committee	Second semester	Third semester (before enrollment for fourth semester)
Submit Plan of Study	Second semester	Third semester (before enrollment for fourth semester)
Complete first hour of seminar (NSCI 6960)	Third/ Fourth semester	Fifth semester
Submit proposal to committee	Fourth semester (or semester after rotations if in the DI)	Fifth semester (before enrollment for sixth semester)
Become doctoral candidate	Fourth semester (or semester after rotations if in the DI)	Fifth semester (before enrollment for sixth semester)
Complete comprehensive exam	Eighth semester	Semester before final semester
Complete third hour of seminar to present dissertation results (NSCI 6960)	Final semester	Nine years from matriculation date to the program.
Defend dissertation	Final semester	Nine years from matriculation date to the program.

<sup>1</sup> Fall and spring semesters only included in the numbering of semesters; summer semesters were not counted. Unless specified otherwise, the deadlines are prior to the end of finals week for the specified semester.

### 80-Credit Hour Example Completion Plan

Year	Number of hours of enrollment by semester <sup>1</sup>			Total Credit Hours
	Fall	Spring	Summer	
1	9 credit hours	9 credit hours	2 credit hours	20
2	8 credit hours	10 credit hours	2 credit hours	40
PhD Candidacy <sup>2</sup>				
3	6 credit hours	6 credit hours	2 credit hours	54
4	6 credit hours	6 credit hours	2 credit hours	68
5	6 credit hours	6 credit hours		80

<sup>1</sup> 9-credit hours in fall and spring semesters is typical, 6 credit hours is minimum for student with GRA/GTA, 12-credit hours is maximum.

<sup>2</sup> Ph.D. candidate students may enroll in a minimum of 2-credit hours and be considered full-time, extending time to degree completion.

#### 4-4. Graduate Student Advisory Committee for Ph.D. Students

The Ph.D. degree advisory committee consists of a minimum of 4 members. The chair and at least two members of the committee must be members of the [NSCI graduate faculty](#). One member must be an OSU graduate faculty member from outside of the NSCI department. All committee members must be members of the OSU Graduate Faculty with appointments that authorize them to serve on doctoral committees.

##### Additional Ph.D. Advisory Committee Requirements:

- Any full member of the graduate faculty or associate members with authority to serve on doctoral committees can advise a dissertation.
- The advisory committee must have a “Chair”.
- The Chair must be a Full Member of the OSU Graduate Faculty with “doctoral chairing privileges” granted by Group 1 Biological Sciences.
  - The Chair must hold an OSU tenure-track appointment at the level of assistant professor or higher and have documented mentoring activity and research accomplishments.

##### Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:

- **Chair:** The primary responsibility of the chair of a graduate student’s advisory committee is to monitor the progress of the student toward degree completion. The chair is commonly the research advisor, but this is not a requirement. The chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The chair’s duties include convening meetings of the advisory committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis/dissertation submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the chair is not also the advisor, the chair should serve as a liaison with the research advisor with regard to progress of research in fulfillment of degree requirements.
- **Expert Committee Member(s):** The expert members provide expertise and counsel that serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. An expert member’s responsibilities include guiding the research, scholarly or creative activities throughout the process; approving the Plan of Study; reviewing draft documents; attending regular meetings of the advisory committee; and interacting regularly with advisory committee members to facilitate and monitor degree completion progress.
- **Outside Committee Member:** The advisory committee must also include one outside member who serves as the representative of the Graduate College and ensures a high level of integrity in the processes that the advisory committee utilizes to review and evaluate the student throughout the graduate program. The outside member must be a member of the OSU faculty and Graduate Faculty. The outside member must not be a faculty member from the academic unit or graduate program of either the graduate student, advisor or the chair of the advisory committee. The outside member ensures that appropriate academic standards are applied in evaluating the student, and that the student is dealt with in a fair manner consistent with OSU policies. The outside member also provides expert advice when appropriate to the student in the conduct of research and writing of the dissertation.

#### **4-5. Procedure for Establishing Advisory Committee**

The student will work with their advisor to identify appropriate committee members. Although the student has the ultimate responsibility for recommending their advisory committee membership, their advisor is a valued resource who can provide insight that will help the student make informed decisions. The student should meet with potential advisory committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an advisory committee member. The potential committee members will be contacted by the student or advisor and asked to serve on the student's committee.

A student's advisory committee membership is official when the Plan of Study (POS) is signed. The POS will be submitted online to the Graduate College. Committee members will receive electronic requests to sign the POS as soon as the student submits the form online at: [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

#### **4-6. Changes to the Advisory Committee**

When members of a student's advisory committee change, the student should complete the Graduate College's [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) (submit the form electronically through the Graduate Student Round-Up at [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623)). Emails are sent to the committee members from the Graduate College when the form is submitted online.

#### **4-7. Plan of Study (POS)**

The POS is the advisory committee and Graduate College's contract with the graduate student regarding the courses they will take for their doctoral degree. No grade below a "B" in NSCI core courses may be counted toward the degree. Credit for all courses on a graduate Plan of Study must have been awarded within 10 years of completion of all degree requirements. The POS is submitted online at [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

When preparing the POS, all Ph.D. students should select the 60-hour button. Those in the 60-credit hour plan will list courses meeting a minimum of 60 credit hours; likewise, those in the 80-credit hour plan will list course work meeting a minimum of 80 credit hours.

See <https://gradcollege.okstate.edu/resources/current-student-resources.html>, under Forms and Templates, for additional information on the POS.

#### **4-8. When to File POS**

The POS for Ph.D. students should be filed no later than the end of the student's third semester of enrollment. The student must submit the POS before enrolling for the next semester.

A student may request one extension for filing a Plan of Study. The form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

#### **4-9. When to Submit a Revised POS**

If necessary, students should submit a revised (final) POS as they near the maximum number of hours allowed for the tuition waiver (66 or 88 hours) or prior to submitting the Graduation Clearance form. These forms should be submitted by the end of the second week of the semester (or the first week during summer) in which the student will complete the degree requirements. Please refer to the Graduate College webpage for deadlines (<https://gradcollege.okstate.edu/gc-calendar.html>). The form is available at <https://gradcollege.okstate.edu/resources/current-student-resources.html>, under Plan of Study.

Process for filing a revised POS: If the POS has been approved by the Graduate College in the online POS application, simply log in to [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) and revise the approved plan. The system will load the complete plan that has been approved and allow the student to make changes then resubmit the POS. If it has not been approved by the Graduate College, contact the Graduate College and ask them to reject the POS so it can be modified.

#### **4-10. Formal Dissertation Proposal**

The doctoral student demonstrates their ability to apply foundational knowledge to a research problem by developing a quality dissertation proposal.

The dissertation proposal should include the following:

- an introduction to a literature review, including statement of and justification for the research problem
- research hypotheses, specific aims and/or research questions
- plan for methods and procedures
- plan for statistical analysis
- preliminary data (if appropriate)
- proposed plan of study

The student/advisor should provide a copy of the proposal for the advisory committee at least a week before a scheduled meeting. During the meeting, the student will deliver a 30-minute oral presentation on their proposed research project and plan of study. Once the doctoral advisory committee approves the formal dissertation proposal, the committee members will sign a copy of the proposal cover sheet for the student's file to verify the proposal was approved. The student submits a copy of the signed proposal cover sheet to the NSCI department office and submits an electronic copy of the approved proposal to each member of the doctoral advisory committee.

Students who have successfully proposed their dissertation research and have an approved Plan of Study on file with the Graduate College should obtain committee signatures on the Admission to Doctoral Candidacy Form ([see section 4-14](#)). The form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

Data collection may occur only after the formal dissertation proposal is approved by the student's advisory committee and appropriate IRB/IACUC approval is secured. However, an exception to this policy is made in cases in which data included in the dissertation research is a part of the advisor's on-going program of research and the advisor has already obtained IRB/IACUC approval or the research is exempt from regulatory compliance approval (i.e., considered non-human and non-animal research).

#### **4-11. Admission to Doctoral Candidacy**

To be admitted to candidacy, a doctoral student must have:

- an approved Plan of Study on file with the Graduate College and
- a dissertation proposal approved by the student's graduate committee.

After completing the above stated criteria, the student should download the Admission to Doctoral Candidacy form from the Graduate College available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617) and complete the basic information. The student requests signatures from their advisory committee members. The student then submits the form for signature to the NSCI Graduate Coordinator and Dean of the

Graduate College. Once the form is signed by the Dean of the Graduate College, the student is a doctoral candidate.

After admission to candidacy, students may enroll in as few as 2 credit hours per semester. Doctoral students must be enrolled for at least six months as a doctoral candidate (i.e. formal admission to candidacy with paperwork filed) prior to graduation.

#### **4-12. Comprehensive Exams**

The purpose of the comprehensive exams is to assess each student's understanding of the many aspects of nutrition with the focus on the student's area of specialization. Students are eligible to take their comprehensive exams after:

- 1) admission to doctoral candidacy; and
- 2) successfully completing a minimum of three courses in the area of specialization.

Students should plan to take their comprehensive exams after completion of core courses and major electives for their area of specialization, around the end of the fourth semester for 60-hour and eighth semester for 80-hour students, and prior to their final anticipated semester. Beyond these general guidelines, the specific timing of the exam should be determined by the student's committee chair and the advisory committee. Comprehensive exams may be scheduled at any time during the academic year. Specific dates and times, as well as length of preparation for the exam, are determined by the student's committee chair and advisory committee members.

The doctoral student should notify the department's Graduate Coordinator at least one month prior to the exam date so the Graduate Coordinator may verify the student has completed all requirements before taking the exams.

##### Written Comprehensive Exam:

The doctoral student's committee chair, in consultation with the advisory committee members, coordinates and administers the comprehensive exams. The student will be expected to complete one of the following options:

- Grant proposal – Find a request for proposals (RFP) for a funding agency at the state, federal, or large private level, as deemed rigorous and appropriate by the committee, and write a grant proposal fulfilling that RFP.
- Systematic or critical review – Complete a systematic or critical review on a topic within your specialty area of research and write a publishable manuscript in the format of a peer-reviewed journal.

The proposal or manuscript is due to the committee members at least two weeks before the oral comprehensive exam meeting. Students should receive written and/or verbal feedback from individual committee members following the oral comprehensive exam meeting and once their written exam is graded. This feedback should be provided to the student from all committee members within two weeks of completing the oral exam. To further prepare the student for grant writing and manuscript submission:

- a scoring rubric is available in Appendix E for the grant proposal.
- A format for journal peer reviewer comments is available in Appendix F.

##### Oral Comprehensive Exam:

This meeting must be scheduled at a time when all committee members can be present in person or via some means of telecommunication. During this meeting, the student will have 20-30 minutes to present and defend their proposal or manuscript to their committee. The committee members may then ask the student to clarify information related to the written comprehensive exam. In addition to questions related to clarification of the proposal/manuscript, the committee is also encouraged to provide questions on content areas that members deem important to the student's expertise and development on which the student



should have studied and should be prepared to discuss during the oral exam meeting. The student must receive a “pass” on the proposal/ manuscript presentation and discussion of all content areas to pass the comprehensive exams.

In accordance with OSU Graduate College requirements, students who do not pass the comprehensive exams may retake the exams after a four-month waiting period, and only two attempts are allowed.

- Students who retake written comprehensive exam questions must submit a notification to the Graduate Coordinator of plans to retake the exam.
- In a second attempt to pass the comprehensive exam, students are required to retake content areas failed on the first attempt.
- Content areas passed on the first attempt are not retaken during the second attempt.
- Any student who does not pass the comprehensive exams after two attempts will be dismissed from the doctoral program.

#### **4-13. Dissertation Process**

Graduate students should follow the “Thesis/Dissertation Manual” available on-line from the Graduate College at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

Process:

- The student prepares the dissertation proposal.
  - A copy of the proposal with the committee members’ signatures is kept in the student’s file in the department.
- Appropriate research approval (i.e. IRB or IACUC) is required for research involving human subjects or animals.
  - The advisor and student must submit the IRB or IACUC application and be current in the human subjects or animal use training (i.e., have a certificate of completion for the on-line training modules or OSU training sessions).
  - A copy of the IRB or IACUC approval notification memo is included in the dissertation.
- Data collection begins only after IRB or IACUC approval and the proposal is approved by the committee (unless the data is part of the advisor’s program of research and the advisor has already obtained approval).
- The advisor may determine if a “manuscript style” or “traditional dissertation format” will be used for the dissertation.
  - If “manuscript style” is used, the advisor determines format.
  - Generally, this format involves replacing Chapters 3 through 5 of the dissertation (Methods, Results and Discussion) with the manuscript(s).
    - The student should follow the “Thesis/Dissertation Manual” guidelines for general formatting issues. The guidelines are available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
- The student attends a Thesis/Dissertation Workshop (or Webinar) sponsored by the Graduate College. To access the webinar, log into the Graduate Student Round-up site through <http://planofstudy.okstate.edu/> and select “Thesis/Dissertation Webinar” from the menu.
- The student prepares the dissertation using the template or the uniform formatting guidelines provided by the Graduate College: [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
- Once the final draft of the dissertation is approved by the advisor, copies of the ‘final draft’ are provided to committee members to read and review at least two weeks before the defense date.
- A dissertation defense meeting is held with all members of the advisory committee. See section 4-15 for expectations on the committee’s attendance at the oral defense.
- The student must take two forms to the defense meeting: 1) Dissertation Oral Defense Result Form (complete on GC Round-up Plan of Study portal) and the 2) Dissertation

Signature Approval Form (printed). Both are available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

- At the conclusion of the meeting, if the committee agrees the student passed the examination, the committee members sign the Dissertation Oral Defense Results form electronically in the GC Round-up Plan of Study portal.
- The student completes revisions to the dissertation and obtains committee approval/signatures. (Note: committee signatures may be obtained at the dissertation defense if the dissertation draft is acceptable to the committee pending corrections. The advisor typically signs the dissertation approval page after the student makes all corrections.)
- The student electronically submits the final copy to the Graduate College.
- The student submits a paper copy of the Dissertation Signature Approval Form to the Graduate College. NOTE: It is highly recommended that a copy of the form be added to the student's graduate file in the NSCI office.
- If requested by the Graduate College, the student submits corrections in thesis formatting by the deadline.

#### 4-14. Dissertation Oral Defense

Once the final draft of the dissertation is approved by the advisor, the oral dissertation defense should be scheduled with the advisory committee. The meeting should be held at a time when all advisory committee members can be present in person. The student, chair and outside member must be physically present. In the event of scheduling challenges, technology, such as teleconferencing and videoconferencing, may be used for a physically absent research advisor (when different from the chair) or expert member(s). In exceedingly rare cases where scheduling is particularly challenging, the Graduate College must approve alternative attendance formats.

The student should notify the staff in the NSCI Department office a minimum of two weeks prior to the scheduled date so that appropriate announcement of the meeting time and place can be advertised to interested parties at least one week in advance.

The oral presentation portion of the meeting is open to all interested parties who would like to attend. This open session will be followed by a closed meeting of the student with the advisory committee. During the closed meeting the committee will ask questions related to the dissertation. At the conclusion of the meeting, the student is provided specific instruction as to the revisions that are required for the dissertation to be "complete". At the conclusion of the meeting, if the committee agrees the student passed the examination, the committee members sign the Thesis/Dissertation Oral Defense Results form electronically in the GC Round-up Plan of Study portal.

The dissertation oral defense will be used to assess the research knowledge of doctoral students. A scoring rubric is available in Appendix G.

#### 4-15. Dissertation Deadlines

Refer to the "Graduate College Academic Calendar" for deadlines pertaining to dissertation submission: <https://gradcollege.okstate.edu/gc-calendar.html>.

The following items must be submitted to the Graduate College by the deadline:

- Graduation Clearance form available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89620](https://canvas.okstate.edu/courses/31330/modules#module_89620).
- Application to Graduate (filed in Banner once the Graduation Clearance Form has been approved by the Graduate College)
- Dissertation Oral Defense Results. A template of the form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

- Dissertation Signature Approval Form. A template of the form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
- Final online submission of dissertation

#### 4-16. Ph.D. Student Competencies

Doctoral students will gain experience in *Generating Knowledge*, *Sharing Knowledge*, *Community Engagement*, and *Resource Generation*, as well as in NSCI and supporting content areas (please refer to Appendix E). Examples given are illustrative rather than prescriptive.

To develop competence, Ph.D. students will engage in all the activities listed under *Generating Knowledge*. For *Sharing Knowledge*, each doctoral student is expected to complete at least one of the activities listed during their Ph.D. program and present at least one seminar, research presentation, or poster to their committee or at a professional meeting each year.

Participation in *Community Engagement* and *Resource Generation* activities will be determined by the student's committee based on the student's career goals. Recognizing the importance of accountability, the student (in consultation with their committee) will document the necessary experiences to be completed during the doctoral program to achieve competence. The annual doctoral review will serve as a mechanism to gauge the student's progress. By the end of their program, the Ph.D. student should develop a portfolio that documents their accomplishments relative to these experiences.

The notion of *reflective practice*, that is, observation and reflection plus practice, critique and reflection, will permeate doctoral students' experiences. Instilling this concept in doctoral students facilitates an understanding that reflective practice is another method of learning in addition to reading the scholarly literature, attending conferences, etc.

#### 4-17. Annual Review of Ph.D. Students

To document achievement of doctoral competencies, all Ph.D. students are expected to complete an annual review (self-assessment) in March-April each year (Appendix E). The purpose is to report progress toward completion of NSCI Ph.D. requirements, completion of activities in the four competency areas (*Generating Knowledge*, *Sharing Knowledge*, *Community Engagement*, and *Resource Generation*), and progress in research and the dissertation. The student's committee evaluates the student's progress and provides feedback to students regarding their program of study, as well as to help faculty and committee members suggest/provide relevant opportunities to their advisees. The timeline for completion of the annual review process is outlined below.

March 15

- Ph.D. students receive the annual review form from the Graduate Coordinator.

March-April

- Students in their first year of study use the annual review to summarize their accomplishments from the beginning of their doctoral program through the end of the spring semester.
- All other Ph.D. students receive the previous year's report and add progress made during the academic year (i.e., summer, fall, and spring semesters); including progress toward the four competency areas and recommendations presented in the review from the previous year.

May 1

- The student submits the cumulative annual review report to their advisor and Mary Hammack, Graduate Liaison.

May-July

- The advisor reviews the form submitted by the student and prepares the evaluation portion of the Annual Review of NSCI Doctoral Student Form for the committee and provides written feedback to the student.
- The student meets with their advisory committee for an annual progress evaluation. Committee members will provide feedback to the student and sign the NSCI annual review form that will be kept in the student's department file. Students should receive written feedback on their progress by the end of summer and prior to fall semester.
- Upon receiving the written feedback, and if desired, the Ph.D. student may request a meeting with their committee chair to further discuss the student's progress and the chair's suggestions/recommendations for the student.

## 5. M.S. Advising

### 5-1. M.S. in NSCI Curriculum

- M.S. in NSCI, Dietetics Research option, thesis and non-thesis plans
- M.S. in NSCI, Dietetics Practice option
- M.S. in NSCI, Nutrition option, thesis and non-thesis plans
- M.S. in NSCI, Dietetics, internet-based program, non-thesis plan

### 5-2. Prerequisites for M.S. in NSCI Program

B.S. degree in nutritional sciences. If the B.S. degree is in a subject area other than nutrition, a minimum of 30 credits of undergraduate nutrition-related coursework is needed. At least one course in biochemistry and physiology and one upper-level nutrition course are required prior to full admission to the program.

### 5-3. M.S. Course Requirements

The Plan of Study (POS) for a M.S. degree student is individually planned to develop academic excellence specific to the student's career goals. The selection and organization of courses are made in consultation with the advisor and the student's advisory committee. Students have the option of choosing between a thesis or non-thesis plan as indicated below.

#### M.S. NSCI Dietetics Research Option

This option is designed for students who aim to earn a M.S. degree and complete the accredited Dietetic Internship program. Students applying for this option must have completed an ACEND accredited Didactic Program in Dietetics and have a verification statement.

Students may choose between a thesis or non-thesis plan.

- 1) The *thesis* plan requires a minimum of 36 credit hours that includes 28 core credit hours and 8 elective credit hours in an area of specialization. All credit hours must be completed in courses numbered 5000 and above.
- 2) The *non-thesis* plan requires a minimum of 36 credit hours that includes 25 core credit hours and 11 elective credit hours in an area of specialization. All credit hours must be completed in courses numbered 5000 and above.

Both the thesis and non-thesis plans include the dietetic internship practicum courses, as indicated below.

#### M.S. NSCI Dietetics Practice Option

This option is designed for students who aim to earn a M.S. degree and complete the accredited Dietetic Internship program in an accelerated manner and who plan to go into clinical, community or food service management practice immediately after graduation. Students applying for this option must have completed an ACEND accredited Didactic Program in Dietetics and have a verification statement. Students in this option are not eligible for NSCI assistantships due to the accelerated nature (i.e., heavy course load) of this option. This option requires a minimum of 32 credit hours (22 hours of core courses, 11 hours of elective courses in an area of specialization) and includes the dietetic internship practicum courses, as indicated below.

#### M.S. NSCI Nutrition Option

This option is designed for students who aim to earn a M.S. degree in Nutrition. Students completing this option will not be eligible to sit for the registered dietitian nutritionist credentialing exam.

Students may choose between a thesis or non-thesis plan.

- 1) The *thesis* plan requires a minimum of 30 credit hours that includes 19 core credit hours and 11 elective credit hours in an area of specialization. All credit hours must be completed in courses numbered 5000 and above.
- 2) The *non-thesis* plan requires a minimum of 34 credit hours that includes 16 core credit hours and 18 elective credit hours in an area of specialization. All credit hours must be completed in courses numbered 5000 and above.

NSCI 5412, NSCI 5422 and NSCI 5432 are supervised practice experiences associated with the dietetic internship and are not required for the MS NSCI Nutrition degree option.

### **Core Requirements (Dietetics Research and Nutrition Options)**

- NSCI 5000 Research in Nutritional Sciences (thesis plan-6 credits) or NSCI 5843 Non-thesis Graduate Capstone Course
- NSCI 5033 Macronutrients in Human Nutrition
- NSCI 5043 Micronutrients in Human Nutrition
- NSCI 5123 Research Approaches and Translation in Nutritional Sciences
- NSCI 5960 Seminar in Nutritional Sciences (1 hr credit; max 2)
- REMS 5953 Statistical Methods in Education or STAT 5013 Statistics for Experimenters I
- NSCI 5412 Dietetic Internship Management Practicum (Dietetics Research option)
- NSCI 5422 Dietetic Internship Clinical Practicum (Dietetics Research option)
- NSCI 5432 Dietetic Internship Community Practicum (Dietetics Research option)
- NSCI 5643 Advanced Medical Nutrition Therapy (Dietetics Research option)

### **Core Requirements (Dietetics Practice Option)**

- NSCI 5123 Research Approaches and Translation in Nutritional Sciences
- NSCI 5960 Seminar in Nutritional Sciences (1 hr credit; max 2)
- NSCI 5403 Contemporary Issues in Nutrition
- NSCI 5412 Dietetic Internship Management Practicum
- NSCI 5422 Dietetic Internship Clinical Practicum
- NSCI 5432 Dietetic Internship Community Practicum
- NSCI 5643 Advanced Medical Nutrition Therapy
- NSCI 5613 Nutrition Education and Behavior Change
- NSCI 5713 Public Health Nutrition and Food Policy

### **Electives for Area of Specialization**

- NSCI 5023 Advanced Nutrition in the Pathophysiology of Chronic Disease
- NSCI 5133 Advanced Nutrition for Exercise and Sport
- NSCI 5313 Dietary and Herbal Supplements
- NSCI 5363 Maternal and Child Nutrition
- NSCI 5393 Nutrition and Aging
- NSCI 5443 Precision Nutrition
- NSCI 5553 Global Nutrition and Food Security
- NSCI 5613 Nutrition Education and Behavior Change
- NSCI 5643 Advanced Medical Nutrition Therapy
- NSCI 5713 Public Health Nutrition and Food Policy
- NSCI 5870 Problems in Nutritional Sciences
- NSCI 6033 Functional Foods and Phytochemicals
- NSCI 6870 Independent Study in Nutritional Sciences
- BIOC 5102 Molecular Genetics
- BIOC 5112 Articulation of Research Logic
- BIOC 5753 Biochemical Principles
- BIOC 5824 Biochemical Laboratory Methods
- BIOC 6723 Signal Transduction

- BIOL 5215 Mammalian Physiology
- BIOL 5283 Endocrinology
- CPSY 5173 Gerontological Counseling
- CPSY 5473 Basic Counseling Skills
- CPSY 5503 Multicultural Counseling
- GENE 5102 Molecular Genetics
- GRAD 5193 Preparing Publishable Manuscripts
- HCA 5043 Organizational Leadership and Development in Health Care
- HCA 5103 Introduction to Global Health
- HHP 5030 Field Problems in Health and Human Performance
- HHP 5853 Clinical Exercise Testing and Prescription
- HHP 5873 Human Bioenergetics
- HLTH 5113 Psychological Aspects of Health
- HLTH 5133 Environmental Health
- HLTH 5323 Advanced Epidemiology
- HLTH 5983 Implementation and Evaluation of Public Health Programs
- ITOX 5203 Bioinformatics
- MPH 5323 General Epidemiology
- MPH 5413 Food Safety and Public Health
- MPH 5453 Cultural Issues in Health
- MPH 5653 Foundations of Public Health Education and Promotion
- MPH 5683 Health Behavior Theory and Practice for Public Health
- MPH 5973 Designing Public Health Programs
- REMS 6003 Analyses of Variance
- SCFD 5913 Introduction to Qualitative Inquiry
- STAT 5023 Statistics for Experimenters II
- STAT 5043 Sample Survey Design
- STAT 5083 Statistics for Biomedical Researchers
- STAT 5303 Experimental Designs

**NOTE:** NSCI 5303 Human Nutrition and Metabolism I and NSCI 5353 Human Nutrition and Metabolism II are levelling courses and may not be used on a plan of study.

#### 5-4. Typical Timeline and Deadlines for M.S. Students in the Dietetics Research and Nutrition Options

Degree Requirements	Recommended timeline <sup>1</sup>	Final deadline
Complete core courses (except seminar)	First two semesters	Fourth semester
Select advisor	First semester	Second semester (before enrollment for third semester)
Decide on thesis or non-thesis option <sup>2</sup>	First semester	Second semester (before enrollment for third semester)
Select advisory committee	Second semester	Second semester (before enrollment for third semester)
Submit Plan of Study	Second semester	Second semester (before enrollment for third semester)
Submit proposal to committee for thesis option	Second semester	Twelve months from matriculation date
Defend thesis or pass non-thesis graduate capstone class	Third or fourth semester	Seven years from matriculation date into the program
Dietetics Research ONLY: Move on to DI rotations	Fourth semester or summer after fourth	



	semester	
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<sup>1</sup> Fall and spring semesters only included in the numbering of semesters; summer semesters are not counted.

Unless specified otherwise, the deadlines are prior to the end of finals week for the specified semester.

<sup>2</sup> An accelerated degree completion timeline and plan of study for students completing the Dietetics Research or Nutrition option, non-thesis plan is available in [Appendix C](#).

### 5-5. Typical Timeline and Deadlines for M.S. Students in the Dietetics Practice Option

Degree Requirements	Recommended timeline <sup>1</sup>	Final deadline
Select advisor	First semester	End of first semester (before enrollment for second semester)
Select advisory committee	First semester	End of first semester (before enrollment for second semester)
Submit Plan of Study	First semester	End of first semester (before enrollment for second semester)
Complete core courses on campus	Second semester/ Spring	
Move on to DI rotations and finish online core courses	Third semester/ Summer	

<sup>1</sup> Unless specified otherwise, the deadlines are prior to the end of finals week for the specified semester.

<sup>2</sup> A degree completion timeline and plan of study for students completing the Dietetics Practice is available in [Appendix C](#).

### 5-6. M.S. NSCI Dietetics, Online Program

Students admitted to the online M.S. Dietetics program must be a Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN); be eligible to sit for the national credentialing exam to become a RDN; or, hold a verification statement from an Accreditation Council for Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics. The program is completed through the Great Plains Interactive Distance Education Alliance (GPIDEA, <http://gpidea.okstate.edu/>). Students must have internet access and regular access to a computer with one of the following operating systems: Mac, Windows, Linux, iOS or Android. Use the latest version of your preferred web browser (Internet Explorer, Mozilla Firefox, Google Chrome, etc.).

The M.S. in Dietetics requires completion of 36 credit hours, including 18 core credits and 18 elective credits. Listed below are NSCI graduate courses included in the GPIDEA program. These courses (listed as Outreach Permission Required in the class schedule) are available to on-campus OSU graduate students only if there are openings after all GPIDEA students have enrolled. Enrollment in these courses does not count toward enrollment required for students who receive tuition waivers and tuition waivers will not apply to these courses.

#### Core Requirements

- STAT 5013 Statistics for Experimenters 1
- NSCI 5033 Macronutrients in Human Nutrition<sup>1</sup>
- NSCI 5043 Micronutrients in Human Nutrition<sup>1</sup>
- NSCI 5123 Research Approaches and Translation in Nutritional Sciences<sup>1</sup>
- NSCI 5963 Environmental Scanning and Analysis
- NSCI 5843 Non-Thesis Graduate Capstone<sup>1</sup>

#### Electives

- NSCI 5053 Functional Foods for Chronic Disease Prevention
- NSCI 5103 Grant Writing for the Professional
- NSCI 5133 Advanced Nutrition for Exercise and Sport<sup>1</sup>
- NSCI 5203 Nutrition and Wellness
- NSCI 5213 Entrepreneurship in Food Service and Dietetics



- NSCI 5223 Advanced Nutrition Across the Life Span
- NSCI 5240 Contemporary Issues in Nutrition
- NSCI 5313 Dietary and Herbal Supplements
- NSCI 5323 Nutrition and Physical Activity in Aging
- NSCI 5363 Maternal and Child Nutrition<sup>1</sup>
- NSCI 5373 Childhood Nutrition<sup>1</sup>
- NSCI 5443 Nutrigenomics and Nutrigenetics<sup>1</sup>
- NSCI 5513 Public Health Nutrition<sup>#</sup>
- NSCI 5543 Obesity Prevention Across the Life Span<sup>1</sup>
- NSCI 5553 Global Nutrition and Food Security<sup>1</sup>
- NSCI 5613 Advanced Nutrition Education and Counseling<sup>1,2</sup>
- NSCI 5643 Advanced Medical Nutrition Therapy<sup>1</sup>
- NSCI 5683 Fundamentals of Leadership in Dietetics
- NSCI 5713 Advanced Community Nutrition<sup>1,2</sup>
- NSCI 5753 Health Care Administration
- NSCI 5913 Nutritional Epidemiology<sup>1</sup>
- NSCI 6033 Phytochemicals in Reduction of Chronic Disease<sup>1</sup>
- NSCI 6223 Nutrition in Immunology
- NSCI 6243 Nutrition and Cancer
- NSCI 6643 Clinical Aspects of Nutrition Support

<sup>1</sup>Sections of this course are available to Stillwater-based students. Students in the Dietetics Research and Nutrition options should enroll in on-campus section of these courses unless they receive permission to enroll in the Outreach Permission Required (GP IDEA) section from their advisor and the Graduate Coordinator.

<sup>2</sup>The GPIDEA section of NSCI 5513 is equivalent to NSCI 5713 that is offered on the Stillwater campus. The GPIDEA section of NSCI 5713 is equivalent to NSCI 5613 that is offered on the Stillwater campus. The GPIDEA section of NSCI 5613 is somewhat different from NSCI 5613 in Stillwater but students may not receive credit for taking both classes.

### 5-7. M.S. Graduate Student Advisory Committee

The minimum number of M.S. degree advisory committee members is three. For students in the Nutrition option, the chair and at least one member of the committee must be members of the [graduate faculty](#) in the NSCI Department. For students in the GPIDEA Dietetics option, the chair is the Associate Dean, Academic Programs and Services and the committee members will consist of the NSCI Department Chair and Graduate Coordinator. All committee members must be members of the OSU Graduate Faculty with appointments that authorize them to serve on graduate committees.

#### Roles, Responsibilities and Qualifications of the Chair and Advisory Committee Members:

Chair: The primary responsibility of the chair of a graduate student's advisory committee is to monitor the progress of the student toward degree completion. The chair is commonly the research advisor, but this is not a requirement. The chair must have a strong familiarity with the academic requirements appropriate to the degree sought. The chair's duties include convening meetings of the advisory committee, as appropriate; ensuring compliance with University and Graduate College policies, procedures and requirements; overseeing the Plan of Study and thesis submission processes; and ensuring that the research topic undertaken is appropriate to satisfy degree requirements with the results openly accessible. If the chair is not also the advisor, the chair should serve as a liaison with the advisor with regard to progress of research in fulfillment of degree requirements.

Expert Committee Member(s): The expert members provide expertise and counsel that serve the graduate student in attaining the research, scholarly, creative or professional preparation goal that is worthy of the degree sought. An expert member's responsibilities include guiding the research, scholarly or creative activities throughout the process, approving the Plan of Study, reviewing draft documents, attending regular meetings of the advisory committee, and interacting regularly with advisory committee members to facilitate and monitor degree completion progress.

#### **5-8. Procedure for Establishing Advisory Committee**

The student will work with their advisor to identify appropriate committee members. Although the student has the ultimate responsibility for recommending their advisory committee membership, their advisor is a valued resource who can provide insight that will help the student make informed decisions. The student should meet with potential advisory committee members prior to recommending them to better understand their experience, availability, mentoring style and willingness to serve as an advisory committee member. The potential committee members will be contacted by the student or advisor and asked to serve on the student's committee.

A student's advisory committee membership is official when the Plan of Study (POS) is signed. The POS will be submitted online to the Graduate College. Committee members will receive electronic requests to sign the POS as soon as the student submits the form online at: [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

#### **5-9. Changes to the Advisory Committee**

When members of a student's advisory committee change, the student should complete the Graduate College's Committee Change Request form. Submit the form electronically through the Graduate Student Round-Up at [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623). Emails are automatically sent to the committee members from the Graduate College when the form is submitted online.

#### **5-10. Plan of Study (POS)**

The POS is the advisory committee and Graduate College's contract with the graduate student regarding the courses they will take for their degree. No grade below a "B" in NSCI core courses may be counted toward the degree. Credit for all courses on a graduate Plan of Study must have been awarded within 10 years of completion of all degree requirements. The POS is submitted online at: [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623)

See [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) for additional information on the POS.

#### **5-11. When to File POS**

The POS should be filed no later than the end of the student's second semester of enrollment. The student must submit the POS before enrolling for the next semester.

A student may request one extension for filing a Plan of Study. For a copy of the form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

#### **5-12. Plans of Study for Students enrolled in M.S. NSCI Dietetics Research option**

Graduate students who are dietetic interns have special requirements for their POS. The semester of graduation on the POS should be the semester in which the dietetic internship practicum courses are *completed*. The student should work closely with the Dietetic Internship Director to determine practicum course *completion* dates.

### 5-13. When to Submit a Revised POS

If necessary, students should submit a revised (final) POS as they prepare to enroll in the maximum number of hours allowed for the tuition waiver (Dietetics Research: 39 hours for thesis and non-thesis plans; Nutrition: 33 hours for thesis plan, 37 hours for the non-thesis plan) or prior to submitting the Graduation Clearance form (available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89620](https://canvas.okstate.edu/courses/31330/modules#module_89620)) These forms should be submitted by the end of the second week of the semester (or the first week during summer) in which the student will complete the degree requirements. Please refer to the Graduate College webpage for deadlines <https://gradcollege.okstate.edu/gc-calendar.html>.

Process for filing a revised POS: If the POS has been approved by the Graduate College in the online POS application, simply log in to: [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) and revise the approved plan. The system will load the complete plan that has been approved and allow the student to make changes then resubmit the POS. If it has not been approved by the Graduate College, contact the Graduate College and ask them to reject the POS so it can be modified.

### 5-14. Thesis Plan

Students completing either the M.S. NSCI Dietetics Research or M.S. NSCI Nutrition option may choose the thesis plan. This plan is recommended for students who may be interested in continuing their education with a Ph.D. at some point in the future.

Thesis process:

- The student prepares the thesis proposal and the advisory committee must approve the proposal. Submit the signed proposal to Mary Hammack, 301 NRD.
  - A copy of the proposal with the committee members' signatures is kept in the student's file in the department.
- Appropriate research approval (i.e. IRB or IACUC) approval is required for research involving human subjects or animals.
  - Advisor and student must submit the IRB or IACUC application and be current in human subjects or animal use training (i.e., have a certificate of completion for the on-line training modules or OSU training sessions).
  - A copy of the IRB or IACUC approval notification memo is included in the thesis.
- Data collection begins only after IRB or IACUC approval and the proposal is approved by the committee (unless the data is part of the advisor's program of research and the advisor has already obtained IRB/IACUC approval).
- The advisor may determine if a "manuscript style" or "traditional thesis format" will be used.
  - If "manuscript style" is used, the advisor determines format
    - Generally, this format involves replacing Chapters 3-5 of the thesis (Methods, Results and Discussion) with the manuscript(s).
    - The student should follow the "Thesis/Dissertation Manual" guidelines for general formatting issues, available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
- The student attends a Thesis/Dissertation Workshop (or Webinar) sponsored by the Graduate College. To access the webinar, log into the Graduate Student Round-up site through <http://planofstudy.okstate.edu/> and select "Thesis/Dissertation Webinar" from the menu.
- The student prepares the thesis using the template or the uniform formatting guidelines provided by the Graduate College. The guidelines are available at The student should follow the "Thesis/Dissertation Manual" guidelines for general formatting issues, available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

- Copies of the final draft are provided to committee members with sufficient time to read and review before the thesis defense (at least two weeks before the defense).
- The student obtains a copy of the Thesis/Dissertation Oral Defense Results form available at The student should follow the “Thesis/Dissertation Manual” guidelines for general formatting issues, available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
- A thesis defense meeting is held with all members of the advisory committee.
  - The student must take two forms to the defense meeting: 1) Thesis Oral Defense Result Form (complete on GC Round-up Plan of Study portal) and the 2) Thesis Signature Approval Form (printed). Both are available at
  - The student should follow the “Thesis/Dissertation Manual” guidelines for general formatting issues, available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).
  - At the conclusion of the meeting, if the committee agrees the student passed the examination, the committee members sign the Thesis/Dissertation Oral Defense Results form electronically in the GC Round-up Plan of Study portal.
- The student completes revisions to the thesis and obtains committee approval/signatures on the Thesis Signature Approval Page. (Note: committee signatures may be obtained at the thesis defense if the thesis draft is acceptable to the committee pending corrections. The advisor typically signs the thesis approval page after the student makes all corrections.)
- The student electronically submits the final copy to the Graduate College.
- The student submits a paper copy of the Thesis Signature Approval Form to the Graduate College. NOTE: It is highly recommended that a copy of the form be placed in the student’s graduate file in the NSCI office.
- If requested by the Graduate College, the student submits corrections in thesis formatting by the deadline.

### 5-15. Thesis Proposal

The student demonstrates their ability to apply foundational knowledge to a research problem by developing a thesis proposal. The student must present a proposal to the committee no earlier than the second semester of enrollment or with concurrent enrollment in NSCI 5123.

The proposal should be a minimum of 10 pages and include the following:

- statement of the research problem
- justification for the research problem
- a draft of the literature review
- research hypotheses/questions
- an outline of planned methods and procedures
- plan for statistical analysis

The student/advisor should provide a copy of the proposal to the advisory committee at least a week before the meeting. The proposal meeting should be a formal meeting in which the student gives a 20-30 minute oral presentation on their proposed research to the committee and seeks their input. Once the advisory committee approves the proposal, the committee members sign a copy of the proposal for the student’s file to verify the proposal was approved. The student submits a copy of the signed proposal cover sheet to the NSCI department office and submits an electronic copy of the approved proposal to each member of the advisory committee.

### 5-16. Thesis Oral Defense:

Once the final draft of the thesis is approved by the advisor, the oral thesis defense should be scheduled with the advisory committee. The meeting must be held at a time when all advisory committee members can be present in person or via some means of distance communication.

The student should notify the staff in the NSCI Department office a minimum of two weeks prior to the scheduled date so that appropriate announcement of the meeting time and place can be advertised at least one week in advance of the defense.

The oral presentation portion of the meeting is open to all interested parties who would like to attend. This open session will be followed by a closed meeting of the student with the advisory committee. During the closed meeting the committee will ask questions related to the thesis. At the conclusion of the meeting, the student is provided specific instruction as to the revisions that are required in order for the thesis to be “complete”. The advisor should submit the Thesis Oral Defense Result Form to the Graduate College after obtaining signatures from the committee. A copy should be placed in the student’s graduate file in the NSCI office. A template of the form is available at The student should follow the “Thesis/Dissertation Manual” guidelines for general formatting issues, available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617).

### 5-17. Thesis Deadlines

Refer to the “Graduate College Academic Calendar” for deadlines pertaining to thesis submission: <https://gradcollege.okstate.edu/gc-calendar.html>.

The following items must be submitted to the Graduate College by the deadline:

- Graduation Clearance form (available and submitted electronically in the GC Round-up Plan of Study portal)
- Application to Graduate (filed in Banner once the Graduation Clearance Form has been approved by the Graduate College)
- Thesis Oral Defense Results form (available and submitted electronically in the GC Round-up Plan of Study portal)
- Thesis Signature Approval Form (a template of the form is available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89617](https://canvas.okstate.edu/courses/31330/modules#module_89617))
- Final online submission of thesis (prompted by email from the Graduate College via ProQuest)

### 5-18. Non-Thesis Plan

Students completing a M.S. NSCI, in Nutritional Sciences or M.S. in Dietetics Research may also choose the non-thesis degree plan. Students enrolled in the internet-based M.S. in Dietetics complete the non-thesis plan. This plan requires enrollment in NSCI 5843 Non-thesis Graduate Capstone. This course should be taken in the final semester (generally, the spring semester) of the student’s coursework.

Students who choose to complete the non-thesis plan are required to pass all components of the NSCI 5843 course. These requirements include:

- A written paper addressing a current nutrition-related issue
- An oral presentation/defense of the paper

The written component will consist of a systematic review based on a nutrition topic in their area of interest. The topic for the paper must be approved by the faculty committee in charge of the class for a given semester. Students also give a 35-40 minute oral presentation over the topic. If a student does not pass the paper or presentation before the end of the semester they will be required to re-take the course the following semester. More details regarding the paper and oral presentation are provided in the NSCI 5843 course syllabus.

Refer to the “Graduate College Academic Calendar” for deadlines pertaining to graduation for non-thesis students: <https://gradcollege.okstate.edu/gc-calendar.html>. The Graduation

Clearance form and Application to Graduate must be submitted by the deadline. Both are available at [https://canvas.okstate.edu/courses/31330/modules#module\\_89620](https://canvas.okstate.edu/courses/31330/modules#module_89620).

#### **5-19. Annual Review of M.S. Students**

The purpose of the annual review for M.S. students is to assess the student's progress toward degree completion. The Graduate Coordinator will review all M.S. students annually to determine if the student meets the following criteria:

- meets or exceeds a 3.0 cumulative GPA
- earns no grade below a "B" in a core course with a NSCI prefix

For M.S. students in the thesis option, the Graduate Coordinator will also determine if the student:

- successfully defends a thesis proposal within 12 months of enrollment
- earns satisfactory research (SR) grades in NSCI research credits (i.e., NSCI 5000).

The Graduate Coordinator will notify the student and their advisor if the student is not making adequate progress toward degree completion. The student and advisor will develop a plan of action to address deficiencies.

## 6. Graduate Certificate in Dietetics Advising

The Graduate Certificate in Dietetics builds competencies in Dietetics and provides a path for eligibility to sit for the Registered Dietitian Nutritionist credential examination.

### 6-1. Prerequisites for Graduate Certificate in Dietetics

The Graduate Certificate in Dietetics is designed for students who are concurrently enrolled in a Master of Public Health (MPH) or related graduate program. Applicants must have completed an Accreditation Council for Nutrition and Dietetics (ACEND) accredited Didactic Program in Dietetics and have a verification statement.

Students who are *not* enrolled in the M.S. in NSCI Dietetics Research but are completing the dietetic internship will be required to enroll in this certificate.

### 6-2. Graduate Certificate in Dietetics Course Requirements

The Plan of Study (POS) includes 18 credit hours, including the dietetic internship practicum courses. The practicum courses fulfill the supervised practice requirements of ACEND. All credit hours must be completed in courses numbered 5000 and above.

#### Requirements

- NSCI 5123 – Research Methods in Nutritional Sciences (prerequisite STAT 5013 or REMS 5953) or REMS 5013 Research Design and Methodology or equivalent.
  - NSCI 5033 – Macronutrients in Human Nutrition
  - NSCI 5043 – Micronutrients in Human Nutrition
  - NSCI 5643 – Advanced Medical Nutrition Therapy
- Dietetic internship practicum courses
- NSCI 5412 – Dietetic Internship Management Practicum
  - NSCI 5422 – Dietetic Internship Clinical Practicum
  - NSCI 5432 – Dietetic Internship Community Nutrition Practicum

### 6-3. Graduate Certificate in Dietetics Student Advisory Committee

Students concurrently enrolled in a MPH or related graduate program may use the same advisory committee members for both graduate programs. However, the NSCI Graduate Coordinator should be listed as advisor for the graduate certificate POS.

Students who are *not* concurrently enrolled in a MPH or related graduate program are required to have a Student Advisory Committee. Please see sections 5.6 through 5.8, above, for number of required members, procedures for establishing the committee or changing committee membership.

### 6-4. Plan of Study (POS)

Students enrolled in the Graduate Certificate in Dietetics are required to have *separate* plans of study for the graduate certificate and M.S./MPH degree, if concurrently enrolled. The POS is the NSCI Department's and Graduate College's contract with the graduate student regarding the courses they will take for the degree. No grade below a "B" in NSCI courses may be counted toward the certificate degree. Credit for all courses on a graduate POS must have been awarded within 10 years of completion of all degree requirements. The POS is submitted online at: [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623)

See [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) for additional information on the POS.



### **6-5. When to File the POS**

The POS should be filed no later than the end of the student's first semester of enrollment. The student must submit the POS before enrolling for the next semester. The POS for the graduate certificate needs only the advisor's signature; typically this is the Director of the Graduate Certificate Program.

A student may request one extension for filing a Plan of Study. For a copy of the form click this link [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623) or see the Current Student - Plan of Study section of the Graduate College website [https://canvas.okstate.edu/courses/31330/modules#module\\_89623](https://canvas.okstate.edu/courses/31330/modules#module_89623).

## **7. The Semester of Graduation**

### **7-1. Graduate College Graduation Checklist**

Refer to the "Graduate College Graduation Checklist" for important information pertaining to final semester and graduation requirements for both masters and doctoral students. The checklist is available at <https://gradcollege.okstate.edu/resources/current-student-resources.html>, under Graduation.

Also refer to the "Graduate College Academic Calendar" for pertinent deadline dates. <https://gradcollege.okstate.edu/gc-calendar.html>.

### **7-2. Graduation Clearance Form**

The Graduation Clearance form must be filed with the Graduate College by mid-March (for spring and summer graduates) or mid-October (for fall graduates). The graduate student should complete the Graduation Clearance form and give it to the advisor to review/edit/sign. The student then submits the form to the Graduate College. The checklist is available at <https://gradcollege.okstate.edu/resources/current-student-resources.html>, under 'Graduation'.

### **7-3. Application to Graduate**

The semester the student plans to graduate, the Application to Graduate must be filed with the Registrar by April 1 (for spring and summer graduates) or November 1 (for fall graduates). To submit an application, the student must first submit the Graduation Clearance Form (see section 6.2). After the Graduate College clears the student to apply for graduation, the student will log into Banner ([https://registrar.okstate.edu/banner\\_students/](https://registrar.okstate.edu/banner_students/)) and select the "View Application to Graduate" option located under the "Student Information" menu.

If the student does not graduate as planned, the student should contact the Office of the Registrar to file a Graduation Application Cancellation form (<http://registrar.okstate.edu/Forms>).

### **7-4. Copies of Thesis/Dissertation**

The student should provide the advisor with an electronic and/or printed copy of the final thesis/dissertation. For the advisory committee members who desire a copy, the student should provide either a printed or electronic copy of the final thesis/dissertation.



## 8. Other Important Information

### 8-1. Survival Skills for Graduate Students

Graduate school represents a new educational experience. Students are faced with a large amount of complex information and are expected to be more independent than undergraduate students. Graduate school can be a stressful experience for students. To help students succeed, we recommend that you review the brief Graduate School Survival Guide written by Wanda Pratt at <https://grad.ucla.edu/asis/library/survivalguide.pdf>. Topics include getting the most out of the relationship with your research advisor or boss; getting the most out of what you read; making continual progress on your research; finding a thesis topic or formulating a research plan; characteristics to look for in a good advisor, mentor, boss, or committee member; and avoiding the research blues.

### 8-2. Guidelines for Dealing with Conflicts between Students and Faculty

Unfortunately, occasional conflicts occur between graduate students and faculty members. When a conflict occurs, the student and the faculty member involved in the conflict should start to resolve the conflict by scheduling an appointment to discuss the situation and reach a resolution. If the conflict is not resolved at this meeting, the student and/or faculty member should schedule an appointment with the Graduate Coordinator. The Graduate Coordinator (and subsequent officials) will gather information from the student and faculty member. If the Graduate Coordinator is not able to resolve the conflict, then the student and/or faculty member may schedule an appointment with the NSCI Department Head. If no resolution is reached after meeting with the Department Head, the student and/or faculty member may schedule an appointment with the Associate Dean for Research and Graduate Studies in the College of Education and Human Sciences. If no resolution is reached after meeting with the Associate Dean, the student and/or faculty member may schedule an appointment with the university's Ombudsperson. If the faculty member in question is the Graduate Coordinator or Department Head, the student may proceed to the next level.

For appeals procedures related to dismissal from the program, placement on probation, recommended denial of readmission to the program, and other administrative or academic decisions that terminate or impede a student's progress toward their academic or professional degree goals, consult section 3-5. Please note that appeals for grades in non-research related courses, violations of academic integrity, and scientific misconduct are addressed in separate policies.

### 8-3. Student Professional Conduct

According to the Student Code of Conduct: (<https://ssc.okstate.edu/site-files/documents/student-conduct/code21-22.pdf>) "Oklahoma State University (OSU) is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and valuing the rights of others are essential to the educational process and to good citizenship. Attending OSU is a privilege and students are expected to meet or exceed the University's standards of conduct both on and off campus.

#### Cowboy Community Standards

OSU students aspire to follow and promote:

- Integrity: OSU students are expected to exemplify honesty, honor, and respect for the truth in all of their actions.
- Community: OSU students build and enhance their community.
- Social Justice: OSU students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just

and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.

- Respect: OSU students must show positive regard for each other and for the community.
- Responsibility: OSU students are expected to accept responsibility for their learning, personal behavior and future success, and students should appropriately challenge others to do the same. Students should use judgment, be trustworthy, and take personal responsibility for their actions.”

Students who violate the Student Code of Conduct may be dismissed from the NSCI graduate program.

#### **8-4. OSU Graduate Student 360 Professional Development (Digital Badges)**

The OSU Graduate Student 360 Professional Development Digital Badge Program is sponsored by the Graduate College and the OSU Edmon Low Library. It offers an approach to documenting and advertising learning that takes place outside of the standard classroom through programming partners from Career Services, the Writing Center, and Institutional Diversity. To participate in the program, graduate students complete training workshops scheduled throughout the year.

There are currently six badge competencies as part of the OSU Graduate Digital Badge Program.

- Communication - involves developing clear, concise, and engaging speaking and writing skills for both public and specialist audiences.
- Instruction - involves an understanding of learning modes and instructional strategies to best communicate information, concepts and understandings to others.
- Research Services - involves developing skills and an understanding of tools for information and data discovery, organization and use.
- Management - involves learning and applying techniques for the best use of time, finance and resources for the successful development of relationships and careers.
- Leadership - involves engagement in community and professional organizations and development of leadership skills.
- Wellness - involves understanding the basis for wellness through good nutrition and exercise as well as healthy relationships and habits.

For more information, and to see a schedule of workshops, visit <https://migrate-gradcollege-v2.okstate.edu/professional-development/about-the-program.html>

#### **8-5. Student Organizations**

The OSU Graduate and Professional Student Government Association (GPSGA) serves as the sole voice for all graduate and professional students in the OSU system. Their mission is to enhance the graduate student’s experience through a unilateral representative body that provides student input on the policies that impact health, finances, and professional development of graduate students. GPSGA also provides aid for scholarship, fellowship, and leadership opportunities. All graduate students in the Oklahoma State University System campuses are members of the GPSGA and are eligible to serve as representatives. Two representatives are selected from the NSCI department, typically from the active members of the NSCI Graduate Student Organization. For NSCI students to be eligible to receive the GPSGA travel support (below), two NSCI representatives must regularly attend GPSGA meetings and participate in GPSGA committee work. Additional information is available to <https://gpsga.okstate.edu/>.

The NSCI Graduate Student Organization is an organization for both masters and doctoral students within the department. The organization promotes interaction between graduate students and serves as a mechanism for professional development and service activities to OSU and the Stillwater community. Information about the organization is available by contacting the Graduate Coordinator.

The College of Education and Human Sciences' Council of Presidents is comprised of all presidents of graduate student organizations within the College that are officially recognized by GPSGA. The council meets monthly with the College's Associate Dean for Research and Graduate Studies to provide input and engage in interdepartmental communication among graduate students. From this group, one individual is selected to attend monthly leadership team meetings with the College's Dean.

#### **8-6. Source of Travel Funds for Graduate Students**

Graduate students can seek support for travel when presenting research at conferences from the following sources:

- Funded projects: Must have approval of the project Principal Investigator)
- NSCI: Use the Education and Human Sciences Graduate Student Travel Request Application referenced below.
- Education and Human Sciences Research & Graduate Studies office: Complete the Education and Human Sciences Graduate Student Travel Request Application available at <https://okstate.forms-db.com/view.php?id=491899>
- Graduate and Professional Student Government Association: Please refer to the GPSGA website: <http://gpsga.okstate.edu/>. Information is found under the 'Awards' tab, then the 'Travel Awards' section.

#### **8-7. College and University Awards for Graduate Students**

Phoenix Awards: Each spring, the GPSGA selects an outstanding master student, doctoral student, and faculty member to present with its highest honor: The Phoenix Award. The Phoenix Award recognizes exemplary achievement in leadership, scholarship, professional involvement and university and community service; especially as it relates to involvement with graduate students. The student award winners each receive a monetary award from the GPSGA and the Graduate College, and all winners have their names engraved on the Phoenix Awards plaque located outside the Graduate College offices in Whitehurst Hall.

Graduate Research Excellence Awards: The purpose of this program is to recognize graduate students for their outstanding research accomplishments as reflected in their thesis or dissertation. Graduate students must be nominated by their advisor or entire advisory committee. Each Graduate Council Group may select a masters and doctoral award winner from their respective group. Applications are due in March to the Graduate College.

Honorary Graduate Commencement Marshals: Up to two doctoral and two master graduates will be selected through a nomination process to serve as honorary graduate marshals for each commencement ceremony. Each recipient will receive a monetary award, be recognized at commencement and in the program, be provided special gown adornments, and lead the graduates in the processions/recessions and awarding of the diploma covers. The department may nominate one master and one doctoral student who has demonstrated scholarly achievement, as evidence by academic performance and discipline-appropriate scholarly contributions. Applications are due in February.

College of Education and Human Sciences Outstanding Master and Doctoral Student Awards: Awards are given each spring to recognize one outstanding master student and one outstanding doctoral student in the college. Nominations are due in February of each year.

OSU Research Symposium: The annual OSU Research Symposium is sponsored by the Graduate College during OSU Research Week. Eligible participants include: undergraduate students enrolled through OSU-Stillwater and OSU-Tulsa; graduate students enrolled through OSU-Stillwater, OSU-Tulsa, and OSU-CHS; participants from recognized research programs (e.g., McNair programs) around the US; and undergraduate or graduate students from other Oklahoma schools.

#### **8-8. Graduate Student Offices**

Students with a NSCI graduate teaching or research assistantship have access to 206 Human Sciences West. The office is shared by all research and teaching assistants in NSCI who do not have desk space available in another location. Other students in the Department of Nutritional Sciences may access the office if space is available. Keys for access to this room will be issued by the staff in the department office after the student pays a refundable \$10-20 fee.

#### **8-9. Health Insurance for Graduate Students**

The University makes health insurance available for all students who are enrolled as graduate students. Students who are employed as a GTA or GRA receive subsidized health insurance. See <http://hr.okstate.edu/student-health-plan> for additional information.

## 9. Commonly Asked Questions

*Does a student need to retake a core course in NSCI if they make a C in the course?*

- Yes. Students may not count a "C" in a core NSCI course toward their degree.

*What if a student wants to appeal a grade?*

- The deadline for filing a grade appeal is no later than four (4) months after the date the grades are officially due in the Registrar's Office, or six (6) weeks after the student begins a new semester, whichever comes first. The appeal form requires a concise, but complete written statement outlining the particulars of the appeal. The grade may be appealed when a student believes an instructor's grading practices and procedures were not consistently and accurately followed when determining a final grade.

*What if a student wants to appeal a thesis/dissertation grade or qualifying exam score?*

- A student wishing to appeal a "UR" grade issued for a research course (5000 or 6000), or an academic issue not involving a grade should review the policy on the appeals process outlined in [Appeals for Academic and Student Conduct-Related Issues](#).

*What is a violation of academic integrity?*

- Oklahoma State University is committed to maintaining the highest level of academic integrity and ethical behavior. It is necessary that all members of the University support and promulgate the values of honesty and responsibility appropriate for an academic community. Not only does such academic integrity and ethical behavior contribute to the status of the University, but it also represents an important component of the educational process. To assure a high level of integrity among students, behaviors that violate academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will not be condoned nor tolerated. Violations may subject the student to disciplinary action including the following: receiving a failing grade on an assignment, examination, or course; receiving an "F!" notation of a violation of academic integrity on the transcript; and suspension from the University. In the event an incident is not resolved at the time grade reports are due to the Registrar (e.g., an alleged violation is discovered during the final examination period), the instructor will assign an incomplete grade until the allegation is resolved. (See also <http://academicintegrity.okstate.edu/>)

*How many days should the advisor and/or committee members have to review a thesis/dissertation proposal or a thesis/dissertation final draft?*

- Best practice is two weeks, with a minimum of one week.

*How many committee members must approve the thesis/dissertation for the student to graduate?*

- All except one.

*What if a student needs a time extension to finish a thesis or dissertation?*

- The student must submit a Petition to the Senior Associate Dean of the Graduate College describing why the extension is needed, when they will complete degree requirements, and the new plan to accomplish completion.
- Generally, the maximum time granted, if the extension is approved, is one year and requests for more than one extension will not be approved.

*A student's committee member leaves OSU, but they are willing to remain on the committee. How long can they remain as a regular member of the committee?*

- There is no absolute rule – but generally one year is considered acceptable. Check with the Graduate Coordinator if this occurs.

## Appendix A

### Professional Improvement Plan: Guidance and Documentation for Nutritional Sciences Graduate Teaching Assistant (GTA)

#### **Purpose:**

To assure Nutritional Sciences graduate teaching assistants (GRA) are well prepared for their assignments and uphold high standards for teaching in academic settings.

The GTA is subject to laws, policies, rules, regulations, and procedural requirements which safeguard their functions and concurrently protect their rights and freedoms. The GTA is expected to follow the terms and conditions outlined in the employment contract as well as those specific to the assignment.

#### **Responsibility of the NSCI faculty:**

- Prior to the start of each semester, fully communicate course specific and professional development expectations with the GTA. Documenting communication of expectations is preferred.
- Fully communicate the consequences of not meeting expectations.
- If expectations are not met, the faculty should follow and document the process using the NSCI GTA Progressive Professional Improvement Documentation form available as an appendix in the NSCI Graduate Faculty Handbook.

#### **Potential violations of professional performance include but are not limited to:**

- Professional conduct that is unsatisfactory and/or inappropriate to faculty, staff and peers.
- Breach of any aspect of the OSU Student Code of Conduct\*. Available at (<https://ssc.okstate.edu/site-files/documents/student-conduct/code21-22.pdf>) Violating student privacy (i.e., FERPA) or misuse of supervisor's/course proprietary materials.
- Improper dress for the work assignment.
- Excessive tardiness or absences from assigned duties
- Poor quality work and/or not following instructions e.g., alterations of grades, inadequate attention to grading, lack of adherence to course syllabus, etc.
- Performance that may endanger themselves or others.
- Wasteful use or theft of departmental, college or university resources.

*\*Indicates a violation which results in immediate termination.*

**Progressive Professional Improvement Process:**

1. Unwritten verbal admonition: Schedule a meeting with the GTA to verbally reiterate the expectations and violation. Assure the GTA understands the needed corrective action.
2. Written verbal admonition: Schedule a meeting with the GTA to communicate in writing the violation and expected corrective actions with specific detail of the expected action, how corrective action will be measured/evaluated, within the GTA's capacity to achieve, relevant to the violations and time frame for taking action. The GTA should also be provided an explanation of future consequence of not meeting the expectation. The GTA should acknowledge understanding of the admonition and corrective action with a statement and signature.
3. Written admonition: The written admonition should include a statement from the GTA as well as written corrective action with specific detail of the expected action, how corrective action will be measured/evaluated, within the GTA's capacity to achieve, relevant to the violations and time frame for taking action. The GTA should also be provided an admonition of future consequence of not meeting expectation. The GTA should acknowledge understanding of the admonition and corrective action with a statement and signature.
4. Termination: If corrective action is not taken per the written admonition and within the defined timeline, the GTA will be terminated from the assigned position. The faculty supervisor is responsible for immediately notify the appropriate NSCI staff member to initiate a separation EPAF.
  - 4.1 If the GTA is dismissed in the middle of a semester, the stipend stops in the middle of the semester and the student must pay-back a pro-rated amount of tuition that had been waived.
  - 4.2 If termination occurs at the end of a semester (and before a new semester begins), the stipend stops (at the end of the semester), and the student may not be eligible for a tuition waiver in the new semester.
  - 4.3 The student may not be eligible for future GTA assignments.

When deemed appropriate and necessary by the Department Head, other supervisory academic administrators may be authorized to conduct inquiries and implement appropriate disciplinary actions. The nature of the violation and/or multiple, consistent and frequent violations will be considered. The findings of such an inquiry may lead to authorized and immediate disciplinary actions. Authorized disciplinary actions include admonitions, sanctions, and termination.

GTA's have the right to appeal decisions and will continue as a GTA during the appeal process. The Student Appeal Process is available in the Nutritional Sciences Graduate Handbook, Section 3.5.

**Professional Improvement Process for NSCI Teaching Assistants (GTA)**

I have read and understand the professional improvement process for NSCI GTAs. I have also met with my GTA supervising professor and understand all expectations they have of me for this position.

Student Name (printed):

\_\_\_\_\_

Student Signature: \_\_\_\_\_ Date:  
\_\_\_\_/\_\_\_\_/\_\_\_\_



## Professional Improvement Plan Documentation for Nutritional Sciences Graduate Teaching Assistant (GTA)

GTA's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Course Assignment: \_\_\_\_\_ Semester \_\_\_\_\_

### Purpose:

To assure Nutritional Sciences graduate teaching assistants (GRA) are well prepared for their assignments and uphold high standards for teaching in academic settings.

The GTA is subject to laws, policies, rules, regulations, and procedural requirements which safeguard their functions and concurrently protect their rights and freedoms. The GTA is expected to follow the terms and conditions outlined in the employment contract as well as those specific to the assignment.

### Student Appeal Process:

GTAs have the right to appeal decisions and will continue as a GTA during the appeal process. The Student Appeal Process is available in the Nutritional Sciences Graduate Handbook, Section 3.5.

### Type of Violation (*only mark one, progressive action is related to 1 type of behavior, a new form must be completed for each individual/ different type of violation*):

- ☐ Tardiness    ☐ Attendance    ☐ Dress code    ☐ Safety    ☐ Poor quality work  
☐ Not following    ☐ Violating FERPA    ☐ Wasteful use/theft of NSCI/OSU resources  
☐ Misuse of supervisor's/course proprietary materials  
☐ Inappropriate conduct to student/faculty\*  
☐ Breach of any aspect of the OSU Student Code of Conduct\*. Available at  
(<https://ssc.okstate.edu/site-files/documents/student-conduct/code21-22.pdf>) \*Indicates a violation which may result in immediate termination.

## Date and Time of Progressive Disciplinary Action(s) and Violation(s)

### 1. Unwritten verbal admonition\* \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Course specific and professional development expectations should be clearly communicated with the student at the beginning of the semester. Further coaching maybe needed prior to beginning this first step in the progressive professional improvement process.

Violation Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's description of violation:

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Supervisor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### 2. Written verbal admonition \_\_\_\_/\_\_\_\_/\_\_\_\_

Violation Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's description of violation:

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Corrective action agreement (in goal form – specific, measurable, and achievable, with a timeframe):

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Supervisor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

GTA's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**3. Written admonition:** \_\_\_\_/\_\_\_\_/\_\_\_\_

Violation Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's description of violation:

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GTA's statement:

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Corrective action agreement (in goal form – specific, measurable, and achievable, with a timeframe):

---

---

Supervisor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

GTA's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**4. Termination\*** \_\_\_\_/\_\_\_\_/\_\_\_\_

\*Student will be terminated from the GTA position for the remainder of the semester without pay and may not be eligible for a GTA positions in future semesters. If the termination occurs in the middle of the semester, the student must pay back the prorated amount of the received tuition waiver.

Violation \_\_\_\_/\_\_\_\_/\_\_\_\_

Supervisor's description of violation:

---

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GTA's statement:

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Supervisor's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

GTA's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## Appendix B

### Professional Development Expectations for Nutritional Sciences Graduate Teaching Assistant (GTA)

#### **Purpose:**

To assure Nutritional Sciences graduate teaching assistants (GTA) are well prepared for their assignments and uphold high standards for teaching in academic settings.

#### **1. OSU ITLE Conference**

Newly appointed Nutritional Sciences graduate teaching assistants (GTA) are expected to attend the Institute for Teaching and Learning Excellence (ITLE) GTA Orientation Conference. The one-day conference is offered in the week prior to the fall semester of each year. GTAs beginning in the spring semester, and continuing as a GTA the following fall, are expected to attend the ITLE conference prior to starting their second semester of assistantship. Conference attendance in subsequent years is optional, but encouraged.

#### **2. OSU ITLE Teaching Video Modules**

In addition to attending the conference, GTAs are expected to complete ITLE Teaching Video Modules by week 8 of the first semester of serving as a GTA. GTAs must email quiz results to their supervising instructor no later than October 15 of the fall semester or March 15 of the spring semester.

#### Required modules:

- Developing a Teaching Persona: Your First Day of Class
  - <https://vimeo.com/229727965>
- Learning Students' Names
  - <https://vimeo.com/230935808>
- Theory and Research
  - <https://vimeo.com/259695272>
  - <https://vimeo.com/230945424>
- Turnitin and Plagiarism (36 minutes)
  - <https://www.plagiarism.org/video/color-me-bad>
- Plagiarism Quiz
  - <https://www.turnitin.com/static/plagiarism-quiz/>

Optional modules, based on the GTAs assignment and expectation of the supervising instructor:

- APA Learning Modules- If appropriate for the class they are a GTA for. To be assigned by the instructor of the class. The GTA must ask if they need to review the APA learning modules at least two weeks before the fall semester starts.
    - <https://apastyle.apa.org/instructional-aids/tutorials-webinars>
  - Additional resources:
    - <https://itle.okstate.edu/tnl-teaching-tip-videos.html>
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## Appendix C

### Schematic Model of Competencies for the Doctoral Program in Nutritional Sciences

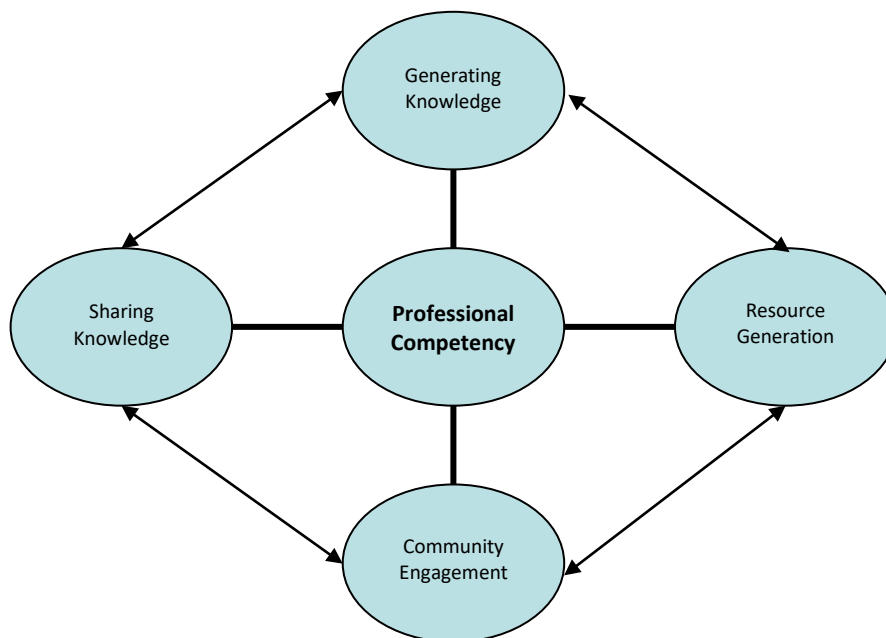


Figure. Schematic Model of Competencies for the Doctoral Program in Nutritional Sciences

The objectives of the Ph.D. in Nutritional Sciences are to develop nutrition scientists who are competent in the areas of *Knowledge Generation*, *Sharing Knowledge*, *Community Engagement* and *Resource Generation*.

To develop competence, Ph.D. students will engage in all of the activities listed under *Generating Knowledge*. For *Sharing Knowledge*, each doctoral student is expected to complete at least one of the activities listed during their Ph.D. program and present at least one seminar, research presentation, or poster to their committee or at a professional meeting each year. Participation in *Community Engagement* and *Resource Generation* activities will be determined by the student's committee based on the student's career goals. Recognizing the importance of accountability, the student (in consultation with their committee) will document the necessary experiences to be completed during the doctoral program in order to achieve competence. The annual doctoral review will serve as a mechanism to gauge the student's progress. By the end of their program, the Ph.D. student should develop a portfolio that documents their accomplishments relative to these experiences.

1. Generating Knowledge (i.e., research and other forms of creative scholarship)
  - a. Search the research literature and summarize findings for formulation of research questions/ hypotheses.
  - b. Critique manuscripts using analytical skills for effective evaluation
  - c. Develop research objectives and plan methods to meet objectives.
  - d. Develop sound proposals using appropriate research methodology, research instrumentation and analysis.
  - e. Engage in collaborative learning to plan and conduct research.
  - f. Plan and conduct research, including problem solving, data handling and statistical analysis.
  - g. Interpret data appropriately and determine implications
  - h. Disseminate findings to appropriate audiences.
2. Sharing Knowledge (i.e., classroom instruction, training, etc.)
  - a. Apply learning theory/educational pedagogy to plan and organize a course/workshop.
  - b. Understand the fundamentals of critical thinking and creative problem solving, and learn practical strategies for engaging student thinking.
  - c. Present educational and/or training materials in an effective manner to facilitate learning.
  - d. Assess student learning and educational experiences.
  - e. Write sound proposals, abstracts and manuscripts related to instruction/training.
  - f. Engage in collaborative teaming to facilitate learning.
  - g. Mentor students in a one-on-one situation.
3. Resource Generation (i.e., grants, contracts, development, etc.)
  - a. Identify appropriate sources of funding.
  - b. Critique proposals using analytical skills for effective evaluation.
  - c. Develop sound proposals targeted to meet the interests of funding sources and identify expected impact.
  - d. Develop budget appropriate to the scope of work of the proposal.
  - e. Engage in collaborative teaming to develop fundable proposals.
4. Community Engagement (i.e., outreach, Cooperative Extension, service to professional organizations, impact public policy, etc.)
  - a. Develop program objectives, plan for outreach program implementation and evaluation.
  - b. Present educational sessions to a variety of audiences
  - c. Work effectively as a member of a team to plan and/or deliver outreach programs.
  - d. Assess audience learning, including impact on audience behavior.
  - e. Write sound proposals, abstracts and manuscripts related to outreach programs.
  - f. Solve community engagement problems creatively.
  - g. Communicate priorities and technical information to policy makers.
  - h. Advocate for relevant legislation or policy for positive change in society.
  - i. Influence the strategic direction of a professional organization.

## Appendix D

### Annual Review of NSCI Doctoral Student Form

Instructions: This report is a cumulative review of the doctoral students' progress over the course of the academic program. **By May 1 of each year**, add accomplishments for each year and submit a copy by email to your advisor and Ariel Vaughan. Work with your advisor to schedule a meeting with the advisory committee for input and recommendations.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Degree Program: \_\_\_\_\_ Ph.D. \_\_\_\_\_ Advisor: \_\_\_\_\_

Year of Matriculation: \_\_\_\_\_ Expected Date of Completion: \_\_\_\_\_

How are you supported? (Mark all that apply)

- \_\_\_\_\_ Self  
 \_\_\_\_\_ Dept. Teaching Assistantship  
 \_\_\_\_\_ External Grant/Contract Funding  
 \_\_\_\_\_ Other, please identify: \_\_\_\_\_

**A. Admission Requirements** (complete if this is your first annual review):

1. Were you admitted conditionally or on probation? Yes \_\_\_\_\_ No \_\_\_\_\_
2. If yes, what were the conditions (i.e., must receive a grade of "B" or better in first 3 core courses, etc.)? Have they been satisfied?

**B. Progress in Completing Department Requirements** (course work, qualifying exams, proposal, comprehensive exams, etc.) **during the past year:**

1. Core Courses (includes challenge by advanced standing test and grades):

Course Prefix	Course Number	Title	Credit Hrs	Grade
------------------	------------------	-------	---------------	-------

2. Additional elective courses or courses within your area of specialization.

Course Prefix	Course Number	Title	Credit Hrs	Grade
------------------	------------------	-------	---------------	-------



- a. Is remediation required with any of these courses? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, indicate the courses and provide an explanation as to why remediation is required
- b. Are there any incompletes ("I") in any these courses? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, what is progress towards removing the incomplete?
- 3. Examinations:
  - a. Have you satisfactorily completed your qualifying exams? Yes \_\_\_\_\_ No \_\_\_\_\_
  - b. Have you satisfactorily completed your comprehensive exams? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what is the anticipated date of completion?
- 4. Seminars, Research Presentations or Posters:
  - a. How many seminars, research presentations or posters have you presented this year?
  - b. Are there weakness in this area and if so, what are they?
- 5. Research Proposal:  
Have you presented your research proposal and received approval from your advisory committee? Yes \_\_\_\_\_ No \_\_\_\_\_ If no, provide an anticipated date this will occur.

**C. Miscellaneous:**

- 1. Awards or honors received this academic year:
- 2. Involvement in department events:

**360° Critical Skills for Career Success Professional Development** program.

For each area, briefly describe completed activities, if any, accomplished during your doctoral program. For each activity, include the year the activities occurred.

Professional Development Areas	Related activity and year completed.
Communication	
Instruction	
Research	
Management	
Leadership	
Wellness	

3. Other comments:

#### D. Progress in Research Competencies:

If this is your first annual evaluation, identify your research progress by indicating what activities you accomplished in the past year. If this is not your first annual evaluation, add new activities to the list you compiled in prior years. By the end of your program, you are expected to accomplish **all** these objectives.

<b>Generating Knowledge</b> (i.e., research and other forms of creative scholarship)	For each objective, list the related activities you accomplished during your doctoral program. Add the year new or updated activities occurred.
a. Search the research literature and summarize findings for formulation of research questions/ hypotheses.	
b. Critique manuscripts using analytical skills for effective evaluation	
c. Develop research objectives and plan methods to meet objectives.	
d. Develop sound proposals using appropriate research methodology, research instrumentation and analysis.	
e. Engage in collaborative learning to plan and conduct research.	
f. Plan and conduct research, including problem solving, data handling and statistical analysis.	
g. Interpret data appropriately and determine implications	
h. Disseminate findings to appropriate audiences.	

#### E. Progress in Sharing Knowledge Competencies

If this is your first annual evaluation, identify your progress in teaching by indicating what activities you accomplished in the past year. If this is not your first annual evaluation, add new activities to the list you compiled in prior years. By the end of your Ph.D. program, you are expected to accomplish **at least one** objective listed under “Sharing Knowledge.”

<b>Sharing Knowledge</b> (i.e., classroom instruction, training, etc.)	For each objective, list the related activities you accomplished during your doctoral program. Add the year new or updated activities occurred.
a. Apply learning theory/educational pedagogy to plan and organize a course/workshop.	
b. Understand the fundamentals of critical thinking and creative problem solving, and learn practical strategies for engaging student thinking.	
c. Present educational and/or training materials in an effective manner to facilitate learning.	
d. Assess student learning and educational experiences.	
e. Write sound proposals, abstracts and manuscripts related to instruction/training.	
f. Engage in collaborative teaming to facilitate learning.	
g. Mentor students in a one-on-one situation.	

## F. Progress in Resource Generation and/or Community Engagement Competencies

Depending on your career goals, your committee may require you to accomplish some of the objectives listed under “Resource Generation” and “Community Engagement.” If this is your first annual evaluation, identify your progress in these areas by indicating what activities you accomplished in the past year. If this is not your first annual evaluation, add new activities to the list you compiled in prior years. All students are encouraged to seek out opportunities to participate in activities related to these areas.

<b>Resource Generation</b> (i.e., grants, contracts, development, etc.)	For each objective, list the related activities you accomplished during your doctoral program. Add the year new or updated activities occurred.
a. Identify appropriate sources of funding.	
b. Critique proposals using analytical skills for effective evaluation.	
c. Develop sound proposals targeted to meet the interests of funding sources and identify expected impact.	
d. Develop budget appropriate to the scope of work of the proposal.	
e. Engage in collaborative teaming to develop fundable proposals.	
<b>Community Engagement</b> (i.e., outreach, Cooperative Extension, service to professional organizations, impact public policy, etc.)	For each objective, list the related activities you accomplished during your doctoral program. Add the year new or updated activities occurred.
a. Develop program objectives, plan for outreach program implementation and evaluation.	
b. Present educational sessions to a variety of audiences	
c. Work effectively as a member of a team to plan and/or deliver outreach programs.	
d. Assess audience learning, including impact on audience behavior.	
e. Write sound proposals, abstracts and manuscripts related to outreach programs.	
f. Solve community engagement problems creatively.	
g. Communicate priorities and technical information to policy makers.	
h. Advocate for relevant legislations or policy for positive change in society.	
i. Influence the strategic direction of a professional organization.	

**Overall Evaluation (completed by your advisor and your committee):**

Evaluate the student's progress, scholarly capability and professional development. Indicate what areas need improvement and which strong points need to be reinforced.

SUMMARY OF PROGRESS RATE: SATISFACTORY: \_\_\_\_\_ UNSATISFACTORY: \_\_\_\_\_

**ADVISORY COMMITTEE SIGNATURES**

\_\_\_\_\_  
**Student's Signature**

(Signature confirms discussion of  
performance evaluation, but does not  
necessarily indicate agreement)

\_\_\_\_\_  
Advisor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Appendix E

### NSCI COMPREHENSIVE EXAM

#### SCORING CRITERIA FOR RESEARCH PROPOSAL/FUNDING APPLICATION

Doctoral Student: \_\_\_\_\_

Committee Member: \_\_\_\_\_ Date: \_\_\_\_\_

Impact	Score	Descriptor	Additional Guidance on Strengths/Weaknesses
High	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
Medium	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
Low	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
<b>Non-numeric score options:</b> NR = Not Recommended for Further Consideration,			
<b>Minor Weakness:</b> An easily addressable weakness that does not substantially lessen impact			
<b>Moderate Weakness:</b> A weakness that lessens impact			
<b>Major Weakness:</b> A weakness that severely limits impact			

#### Scientific Merit of the Research Proposal/Funding Application

1. Novelty, innovation, uniqueness, and originality.
2. Where model systems (i.e., behavior change models, mechanisms of action) are used, ability to transfer knowledge gained from these systems to proposed research.
3. Conceptual adequacy of the research question and suitability of the hypothesis, as applicable.
4. Clarity and delineation of objectives.
5. Adequacy of the description of the undertaking.
6. Suitability and feasibility of methodology (participant recruitment, data collection, analyses, and data management plan).
7. Demonstration of feasibility through preliminary data/ existing literature.
8. Probability of success of the project is appropriate given the level of scientific originality.

#### Qualifications of Project Personnel and Project Management

1. Roles and expertise of key personnel are identified and clearly defined.
2. A clear plan is articulated for project management, including time allocated for attainment of objectives and delivery of products, maintenance of partnerships and collaborations, and a strategy to enhance communication, data sharing, and reporting among members of the project team.
3. The budget clearly allocates sufficient resources to carry out the proposed project.
4. Demonstrated awareness of previous and alternative approaches to the problem identified in the application.

**Project Relevance**

1. Documentation that the research is directed toward specific priority of the funding agency identified in the request for application/proposals and is designed to accelerate progress in the area of study.
2. Proposed research fills knowledge gaps that are critical to the development of practices and programs to address the stated problem or issue.

**Comments:**

## Appendix F

### Comprehensive Exam Review Manuscript Rubric (AND EAL QCC) Quality Criteria Checklist: Review Article

#### Symbols Used

- +** **Positive:** Indicates that the report has clearly addressed issues of inclusion/exclusion, bias, generalizability, and data collection and analysis.
- **Negative:** Indicates that these issues have not been adequately addressed.
- Ø** **Neutral:** Indicates that the report is neither exceptionally strong nor exceptionally weak.

#### Quality Criteria Checklist: Review Articles

RELEVANCE QUESTIONS				
1.	Will the answer if true, have a direct bearing on the health of patients?	Yes	No	Unclear N/A
2.	Is the outcome or topic something that patients/clients/population groups would care about?	Yes	No	Unclear N/A
3.	Is the problem addressed in the review one that is relevant to dietetics practice?	Yes	No	Unclear N/A
4.	Will the information, if true, require a change in practice?	Yes	No	Unclear N/A
<i>If the answers to all of the above relevance questions are "Yes," the report is eligible for designation with a plus (+) on the Evidence Quality Worksheet, depending on answers to the following validity questions.</i>				
VALIDITY QUESTIONS				
1.	Was the question for the review clearly focused and appropriate?	Yes	No	Unclear N/A
2.	Was the search strategy used to locate relevant studies comprehensive? Were the databases searched and the search terms used described?	Yes	No	Unclear N/A
3.	Were explicit methods used to select studies to include in the review? Were inclusion/exclusion criteria specified and appropriate? Were selection methods unbiased?	Yes	No	Unclear N/A
4.	Was there an appraisal of the quality and validity of studies included in the review? Were appraisal methods specified, appropriate, and reproducible?	Yes	No	Unclear N/A
5.	Were specific treatments/interventions/exposures described? Were treatments similar enough to be combined?	Yes	No	Unclear N/A
6.	Was the outcome of interest clearly indicated? Were other potential harms and benefits considered?	Yes	No	Unclear N/A
7.	Were processes for data abstraction, synthesis, and analysis described? Were they applied consistently across studies and groups? Was there appropriate use of qualitative and/or quantitative synthesis? Was variation in findings among studies analyzed? Were heterogeneity issues considered? If data from studies were aggregated for meta-analysis, was the procedure described?	Yes	No	Unclear N/A
8.	Are the results clearly presented in narrative and/or quantitative terms? If summary statistics are used, are levels of significance and/or confidence intervals included?	Yes	No	Unclear N/A
9.	Are conclusions supported by results with biases and limitations taken into consideration? Are limitations of the review identified and discussed?	Yes	No	Unclear N/A
10.	Was bias due to the review's funding or sponsorship unlikely?	Yes	No	Unclear N/A
<b>MINUS/NEGATIVE (-)</b> <i>If most (six or more) of the answers to the above validity questions are "No," the review should be designated with a minus (-) symbol on the Evidence Quality Worksheet.</i>				
<b>NEUTRAL (Ø)</b> <i>If the answer to any of the first four validity questions (1-4) is "No," but other criteria indicate strengths, the review should be designated with a neutral (Ø) symbol on the Evidence Worksheet.</i>				
<b>PLUS/POSITIVE (+)</b> <i>If most of the answers to the above validity questions are "Yes" (must include criteria 1, 2, 3, and 4), the report should be designated with a plus symbol (+) on the Evidence Worksheet.</i>				



## Appendix G

### Oral Dissertation Defense Evaluation Rubric

#### Presentation Rubric

Presenter	Topic				Date	
	Poor	1 pts	Fair	2 pts	Good	3 pts
Summarizing key findings 15%	Key results from tables and figures presented are missing, inaccurate or presented at an inappropriate level for the audience.		Key results from tables and figures presented contain some inaccuracies or are presented at too low a level for the audience.		Most of the key results from tables and figures presented are accurate and presented at an appropriate level for the audience.	
Subject Knowledge 15%	Student does not have grasp of information; student cannot answer questions about subject. Presentation is overly simplified.		Student is uncomfortable with information and is able to answer only rudimentary questions. Information is presented at too low a level for the audience.		Student demonstrates knowledge of the information and provides answers to all questions, but fails to elaborate. Information is primarily presented at an appropriate level for the audience.	
Interpretation of data 15%	"Meaningfulness" of data & discussion of the data's strengths, limitations, and applicability are missing and/or presented inaccurately.		"Meaningfulness" of data & discussion of the data's strengths, limitations, and applicability are limited and/or presented with some inaccuracies.		"Meaningfulness" of data & discussion of the data's strengths, limitations, and applicability are addressed and are primarily accurate.	
Synthesis/Implications/Impacts 15%	Student provides information with no elaboration, application, analysis, or synthesis.		Student provides information taken directly from the readings with little further elaboration, application, analysis, or synthesis.		Student provides good insights into and/or understanding of the "question" posed. Discussion extends beyond an understanding of the facts to include application or analysis of the materials.	
Organization 10%	Student presents information in an illogical order making the presentation very hard to follow.		Student presents parts of the information in an illogical order leading to some confusion.		Student presents information in logical sequence which audience can follow.	
Slides & Graphics 5%	Graphics or tables are superfluous or absent. Tables and figures are too small to be read by the audience.		Graphics rarely support the text and presentation. Tables and figures cannot be read by the entire audience.		Graphics support the text and presentation. Tables and figures can be read by the audience.	
Spelling/ grammar 5%	Presentation has four or more spelling errors and/or grammatical errors.		Presentation has three misspellings and/or grammatical errors.		Presentation has no more than two misspellings and/or grammatical errors.	
Delivery 10%	Student mumbles, incorrectly pronounces terms, and/or speaks too quietly for most of the audience to hear.		Student's voice is low. Student incorrectly pronounces terms. Some audience members have difficulty hearing presentation.		Student's voice is clear. Student pronounces most words correctly. Most audience members can hear presentation.	
Eye Contact 10%	Student reads all of report with no eye contact.		Student occasionally uses eye contact, but still reads most of report.		Student maintains eye contact most of the time but frequently returns to notes.	

Comments:

Evaluator \_\_\_\_\_