

# GRADUATE STUDENT HANDBOOK

## GRADUATE PROGRAM IN NUTRITIONAL SCIENCES

DEPARTMENT OF  
NUTRITIONAL SCIENCES

The Pennsylvania State University

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## I. PREFACE

This Handbook is intended to guide students and faculty in the Graduate Program in Nutritional Sciences (GPN) through the management of a M.S. or Ph.D. program of study. These guidelines reflect the policies and procedures of The Pennsylvania State University and The Graduate School as published in the Graduate Degree Programs Bulletin. Additional information has been provided to make this Handbook a reference manual for GPN graduate students. Specific questions not covered by this Handbook should be referred to advisor/research mentors, the Chairperson of the appropriate committee, the Professor-in-Charge of the GPN or Department Head of Nutritional Sciences.

## II. MISSION AND GOALS

The mission of the GPN is to promote and develop leaders in Nutrition. The Program provides leadership and a central focus for nutrition research and education in the Commonwealth of Pennsylvania. It enhances the quality and breadth of nutrition by integrating resources and expertise across departments and colleges. The GPN responds to new needs and seeks out new funding sources. It gives clear visibility to The Pennsylvania State University and its contributions in this area. The research and teaching program encompasses many areas of nutrition, as applied to humans and other animals.

The Program has been fortunate to bring together individuals from various disciplines to address extremely broad and complicated issues in nutrition. Some of the capabilities of the interdisciplinary approach of this Program include:

1. increasing knowledge of requirements for nutrients necessary for optimal growth and well-being, including the interactions among nutrients, the environment and disease;
2. improving methods for assessing nutrient intakes and nutritional status;
3. determining the impact of food, phytochemical and nutrient intakes as well as dietary patterns on health promotion and disease prevention;
4. increasing knowledge of factors affecting food preferences, dietary intake patterns and health habits plus developing various intervention strategies and evaluating their nutritional impact at the individual and population level;
5. improving techniques and behavioral strategies to guide consumers in selecting health-promoting foods and nutritionally adequate diets;
6. increasing knowledge of the mechanisms of metabolic regulation in humans and other animals, including cellular, molecular and physiological aspects; and
7. training the next generation of scientists and clinicians in childhood obesity prevention.

## III. POLICIES

### A. ADMISSION

Before being offered admission to the M.S. or Ph.D. degree program, applicants must be reviewed and recommended for admission by the Graduate Program in Nutritional Sciences Admissions Committee. Once a student has been recommended for admission, each student must then secure confirmation from a faculty member that he/she is willing to serve as the student's mentor. Note that although we accept applications throughout the year, most of our incoming students join us during the fall semester. Please contact us before you complete the online application if you would like to be considered for spring or summer semester admission.

Decisions on admissions are based on previous academic records, Graduate Record Examination (GRE) scores, statement of professional goals and experiences and letters of reference. Personal interviews are encouraged and are required by some faculty but are not a formal requirement for admission to the GPN.

## B. ORIENTATION

An orientation is required of all new graduate students and will occur before the fall semester. While topics will vary from year to year, a typical orientation may include a(an):

- student/faculty luncheon or social;
- overview of policies and expectations of the GPN and of graduate students;
- introduction to the Scholarship and Research Integrity (SARI) training requirement;
- discussion with current students in the GPN;
- overview of the eligibility requirements for a dietetic internship and registered dietitian status;
- information on student membership in professional organizations;
- orientation to policies regarding human subjects, animal care, radiation safety and biohazards;
- tour of nutrition facilities in the College of Health and Human Development and the department;
- tour of facilities across campus in various colleges;
- opportunities for applied nutrition experiences;
- research overviews by graduate faculty in the GPN; and
- introduction to The Pennsylvania State University Library system.

## C. REGISTRATION

Students are strongly encouraged to pre-register for courses for the forthcoming semester. Pre-registration allows for reasonable enrollment estimates to prevent course cancellations. Students should plan their academic schedules in consultation with their advisor/research mentor and/or doctoral committee.

Students must register for at least one (1) credit of Nutrition (NUTR) 600 or 610 each semester in which they will be using faculty expertise (planning, conducting research, writing, analyzing data, rewriting or defending).

## D. GRADING

Most courses are graded A, A-, B+, B, B-, C+, C, D or F. Any grade below a "C" is not considered to be a passing grade for a required course. R grades are available routinely for NUTR 590, Colloquium; NUTR 594, Research Topics; and NUTR 596, Individual Studies. 597 courses should be graded on the A, B, C, etc., system. If an R grade is desired for a 597 course, special permission must be obtained from the Graduate School.

### *Deferred Grades*

The use of deferred grades should not be abused. The Graduate School policy notes that if work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the

semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade. Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than twenty-five weeks after the course end date as noted on the Registrar's Schedule of Courses. A deferred grade that is not resolved before the end of this period automatically converts to an F, unless an extension to a specified date is agreed upon by the instructor and student that allows for a completion deadline longer than 25 weeks. A memo with a justifying statement and the agreed-upon date must be submitted by the instructor to the Office of Graduate Enrollment Services in order to request an extension. If a course (e.g., perhaps NUTR 596) is really designed to require a year rather than a semester, a request can be submitted to The Graduate School to allow an 'R' grade for the first semester (or both semesters). Note that in such a case, the student must enroll for two (2) continuous semesters of the course. A final quality grade can be issued at the end. Or it can remain an 'R'.

## E. FINANCIAL CONSIDERATIONS

### *Assistantships*

Assistantships are available from a variety of sources each year on a very competitive basis for outstanding graduate students. The level of support varies with the source of funds. Also, assistantships are awarded on the basis of academic record and competencies of the student in relationship to the needs of the specific appointment. Assistantships are funded from scholarly projects allocated to individual professors or from other sources outside the university. Some of these assistantships may require specific experience and/or academic preparation and thus be available only to students with these qualifications. Students admitted to the Program are automatically considered for financial support administered through the Program.

In general, appointments are made for two (2) semesters, Fall and Spring, on an annual basis. To retain an assistantship, graduate students must maintain a grade point average equivalent to a B (3.0) level in courses numbered 400 and above and be registered (not audit) for 9 to 12 credits for a half-time assistantship, and 9 to 14 credits for a quarter-time assistantship, during the Fall and Spring semesters. Summer funding is determined on a case-by-case basis by each advisor/research mentor. Summer funding is not guaranteed and should be discussed individually with the student's advisor/research mentor. Students receiving one-half and one-quarter assistantships during the summer will register for 4 to 6 or 5 to 7 credits, respectively. If courses are dropped and total credits fall below the minimum, assistantship stipends will be forfeited for the remainder of the semester. Only under extenuating circumstances may maximum credits be exceeded, and in any case, the average per semester should be within limits over the year.

A standard stipend, set by the university each year, is paid per semester (Fall and Spring) for a Grade 13, half-time assistantship which carries a remission of tuition and fees. A portion of some, but not all, stipends may be tax-exempt. At the time a student is offered financial support, there should be a notification letter that the assignment is considered a commitment for at least one (1) year; it is assumed that research assistantships would involve commitment to complete research with the professor making the offer. A student is expected to devote 20 hours per week beyond personal dissertation research and required coursework to either the teaching or research assignment for 18 weeks each semester. This work usually extends from the first day of registration until the date of graduation. The details of each assignment are determined by the supervisor, advisor or research mentor. However, at a minimum, students are expected to be

available throughout the 18 weeks of each semester. Failure to do so may result in termination of the appointment.

Also, under certain circumstances, it may be necessary (for the quality of the project or student/faculty relationship) to terminate the assignment. All efforts will be made to identify alternative arrangements, but no guarantee can be made. Students who are only writing their dissertation and/or who are not in residence at University Park may become ineligible for assistantship funding. Ineligibility will be determined by the Department Head in consultation with the Professor-in-Charge of the GPN. Examples of ineligibility include completing only the writing of the dissertation, completing a dietetic internship or engaging in other full- or part-time employment.

Students on 2-semester assistantships are eligible to apply for a tuition assistance grant to cover tuition for Summer sessions.

Graduate students are given desk space when possible, usually in the Program area, and are assigned a mailbox.

### *Summer Tuition*

Graduate assistants paid for two (2) semesters on general funds (i.e., supported by a Department or College assistantship) or University research grants are eligible for tuition assistance for up to nine (9) graduate credits for Summer session. The Summer Tuition Assistance Program (STAP) does not apply to undergraduate courses, such as courses supporting completion of the Didactic Program in Dietetics. Students supported on outside or external research funds are not eligible for university tuition support in the Summer session. Announcements about the STAP are distributed in the Spring semester. Students should apply as soon as possible for STAP funds.

### *Fellowships*

Graduate fellowships are limited in number and are very competitive. Students with GRE scores above 166 (verbal) and 155 (quantitative) (~1400, based on old scoring system) and grade point averages above 3.8 are generally competitive for graduate fellowships. Nominations are made by the faculty of the GPN and the Professor-in-Charge of the GPN. Other fellowships are awarded by professional societies and other external agencies. Students can find information on these programs from society websites, funding agencies and/or from their advisors/research mentors.

### *Work Study*

Students who meet the financial requirements may qualify for work study grants. These provide an hourly stipend in return for research or other teaching assistance.

### *Loan Fund*

The Mary L. Dodds Loan fund is available to meet emergency financial needs of graduate students in amounts up to \$500. This loan fund may be obtained immediately after consultation and approval of the Department Head.

## F. SEMINAR POLICY

All graduate students in the GPN are expected to attend regularly the GPN Colloquium to hear about current research topics from internal and external speakers. In addition, Master's degree

candidates are required to take one (1) credit of NUTR 520 and one (1) credit of NUTR 551 as indicated in the Master's degree requirements (see pages 13-14). For Ph.D. students, one (1) credit of NUTR 551 or NUTR 590 per year is required until after the semester in which the Comprehensive Examination is passed. In addition, two (2) semesters of NUTR 520 should be completed in the first year of the Program, following the Fall-Spring sequence only. NUTR 551 should be completed once each year of the Program (usually in the second and third years) until after completing the Comprehensive Examination. NUTR 590, rather than NUTR 551, may be completed to fulfill the seminar requirement in the second or third year of the Program, on a case-by-case basis. In addition, all doctoral students need to give a seminar during the GPN Colloquium, when the student's dissertation research is ready for presentation. The availability of travel funds is contingent upon consistent attendance at Colloquium.

#### G. TRAVEL TO MEETINGS

Financial support for travel to scientific meetings is a privilege and is considered a reward for meritorious performance. Its purpose is to further the education of the graduate student. The number of trips, if any, and the amount of support for each trip will be at the discretion of the advisor, the Professor-in-Charge of the GPN or Department Head. Priority will be given to those students making a presentation.

A graduate student seeking funding for travel to a professional scientific meeting will initiate such a request by completing and submitting a formal Travel Request Form to the Administrative Assistant to the GPN. Applications will be accepted on a rolling basis and funded depending on available resources. Requests may be denied by the Department Head. The following guidelines will apply:

1. there will be no funding from the Department for first-year graduate students;
2. as resources allow, the level of funding for second-year students and beyond will follow this schedule:
  - a. post-comprehensive Doctoral students – up to \$500;
  - b. post-candidacy Doctoral students – up to \$400;
  - c. pre-candidacy Doctoral and Master's students – up to \$300.(A formal request for funding must be approved by the Department Head in advance of the travel. A Travel Request Form can be obtained from Appendix H, or the Administrative Assistant to the GPN.)
3. department funding will be available to Doctoral students only two (2) times during their tenure, unless extreme circumstances are presented. Master's students will receive funding only one (1) time during their tenure as a graduate student;
4. department funding will be available only to second-year students and beyond who are in good academic standing and who have a consistent record of attendance at the departmental colloquium;
5. preference for funding will be given to graduate students who are presenting at the scientific meetings and to more senior students who have not previously received travel funds;
6. students who receive departmental support for their travel to professional scientific meetings will:
  - a. attend sessions throughout the scientific meeting, not limited to those in which the student is presenting;
  - b. actively "network" with scientists and students in their area of research. This will include informal group discussions, hallway conversations, attending sessions arranged for graduate students to meet speakers, attending any departmentally organized receptions and meetings, etc.;

- c. submit a written report to the GPN Professor-in-Charge on the significant findings learned in the meeting's scientific sessions (no more than 2 pages);
  - d. engaging in non-conference activities, such as visiting local tourist sites, may only be done on the students' own time, either before or after the meeting, using personal resources. A violation of this policy is a violation of use of University funds. Any student who intends to lodge with family or friends in the local areas should discuss such arrangements with their research mentor or advisor and inform the Professor-in-Charge of the GPN.
7. additional resources from the College of Health and Human Development and The Graduate School should not be expected by the student. Students are encouraged to apply for travel funds available from sources outside of the department, such as professional societies. Students should discuss travel funds with their academic and research advisors.
  8. travel funds available from a student's academic advisor or research mentor are to be negotiated between the student and advisor.

**NOTE: Funds will be reimbursed via ERS Report to offset actual expenses.**

#### H. TEACHING ASSISTANT POLICY

All students seeking the Ph.D. degree, will serve as a Teaching Assistant (TA) for at least two (2), semesters. Additional elective experience as a TA may be completed, if agreed upon by the student, research mentor and instructor of record of the prospective course. Each student enrolled in the GPN, seeking the Ph.D. degree, is strongly advised to complete one semester of the TA requirement during the second and/or third year of the Ph.D. program. The TA assignment will be made in consultation with the individual student, student's research mentor, instructor of record of the course and the Professor-in-Charge of the GPN. Students and faculty should direct requests for specific TA assignments to the PIC, who will take requests into consideration when the assignments are being made. Assignments to TA positions are typically made during the summer. Students and faculty are informed of the assignments far enough in advance to allow time for coordination with the student's classes and research assignments, research mentor's expectations and the prospective instructor of record for the course. This policy applies to Ph.D. students enrolled in the GPN, beginning with the Fall 2015 semester. Students must complete the 2-semester TA requirement no later than nine (9) months before the final oral examination (dissertation defense). Students who do not fulfill the TA requirement will not be allowed to schedule the final oral examination.

##### *Required Training in order to be a TA*

Family Educational Rights and Privacy Act (FERPA) Training: All graduate students must complete the Family Educational Rights and Privacy Act (FERPA) training as required by the institution. To complete this training, go to [http://www.registrar.psu.edu/staff/ferpa\\_tutorial/ferpa\\_tutorial.cfm](http://www.registrar.psu.edu/staff/ferpa_tutorial/ferpa_tutorial.cfm). By the end of the first year of the Program, each student must provide documentation to the Administrative Assistant to the GPN that FERPA training has been completed.

Graduate students for whom English is a second language must meet English communication standards as required by The Graduate School before serving as a Teaching Assistant. Nutritional Sciences recommends that you take this training during your 2<sup>nd</sup> or 3<sup>rd</sup> semester. These requirements may be found at <http://aplng.la.psu.edu/programs/about-the-aecopt> .



### *Expectations and Duties of TA*

Each student will engage in duties assigned by the instructor of record for the course to which the TA has been assigned. Duties required of the TA will be determined and agreed upon by the instructor of record and TA before the first class session of the semester. The TA experience is intended to enhance the familiarity and exposure of students to the responsibilities inherent in an academic teaching position, and to assist faculty with the conduct of their courses.

6 to 8 hours of work per week on average is the expected time commitment for TAs, or a total of 90-120 hours per 15-week semester. If this includes 3 hours of class attendance per week, then the total average hours of work per week should not exceed 5. The TA and the instructor of record for the course to which the TA has been assigned will be responsible for keeping track of the hours of work that the responsibilities require. If more than the expected time is required for the TA to complete the duties, then the TA and the instructor need to reassess the assigned responsibilities. It is the TA's responsibility to set up regular meetings with the instructor and to communicate with the instructor regarding questions that may arise, issues related to workload, etc. The instructor is responsible for providing timely feedback to the TA and for working with the TA to resolve any issues that may arise. If issues cannot be resolved after appropriate efforts have been made, then the Professor-in-Charge (PIC) should be notified so that a resolution can be attained.

Duties may include the following activities within the time constraints outlined above.

- \* Attend class lectures [up to three (3) hours per week]
- \* Assist with preparing course assignments, examinations, and other course materials. The TA should not have primary responsibility for such preparation, but can edit assignments, examinations, syllabi, etc. that the instructor has prepared, or can submit suggestions for course materials for the instructor to consider.
- \* Assist with administering course assignments and examinations
- \* Assist with grading of course assignments and examinations
- \* Prepare and conduct study, review and/or recitation sessions
- \* Present up to four (4) lectures. These should be prepared under the instructor's supervision. Ideally, the instructor will be present for each lecture that the TA gives, in order to provide feedback and to note improvement. Minimally, the instructor must be present for the first of these lectures in order to provide feedback to the TA regarding content and presentation style, and in order to determine if additional lecture presentations are warranted. If additional supervision is warranted, the instructor should be present at additional lectures until he/she is confident that the TA can deliver the necessary content in an acceptable manner. Feedback from undergraduate students in the class can also be solicited.
- \* Coordinate work of undergraduate TAs when needed
- \* Hold (one) 1 office hour per week
- \* Write a reflection paper on the TA experience (details to be provided by instructor of record)

### *Course Credit*

Each student assigned as a TA will enroll in NUTR 602 for two (2) credits for at least one of the TA semesters. The second TA semester can be completed after the comprehensive exam, if agreed upon by the student, research mentor, and PIC. In this case, the student should register to audit NUTR 596 after consulting with the PIC regarding which classes are available for the TA

experience. The student must notify the Graduate Administrative Assistant (Tammy Houser) so that appropriate documentation of the experience can be obtained. The instructor of record will be responsible for assigning a NUTR 602 letter grade for the TA at the end of the semester in which the TA requirement has been completed, or for verifying that the student successfully completed the TA NUTR 596 audit if the second TA semester is completed post-comps. ***The instructor of record will also provide a letter of formative evaluation to the assigned TA by the end of the semester.*** If the TA assignment also fulfills a Didactic Program in Dietetics course requirement, the instructor of record will provide a letter of documentation of course completion to the Didactic Program in Dietetics Director (Dr. Mary Dean Coleman-Kelly) by the end of the semester.

Of the two semesters in which a student serves as a TA, one can be with the research mentor. The second semester should be with someone else, if at all possible. The student can TA the same course in both semesters, but ideally this would be with different members of the faculty. Exceptions may be made pending PIC approval.

#### I. SCHOLARSHIP AND RESEARCH INTEGRITY (SARI) TRAINING

Every graduate student at The Pennsylvania State University is required to fulfill a SARI training requirement during his/her graduate program. Consistent with University guidelines, all students will complete a minimum of ten (10) hours of SARI training. ***Doctoral students must meet the entire ten-hour minimum requirement prior to taking their candidacy examination*** while Master's students must fulfill the requirement in order to graduate.

- One-half (5 hours) of which must include the online university component Responsible Conduct of Research (RCR) training offered by the Collaborative Institutional Training Initiative (CITI); (go to the SARI tutorial at <https://www.research.psu.edu/education/sari>. Quizzes must be completed with an 80% passing rate. Print the "Completion Report" and provide one (1) copy of this report to the Administrative Assistant to the GPN.
- Two (2) hours of SARI training will be provided in NUTR 520. Once you have completed both the Fall and Spring semesters of NUTR 520, send an electronic mail message to the Administrative Assistant to the GPN to confirm your completion of NUTR 520.
- To complete the remaining three (3) hours of SARI training, engage in discussion-based seminars that are offered by the College of Health and Human Development (HHD) and/or The Graduate School and/or the Office of Research Protections. Note that at least 2 of these remaining credits must be provided by HHD<sub>[RC1]</sub>.

#### J. OFFICE FOR RESEARCH PROTECTIONS

The Office for Research Protections (ORP) ensures that research at the University is conducted in accordance with federal, state, and local regulations and guidelines that protect human participants, animals, students, and personnel involved with research.

814-865-1775 Email Address: [ORProtections@psu.edu](mailto:ORProtections@psu.edu) URL: <http://www.research.psu.edu/orp>

#### K. NUTRITION GRADUATE STUDENT ASSOCIATION

Graduate students entering the GPN are automatically members of the Nutrition Graduate Student Association (NGSA). This organization provides a vehicle to students for communication in the Program. Several educational and social activities are sponsored by this organization, in addition to providing a means through which graduate students may express views about the policies and procedures of the GPN. Each year, approximately four (4) students serve in leadership positions

for the NGSA. The NGSA communicates with the College of Health and Human Development Graduate Student Council by representation on this college-level committee.

#### L. MINOR

A student minoring in Nutrition at the Master's or Ph.D. level must meet the 14 credit "Core Courses" requirement (see pages 13 or 15). A member of the GPN faculty must be a member of the student's thesis or doctoral committee.

#### M. LEAVE OF ABSENCE

The Graduate School, at present, has no policy on leaves-of-absence. Depending upon the source of funding, a graduate student may be permitted to miss the Summer session without being considered as having a leave-of-absence. However, after an absence of one (1) or more Fall or Spring semesters, the Graduate School must have a completed "resume study form" submitted one (1) month prior to the semester that the student wishes to return [e.g., if student misses the Fall semester or any portion of it, student must apply to resume study one (1) month prior to the Spring semester]. If a student does take a leave-of-absence that amount of time must be included in the time limit for completing the degree.

If a graduate student is unable to fulfill the duties of his/her assistantship because of illness, injury, pregnancy or adoption, every reasonable effort will be made to assist the graduate student in performing the level of duties possible for the duration of the semester. If the graduate student cannot fulfill any duties, the assistantship stipend may be maintained for up to three (3) weeks or until the end of the stipend period, whichever occurs first. If circumstances are such that three (3) weeks of paid leave do not provide the graduate assistant with sufficient time to resume his/her duties, the Department Head may grant an additional three (3) weeks leave of absence. Such a request for paid leave for medical reasons must be in writing and be accompanied by a written certification of illness from a health care provider and written permission by the graduate student for a University Health Services physician to contact the certifying health care provided, if needed. When the leave is requested due to pregnancy or adoption, certification by a health care provide is not necessary.

If a graduate student is unable to fulfill the duties of his/her assistantship and is funded by a grant external to the University, **prior to granting the leave**, it will be the responsibility of the primary investigator (typically the student's advisor/research mentor) to be sure that the commitments to any grant or contract are fulfilled by the investigator and to be sure that the funding agency rules allow the implementation of such a leave of absence.

Graduate students should be aware that a leave of absence may affect the student's current and future funding. If it becomes necessary to terminate funding of a graduate student, the student should contact the Student Insurance Office to be accurately informed of the implications of the termination for the student's health insurance coverage and of mechanisms available for coverage once that provided by the stipend benefit is no longer in effect.

If a student must take an unpaid leave of absence that extends for no more than one calendar year, the student must submit a request in writing to the Professor-in-Charge of the GPN. The student must also provide a written certification of illness from a health care provider and written permission by the graduate student for a University Health Services physician to contact the certifying health provider. Such a leave would not guarantee that assistantship funding would be

available when the student returns to full-time graduate work. However, the GPN will not count this leave against the student's time to degree. The graduate student in coordination with the Professor-in-Charge of the GPN will notify The Graduate School in writing of the approval of the leave of absence, its circumstances and its duration. Before a leave of absence is discussed and approved for an international graduate student, the advisor/research mentor and Professor-in-Charge of the GPN will contact the International Scholars Office to insure consistency with federal regulations.

#### N. CHANGING OPTIONS

Students who wish to change from the Doctoral option to the Master's option must inform their advisor/research mentor as soon as possible. The student should be aware that electing to make such a change may have implication for allocation of assistantships, research priorities and advisor/research mentor matches, etc.

#### O. ANNUAL REVIEW

Progress in the program will be evaluated annually for GPN students intending to continue in the program during the subsequent academic year, i.e. students who will be graduating from the program by August of the evaluation year do not need to be evaluated. See Appendix I for the form to be used in the evaluation process. The evaluation process takes place at the end of the spring semester each year, as follows:

- 1) Students will complete their section of the form and submit it to their advisor along with a copy of their most recent transcript and a current CV.
- 2) The thesis advisor will then fill out the "Thesis Advisor section" and make an appointment with the student to discuss.
- 3) Student and Thesis Advisor will sign the form when they meet and forward it to the Graduate Staff Assistant by the due date (generally the first week of June).
- 4) The Graduate Staff Assistant will inform and forward the signed form to the PIC.
- 5) Students should then contact the PIC to set up an appointment to go over the form, assess progress, and discuss any problems that need to be resolved. The PIC will complete the form and then forward to the Graduate Staff Assistant to keep on file.

#### P. PROGRAM DISMISSAL

When the Program's Professor-in-Charge, on the advice of the student's research committee determines that a student must be dismissed for unsatisfactory scholarship, the student must be given advance notice, in writing. This notice will advise the student of the reason(s) for dismissal.

Examples of reasons for dismissal include, but are not limited to, inability of the student to maintain a B (3.0) level grade point average, failure to successfully complete the Candidacy Examination or the Comprehensive Examination, inability to meet scholarly goals and objectives required for attainment of the Ph.D. degree, unsatisfactory academic or research progress as assessed by the advisor/research mentor during the annual review or exceeding the time limitation for the Ph.D. degree [within eight (8) years from the date of the completion of the Candidacy Examination].

Upon receipt of this notice of unsatisfactory performance, the student has the opportunity to seek a review of this decision. If the student desires such as review, the student must, within 10 days of receipt of the notice, submit to the Program Professor-in-Charge and/or the Chair of the Graduate Student Grievance Committee a written proposal.

#### IV. DEGREE REQUIREMENTS

Listed below are the requirements for the M.S. and Ph.D. degrees in the GPN. The graduate student and the student's research committee may request of the Professor-in-Charge of the GPN that a course substitution be allowed. (*Please note that as of July 1, 2011, the GPN no longer offers the M.Ed. degree.*)

##### A. M.S. DEGREE

The M.S. degree requires a minimum of 30 credits of course work including six (6) credits of research (NUTR 600). The M.S. degree with emphasis in nutrition in public health includes a four (4) credit field experience. The instructor for NUTR 596 credits, if taken, must be a faculty member other than the student's thesis advisor.

##### *M.S. Degree Course Requirements*

Students in pursuit of the M.S. degree must prepare a research proposal for approval by their Thesis Committee, and must present a seminar prior to their defense. Please see the Recommended Schedule for Master's Students (pages 22-23).

##### 1. Core courses (14 credits)

- a. Regulation of Nutrient Metabolism I (4 credits) – NUTR 501
- b. Regulation of Nutrient Metabolism II (3 credits) – NUTR 502
- c. Readings in Nutrition Fall Semester (1 credit) – NUTR 520
- d. Readings in Nutrition Spring Semester (1 credit) – NUTR 520
- e. Seminar in Nutrition (1 credit) – NUTR 551
- f. 500 Level Courses (4 credits) – choose from NUTR 506 (AN SC 506), 508, 511, 513, 514 (VB SC 514), 515, 532, 533, 534, 583, 597X

##### 2. Supporting courses (6 credits)

- a. English 418 or equivalent (3 credits): Requests to waive the ENGL 418 requirement **must be prepared by the student's mentor and have support of the student's Thesis Committee.** Waiver requests must include a specific substitution and rationale for equivalent credit and be submitted in writing to the Professor-in-Charge of the GPN. Specifically, the request for waiver should include the following, all in a single email (do NOT send components in separate emails): 1) a copy of the materials being used as evidence of writing ability. This can be, for instance, a research proposal or a first-authored research or review article. 2) A written statement from the thesis mentor that the student did the bulk of the writing. 3) Confirmation of approval by the thesis committee. Correspondence from committee members confirming approval is preferred; however, in certain circumstances, a written statement from the thesis mentor confirming committee approval is acceptable.
- b. Statistics (3 credits) – STAT or HD FS

3. Electives (5 credits) – 400 or 500 Level Courses – for example, NUTR 451, 452, 453, 456, 506, 508, 511, 513, 514, 515, 532, 533, 534, 583, 597X or other appropriate courses in BBH, BMB, HD FS, KINES, etc.
4. Thesis Research – NUTR 600 (minimum of 6 credits, R Grade = Satisfactory). If work is unsatisfactory, a letter grade must be given.

#### *M.S. Thesis Committee*

The Master's Thesis Committee should be appointed as soon as possible in the Program. The Master's Thesis Committee should meet with the student at least once per year. The Master's Thesis Committee shall consist of at least three (3) members, at least two (2) of whom must be from the GPN, preferably from the Department of Nutritional Sciences. The third will be selected as the most appropriate individual to assist the candidate in the development and execution of the thesis. This person may be from within or outside the GPN and should be from outside the Department of Nutritional Sciences. It is not absolutely essential that this third person be a member of the Graduate Faculty, but this committee member should have a significant contribution to make. An appointment from outside the Graduate Faculty must be approved by the Dean of The Graduate School before being allowed to sign the thesis. The committee is appointed through the Office of Graduate Student Programs, upon recommendation of the Professor-in-Charge of the GPN. The student is responsible for having the Thesis Committee Appointment Signature Form completed, after which the student must submit this form to the Administrative Assistant to the GPN. This form may be obtained from the Administrative Assistant to the GPN.

#### *M.S. Student's Defense*

A final examination is required of all candidates. This examination will include an oral presentation of the thesis research and an oral defense session and will be administered by the candidate's graduate Thesis Committee. A written thesis is required of all M.S. students.

The oral presentation of the thesis must be announced to all faculty and students at least one (1) week in advance, as this seminar is required to be open to the public per The Graduate School policies. Both the student and advisor/research mentor are responsible for assuring that a complete draft of the thesis is given to the committee at least two (2) weeks before the scheduled date of the final oral examination. All members of the Thesis Committee and the student must be physically present at the final examination. A favorable vote of at least two-thirds of the Master's Thesis Committee is required in order to pass the final examination. The thesis is not approved until changes requested by the committee have been made and approved.

Upon completion of the Master's final examination, the Thesis Committee should sign and date the Completion of Thesis Form and submit this form to the Administrative Assistant to the GPN.

- B. M.Ed. DEGREE (*The GPN no longer offers the M.Ed. degree.*)
- C. Ph.D. DEGREE
  - a. **Students are admitted on a provisional basis pending satisfactory completion of the Candidacy Examination** designed to assess the student's potential and academic preparation for doctoral study. For students with a M.S. degree, the examination must be

taken before earning 24 graduate credits beyond the M.S. degree **or** before completing three (3) semesters of enrollment, whichever comes first. For the exceptionally well qualified student who is admitted directly into the Ph.D. program (without receiving the M.S. degree), the examination may be taken after 18 graduate credits beyond the baccalaureate are earned, but must be taken prior to completing three (3) semesters **or** before having earned 24 graduate credits. The student must be registered as a full-time or part-time degree student for the semester in which the Candidacy Examination is taken. Students may complete the Candidacy Examination in the Summer session, only if they have been enrolled as full-time students in the previous Spring semester. (Summer sessions do not count toward the semesters of enrollment in relation to the completion of the Candidacy Examination.)

- b. A **Comprehensive Examination** will be administered to Ph.D. candidates at least two (2) semesters before the scheduled dissertation defense or final examination. After the Comprehensive Examination, doctoral students enroll in NUTR 601 or 611 which is considered to be a full-time student. Please see the Recommended Schedule for Doctoral Students (page 23-25).

#### *Ph.D. Degree Course Requirements*

As stated in the Graduate Degree Program Bulletin, “no specified number of courses completed or credits earned will assure attainment of the doctorate.” The Bulletin does describe a general requirement of a period of residence, a satisfactory dissertation and the successful completion of a Comprehensive Examination and final oral examination. Specific course requirements for Ph.D. candidates in the GPN are indicated below.

#### 1. Core Courses (14 credits)

- a. Regulation of Nutrient Metabolism I (4 credits) – NUTR 501
- b. Regulation of Nutrient Metabolism II (3 credits) – NUTR 502
- c. Readings in Nutrition Fall Semester (1 credit) – NUTR 520
- d. Readings in Nutrition Spring Semester (1 credit) – NUTR 520
- e. Seminar in Nutrition (1 credit) – NUTR 551
- f. 500 Level Courses (4 credits) – choose from NUTR 506 (AN SC 506), 508, 511, 513, 514 (VB SC 514), 515, 532, 533, 534, 583, 597X, or other courses as approved by the PIC or department head

#### 2. Additional Courses (minimum of 12 credits)

Course credits in nutritional sciences or related fields are required in addition to the core courses. An example of an additional course would be in statistics or another root discipline, such as biobehavioral health, microbiology, immunology, genetics, sociology, psychology, food science, human development and family studies, etc. At least five (5) credits should be at the 500 level.

Examples of courses include NUTR 451, 452, 453, 456, 506, 508, 511, 513, 514, 515, 532, 533, 534, 583, 597X; STAT 501, 503, 511, 513, 551, etc.

The selection of additional courses should be tailored to the individual graduate student's

interests, relying on the advice of his/her advisor/research mentor and Doctoral Committee. The Doctoral Committee should be formed immediately after completion of the Candidacy Examination.

3. Seminar (minimum of 1 credit per year)

For Ph.D. students, (one) 1 credit of NUTR 520 or NUTR 551 per year is required until after the semester in which the Comprehensive Examination is passed. NUTR 590 can be taken in lieu of 551 on a case-by-case basis only. The recommended sequence of completion of the seminar requirement is:

Year 1: NUTR 520, Fall and Spring semesters (required in both semesters in the Fall then Spring semester sequence only)

Year 2, 3, etc. until the comprehensive exam is completed: NUTR 551, Fall or Spring semester

In addition, the student must present his/her dissertation research to the department as part of the GPN Colloquium. This most likely will occur after completion of the comprehensive exam.

4. Communications Requirement (minimum of 5 credits)

A candidate for the Ph.D. degree in the GPN must satisfy the communications requirement before taking the Comprehensive Examination. The manner in which the communications requirement is satisfied must be approved by the student's Doctoral Committee.

- a. Three (3) credits of technical writing – ENGL 418, some equivalent course work, or other evidence of technical writing ability. Speech or speech communication may also be recommended by the committee. This course is no longer needed to satisfy the communications requirement starting with the 2015 entering class of students. Thus, the "request to waive" information that follows only applies to those admitted prior to 2015. For students admitted prior to fall 2015, requests to waive the ENGL 418 requirement must be prepared by the student's mentor and have support of the student's Doctoral Committee. Waiver requests must include a specific substitution and rationale for equivalent credit and be submitted in writing to the Professor-in-Charge of the GPN. Specifically, the request for waiver should include the following all in a single email (do NOT send components in separate emails): 1) a copy of the materials being used as evidence of writing ability. This can be, for instance, a research proposal or a first-authored research or review article. 2) A written statement from the research mentor that the student did the bulk of the writing. 3) Confirmation of approval by the doctoral committee. Correspondence from committee members confirming approval is preferred; however, in certain circumstances, a written statement from the thesis mentor confirming committee approval is acceptable.
- b. Two (2) to three (3) credits in one (1) or more courses taken post-baccalaureate as part of the Ph.D. requirements from one (1) of the following areas:
  1. College or extension teaching – Agricultural Education 530, Agricultural College Teaching; Higher Education 546, Principles of College Teaching; NUTR 602, Supervised Experience in College Teaching.
  2. Logic or philosophy of science – Philosophy 212, Symbolic Logic; Philosophy 410, Philosophy of Science; Philosophy 510, Advanced Topics in Philosophy of Science.
  3. Foreign language; Education Testing Service competency in French or Spanish; Graduate School competency in other languages.



4. Computer applications.
5. Course substitution or waiver requests should be made in writing to the graduate program PIC who will make a determination in consultation with the Department Head and instructor of record for the class.

### *Doctoral Committees*

The Doctoral Committee should be appointed immediately after the student's admission to candidacy (i.e., after completion of the Candidacy Examination). The Doctoral Committee should meet with the student at least once per year to provide guidance to the student, finalize and approve the research proposal of the student, assess the quality and progress of the student's research and discuss course and Program requirements. General guidance of a doctoral candidate is the responsibility of a doctoral committee consisting of four or more active members of the Graduate Faculty, which includes at least two faculty members in the major field. The dissertation/performance adviser must be a member of the doctoral committee. The dissertation/performance adviser usually serves as chair, but this is not required. If the candidate is also pursuing a dual-title field of study, a co-chair representing the dual-title field must be appointed. In most cases, the same individual (e.g., dissertation/performance adviser) is a member of the Graduate Faculty in both the major and dual-title fields, and in such cases may serve as sole chair.

At least one regular member of the doctoral committee must represent a field outside the candidate's major field of study in order to provide a broader range of disciplinary perspectives and expertise. This committee member is referred to as the "Outside Field Member." In cases where the candidate is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member.

Additionally, in order to avoid potential conflicts of interest, the primary appointment of at least one regular member of the doctoral committee must be in an administrative unit that is outside the unit in which the dissertation/performance adviser's primary appointment is held (i.e., the adviser's administrative home; in the case of tenure-line faculty, this is the individual's tenure home). This committee member is referred to as the "Outside Unit Member." In the case of co-advisers, the Outside Unit Member must be from outside the administrative home(s) of both co-advisers. In some cases, an individual may have a primary appointment outside the administrative home of the student's dissertation/performance adviser and also represent a field outside the student's major field of study; in such cases, the same individual may serve as both the Outside Field Member and the Outside Unit Member. Further details can be found at <http://bulletins.psu.edu/graduate/degree/requirements/degreeReq1#doctoralAdvisers>

The student is responsible for having the Doctoral Committee Appointment Signature Form completed, after which the student must submit this form to the Administrative Assistant to the GPN. This form may be obtained from the Administrative Assistant to the GPN.

### *Ph.D. Student's Defense*

The GPN policies require Ph.D. students to present a seminar on their research before their oral defense or final examination. This should be scheduled by the student and Chair of the Doctoral Committee (i.e., advisor/research mentor) in coordination with the GPN Colloquium Chair, to take place during the NUTR 590 Colloquium class, when possible. If it is not possible to coordinate the seminar with NUTR 590 Colloquium, the presentation may be scheduled at a time compatible with

the schedules of the Doctoral Committee members. The seminar must be announced to all faculty and students at least one (1) week in advance, whether this seminar is part of the NUTR 590 Colloquium or not, as this seminar is required to be open to the public per The Graduate School policies. The colloquium can cover portions of the student's research that may not be included in the dissertation, or can occur prior to completion of the entire dissertation project.

In addition to the colloquium, a final examination is also required of all Ph.D. candidates. This examination will include an oral presentation of the entire dissertation research project and an oral defense session and will be administered by the candidate's graduate Doctoral Committee. At least 3 members of the Doctoral Committee (the Chair (i.e., advisor/research mentor), the student, and one other committee member) must be physically present at the final examination; additional members of the committee can be present electronically, as outlined by the Graduate School. Permission must be obtained by written letter to the graduate school for participation via distance of a committee member. A written dissertation is required of each Ph.D. student.

Both the student and advisor/research mentor are responsible for assuring the completion of a draft of the dissertation and for adequate consultation with members of the Doctoral Committee well in advance [or at least two (2) weeks before] of the oral presentation or final examination. Major revisions to the dissertation should be completed before this final examination. The dissertation should be in its final draft, with appropriate notes, bibliography, tables, etc., at the time that it is distributed to committee members. Both the content and style should be correct and polished by the time that this final draft of the dissertation is in the hands of the committee. Again, there should be an adequate period of time [at least two (2) weeks] between the delivery of the final draft of the dissertation to committee members and the scheduled final examination. If a committee member finds that the final draft is not correct and polished with respect to content and style, it is the responsibility of the committee member to notify the advisor/research mentor at least one (1) week in advance of the final oral examination date. A favorable vote of at least two-thirds of the committee is required in order to pass the final examination. The dissertation is not approved until changes requested by the committee have been made and approved. The student is responsible for completing and submitting the Examination Request Form for the Final Oral Examination to the Administrative Assistant to the GPN. This form may be obtained from the Administrative Assistant to the GPN. The Graduate School requires at least two (2) weeks advance notice for the preparation of the final examination paperwork. Please see the Administrative Assistant to the GPN for a Final Oral Exam Checksheet to review requirements that need to be met before scheduling your final oral exam. After receipt of the Examination Request Form for the Final Oral Examination by The Graduate School, the Report of Doctoral Final Oral Examination Form and Electronic Thesis and Dissertation Form will be sent to the student's advisor/research mentor by The Graduate School. The student is responsible for having the Report and (eTD) forms completed and for submitting these forms to The Graduate School.

Further details may be found at The Graduate School website, Graduate Student Committee Procedures and Doctoral Committee Appointment Signature Form (<http://www.psu.edu/bulletins/whitebook/>).

#### D. CANDIDACY EXAMINATION POLICY

1. Objectives of the Candidacy Examination
  - a. To determine whether the student has the basic capacity for pursuing the Doctoral Program in Nutrition.

- b. The Candidacy Examination should be fair, consistent, and equitable for all students, regardless of background.
  - c. To evaluate the student's strengths and weaknesses relative to specific areas of Nutrition.
  - d. The Candidacy Examination should be diagnostic and prescriptive in nature with the desired outcome being the identification of strengths and weaknesses. To follow up this process, the examination committee would then identify mechanisms to correct those weaknesses prior to the Comprehensive Examination.
  - e. To evaluate the English competency of the candidate, as required by the Graduate School. (Please refer to Appendix E.)
2. Who Should Take the Candidacy Examination and When Will It Be Offered
- a. For students with a M.S. degree, the Candidacy exam must be taken prior to earning 24 graduate credits **OR** prior to completing three (3) semesters, whichever comes first.
  - b. For the outstanding student who is admitted directly into the Ph.D. Program (without receiving the M.S. degree), the Candidacy exam may be taken after 18 graduate credits beyond the baccalaureate are earned, but must be taken prior to completing three (3) semesters **OR** before having earned 24 graduate credits. The student must be registered as a full-time or part-time degree student for the semester in which the Candidacy exam is taken. (Students may complete the Candidacy Examination in the Summer session, only if they have been enrolled as full-time students in the previous Spring semester.)
  - c. The Candidacy Examination may be scheduled at the convenience of the student, his/her advisor/research mentor and other committee members anytime during the first three (3) semesters.
3. Nature of the Candidacy Examination and Who Will Give It
- TIMELINE OF PROCEDURES** (see below for details)
- 2 weeks before the exam (see 3a): **Student** to obtain committee approval from PIC; earlier is better than later in case PIC does not approve committee membership!
  - 1 week before the exam (see 3d): **Mentor** to get exam approved by PIC; earlier is better than later in case questions need to be changed!
  - 1-2 weeks after the written component: oral component takes place
  - After the oral component (see 3g): **Mentor** must notify student in writing of exam outcome; this notification must be signed by the candidacy committee and the PIC.
- a. The Candidacy Examination will be administered by a Candidacy Committee consisting of the student's advisor/research mentor and at least two (2) additional faculty members. At least two (2) of the three (3) committee members must be faculty in the GPN and preferably within the Department of Nutritional Sciences. This committee is expected to have membership across the broad spectrum of the field of nutrition. The student must submit names of prospective members of the committee and the area each will cover (Applied, Basic, Mentor-specific) in writing for approval by the Professor-in-Charge of the GPN at least two (2) weeks prior to the examination. The examination will consist of a written component, followed by an oral component that takes place 1-2 weeks after the written component has been completed. Students are encouraged to visit committee members prior to their examinations for directions. The duration and scope of the oral examination will be determined by the committee in the subject areas identified below. The examination should be consistent for all students, but need not be identical for all students.
  - b. The written examination should last no more than six (6) hours. Students are required to answer a number of questions posed by the Candidacy Examination Committee.

- c. During the exam, students will have 1) no access to the web; 2) no written notes of any kind. If the student desires a blank sheet of paper during the exam, this can be supplied by the Administrative Assistant immediately prior to the examination period. During the oral exam, only a clean copy of the original written exam, not a revised version, may be used.
- d. The GPN faculty will be requested to submit questions to a pool each semester. These will be reviewed by the Executive Committee to assure consistency in level of knowledge and difficulty. The questions will be assigned to the Applied/Public Health or Basics Nutrition Science categories.
- e. The Chair of the Candidacy Examination Committee may also contribute several questions to be assigned to the mentor's category that may reflect a more specific focus in the intended research area of the candidate. The Candidacy Examination Committee will then select 2 to 3 questions from each of the three (3) categories (Applied/Public Health and Basic Nutrition Science and Mentor Specific) and the student will then be able to select a total of four (4) written questions. The advisor/research mentor must submit the Candidacy Examination to the Professor-in-Charge of the GPN at least one (1) week before the student's written examination. A student may choose to not answer a question in a particular category, but that does not mean that the category will not be addressed in the oral component of the examination. Those students specifically wishing to demonstrate that they do not have a deficiency would be well served to pick a question in each category.
- f. Written and oral English competency will be determined by the candidacy committee based upon a combination of the student's performance during the oral and written candidacy exam, along with evaluations from the instructors of Nutr 520 (evaluation of oral skills after the first 2 semesters of Nutr 520 have been completed) and Nutr 501 or 502 (evaluation of written skills). If remediation is deemed necessary for either oral or written skills, it is to be assigned by the Candidacy Committee and the student will receive a Provisional Pass. Once English competency has been evaluated as adequate, then a full pass will be granted by the candidacy committee in consultation with the PIC. If remediation is not deemed adequate, then the student will be dismissed from the program. ***English competency must be deemed adequate before the comprehensive exam can be scheduled.***
- g. The determination of Pass (full or provisional) or Fail (retake allowed or not allowed) will be made by the committee. A decision will be made on a simple majority vote. All students will be notified in writing of the outcome of their performance on the oral and written components of the Candidacy Examination. The memo will outline the strengths and weaknesses of their performance. This memo will be co-signed by the Candidacy Examination Committee and the Professor-in-Charge of the GPN. A copy of the memo needs to be retained by the Administrative Assistant to the GPN.

If the student is deemed deficient and either a provisional pass or a fail with retake has been determined, then remediation efforts, including possible course work must be recommended to address this area. These efforts may entail a course, assigned readings, or other projects. The findings of the Candidacy Examination Committee must be communicated to the student, the GPN Professor-in-Charge, and the Department Head. The committee should seek to set a 9 to 12 month deadline to decide whether these weaknesses have been addressed. A second Candidacy Examination should not be given unless there is an extreme circumstance. Under no circumstances will a student be allowed to proceed to the Comprehensive Examination without express approval from the committee that all requirements have been met. The Candidacy Examination Committee will complete the Candidacy Examination Report Form. This form may be obtained from

and must be submitted to the Administrative Assistant to the GPN. The Administrative Assistant to the GPN will then complete and submit the Report on Doctoral Candidacy Form to The Graduate School.

4. Suggested Subject Matter in Which Knowledge May be Tested  
(Knowledge should be equivalent to that provided in a senior-level undergraduate course.)
  - a. The baseline level of knowledge should be at the advanced undergraduate level of nutritional sciences and will be evaluated in both written and oral components.
  - b. The examination should explore the ability of the student to do integrative thinking. For example, being able to discuss nutrient's role in biochemistry pathways, as well as public implications and clinical outcomes.
  - c. Example Basic Science Category Topics
    1. Homeostasis
    2. Metabolism
    3. Physiology of nutrient digestion and absorption
    4. Classical nutritional deficiencies
    5. Fundamentals of nutrition research
      - a. Mean, standard error, standard deviation, coefficient of variation, variance, degrees of freedom
      - b. Correlation, regression
      - c. Tests of significance, ANOVA
      - d. Research Design
    6. Current issues
  - d. Example Applied/Public Health Category Topics
    1. Dietary standards
    2. Food guides
    3. Major food sources of nutrients
    4. Nutritional status assessment
    5. Nutrient needs and dietary modification through the life cycle

#### E. COMPREHENSIVE EXAMINATION POLICY [RC2]

The purpose of the Comprehensive Examination is to assess each student's understanding of the many aspects of nutrition. A Comprehensive Examination is administered to a student when he/she has essentially completed all course work and begun investigation into the doctoral research. ***A student must have completed the communication requirement prior to taking the examination.*** Please see the Administrative Assistant to the GPN for a Comprehensive Exam Checksheet to review all requirements. The examination is officially scheduled and announced by the Senior Associate Dean of the Graduate School upon recommendation of the Professor-in-Charge of the GPN and must be scheduled at least three (3) weeks in advance. The student is responsible for completing the necessary paperwork to schedule the Comprehensive Examination. The Examination Request Form for the Comprehensive Examination may be obtained from and must be submitted to the Administrative Assistant to the GPN. The Graduate School requires two (2) weeks advance notice for the preparation of the Comprehensive Examination paperwork.

Graduate students will be required to take a Comprehensive Examination with two (2) components, one written and the other oral. The structure of the written component is established by the Comprehensive Examination Committee and may include preparation of a research proposal on a topic that is not the topic of the student's dissertation proposal, preparation of a review article, a closed book written examination or variations on these options. The oral component will be

scheduled to be held within 1 to 2 weeks of the written examination. The oral component is not restricted to the topics addressed in the written component. The examination format is agreed upon by all members of the Committee and is not chosen solely by the primary mentor. If the student's committee feels that the student's performance has been adequately assessed, they may truncate the process before the completion of the 3-hour period. If the examination is passed, the student continues in the program; if the exam is failed, the student's program is terminated. A two-thirds favorable vote by the members of the committee is required to pass. Results of the examination are reported to the Office of Graduate Student Programs and will be entered onto the student's official record. The student is responsible for having the appropriate form completed by the Comprehensive Examination Committee. This form may be obtained from and must be submitted to the Administrative Assistant to the GPN.

At least three (3) members of the Comprehensive Examination Committee, including the student's advisor/research mentor, must be physically present at the oral examination [thus, for a 5-person committee, two (2) could participate via distance]. Permission must be obtained by written letter to the graduate school for participation via distance of a committee member. No more than one (1) member may participate via telephone; a second member could participate via Pic-Tel. The student must also be physically present at the Comprehensive Examination.

#### *Composition of Committee Members*

Note that the comprehensive examination committee and the dissertation committee are comprised of the same people, and is also referred to as the doctoral committee. The minimum number of members is four (4). Two (2) members must be from the major field; one (1) member must be from outside of the major field; the fourth member can be inside or outside the major field. Additionally, the primary appointment of at least one regular member must be in an administrative unit that is outside the unit in which the dissertation adviser's primary appointment is held. This committee member is referred to as the Outside Unit Member.

#### F. POLICY ON TRANSFER OF CREDITS

The policy of the GPN is identical to that of The Graduate School in the Graduate Degree Programs Bulletin: <http://www.psu.edu/bulletins/whitebook/>. A maximum of 10 credits of high-quality graduate work done at a regionally accredited institution may be applied toward the requirements for the Master's degree. Approval to apply transfer credits toward a degree program must be granted by the student's academic advisor/research mentor and The Graduate School Assistant Director of Admissions. Other conditions are specified in the Graduate Degree Programs Bulletin.

A student in a doctoral program may also apply for credits to be transferred as specified in the Graduate Degree Programs Bulletin. The bulletin states:

"Students may transfer up to a maximum of 10 credits of high-quality graduate work done at a regionally accredited institution to a Penn State graduate program. These credits must be above and beyond any credits used toward a conferred degree from an external institution. A graduate program has the option of not transferring any credits from an external institution but can evaluate credits taken (even credits used towards a degree) and make exemptions to required courses or substitute courses, etc., for a Ph.D. graduate program. These exemptions are done at the department level. Additional criteria include: 1) MUST have been earned at an accredited institution, 2) MUST be of "A" or "B" grade value ("B-" grades are not acceptable; pass-fail grades are not transferable unless substantiated by former institution as having at least "B" quality), (3) MUST appear on an

OFFICIAL graduate transcript, and (4) MUST be earned within the five (5) years prior to the date of registration to a degree program at Penn State."

The research mentor must submit the request for transfer of courses, along with necessary transcripts, to the Professor-in-Charge of the GPN for evaluation.

## V. RECOMMENDED SCHEDULE FOR GRADUATE STUDENTS

### A. M.S. Students

#### *Before First Semester Begins*

1. Identify a general area of study interest.
2. Identify an academic and research advisor (generally done during admissions process).

#### *First Semester (Year 1)*

1. Complete formal course work (see Appendix F). Credit load each semester will vary depending on time commitments for teaching assignments, research assistantship requirements and other assigned duties.
2. Become familiar with the GPN and Department of Nutritional Sciences facilities and programs.
3. Develop a plan of study in conjunction with advisor/research mentor.
4. Identify an area of thesis research interest in conjunction with advisor/research mentor.
5. Establish Master's Thesis Committee no later than the end of the first semester.
6. With advisor/research mentor, determine opportunities for research and/or field experiences.

#### *Second Semester (Year 1)*

1. Complete formal course work.
2. Schedule Master's Thesis Committee meeting to discuss and develop thesis research topic and plan of action for completion of research proposal and work and to discuss progress in course work and future courses necessary for completion of degree.
3. Submit a detailed, written thesis research proposal to Master's Thesis Committee for review and approval. (See Appendix D for a proposal format.)
4. Begin thesis research as early as appropriate, with approval from Thesis Committee.

#### *Third Semester (Year 2)*

1. Complete formal course work.
2. Continue thesis research. Identify appropriate journals for prospective publication of Master's thesis research.

#### *Fourth Semester (Year 2)*

1. Complete formal course work to complete plan of study.
2. Complete thesis research and write thesis document, revising as needed with advisor/research mentor.
3. Schedule public research seminar and final oral defense or final examination with Master's Thesis Committee, at least two (2) weeks in advance of the final examination date.
4. Prepare final draft of thesis, in format required by advisor/research mentor, and distribute to Master's Thesis Committee at least two (2) weeks in advance of the final examination date.
5. Graduate.

During the Summer semesters, students are expected to pursue thesis research and participate in regional and/or national professional meetings as appropriate. Students are expected to attend the GPN Colloquium and all seminars hosted by the Department of Nutritional Sciences.

Although the GPN and Admissions Committee believes that research projects should commence no later than the second semester (Year 1), it is appropriate to begin research earlier, particularly if a research project has already been identified by the advisor/research mentor.

B. M.Ed. Students

*The M.Ed. degree is no longer offered by the GPN.*

C. Ph.D. Students

*Before First Semester Begins*

1. Confirm a specific area of research interest, compatible with future professional goals.
2. Identify an academic and research advisor (generally done during admissions process).

*First Semester (Year 1)*

1. Complete formal course work (see Appendix G), including Fall semester of NUTR 520 (seminar credit). Credit load each semester will vary depending on time commitments for teaching assignments, research assistantship requirements and other assigned duties.
2. Become familiar with the GPN and Department of Nutritional Sciences facilities and programs.
3. Develop a plan of study in conjunction with advisor/research mentor and submit to advisor/research mentor.
4. Identify potential areas for dissertation research. Submit options to advisor/research mentor.
5. With advisor/research mentor, determine opportunities for research and/or field experiences relevant to research interests and potential dissertation research.
6. Complete required SARI training, including on-line course (5-credits) and discussion-based sessions (5-credits).
7. Complete Institutional Review Board (IRB) training for human subjects research, animal care and use, and biohazards training, along with any other laboratory-specific research and safety training such as radiation safety, use of the Clinical Services facility, etc.

*Second Semester (Year 1)*

1. Complete formal course work, including Spring semester of NUTR 520 (seminar credit) and research credits as appropriate.
2. With advisor/research mentor, establish Candidacy Examination Committee; schedule and complete Candidacy Examination.
3. Upon successful completion of Candidacy Examination, establish your Doctoral Committee and have meeting to discuss and develop dissertation research topics and plan of action for preparing research proposal and to discuss progress in course work and future courses necessary for completion of degree.
4. Identify appropriate course for completion of Teaching Assistant experience and NUTR 602 credits in Year 2. Discuss with advisor/research mentor and instructor-of-record of the course. Complete on-line FERPA training.
5. Complete SARI training, IRB training, and/or any other required training as needed.

*Third Semester (Year 2)*

1. Complete formal course work, including NUTR 551 (seminar credit) and research credits as appropriate.
2. Establish Candidacy Examination Committee; schedule and complete Candidacy Examination, if not already completed.



3. Establish your Doctoral Committee, if not already completed; have meeting as needed.
4. Complete Teaching Assistant experience and NUTR 602 credits, if appropriate.
5. Define dissertation research topic and begin preparing research proposal (see Appendix D).
6. Prepare for Comprehensive Examination.

#### *Fourth Semester (Year 2)*

1. Complete formal course work to complete plan of study, including NUTR 551 (seminar credit) if not already completed in Year 2; complete research credits.
2. Complete Teaching Assistant experience and NUTR 602 credits, if appropriate.
3. With advisor/research mentor, establish Comprehensive Examination Committee; schedule and complete Comprehensive Examination.
4. Schedule and hold Doctoral Committee to discuss research progress and proposal.

#### *Fifth Semester (Year 3)*

1. Complete any final course work (if Comprehensive Examination not completed), including NUTR 551 (seminar credit); complete research credits.
2. Complete Teaching Assistant experience and NUTR 602 credits, if not completed.
3. Complete Comprehensive Examination, if not completed.
4. Schedule and hold Doctoral Committee to present research proposal.

#### *Sixth Semester (Year 3)*

1. Complete any final course work (if Comprehensive Examination not completed), including NUTR 551 (seminar credit) if not already completed in Year 3; complete research credits.
2. Complete Teaching Assistant experience and NUTR 602 credits, if not completed.
3. Complete Comprehensive Examination, if not completed.
4. Schedule and hold Doctoral Committee to present research proposal.

#### *Seventh Semester and Beyond (Year 4 and Year 5-if needed)*

1. Complete research credits and dissertation research.
2. Write dissertation document, revising as needed with advisor/research mentor.
3. Schedule public research seminar (as part of the GPN Colloquium) and final oral defense or final examination with Doctoral Committee, at least two (2) weeks in advance of the final examination date.
4. Prepare final draft of dissertation, in format required by advisor/research mentor, and distribute to Doctoral Committee at least two (2) weeks in advance of the final examination date.
5. Graduate.

During the summer semesters, students are expected to pursue dissertation research and participate in regional and/or national professional meetings as appropriate. Students are expected to attend the GPN Colloquium and all seminars hosted by the Department of Nutritional Sciences. Students are expected to prepare and deliver seminars per requirements of the degree program. Students are responsible for engaging in research that fulfills expectations of graduate student assistantship funding as well as research required for completion of the student's dissertation.

Appendix B: Suggested Course List<sub>[RC3]</sub>

Below is a list of acceptable courses for graduate students in the GPN. All course work must be approved by the student's graduate committee. Additional courses, relevant to the student's scholarly goals and objectives, also may be acceptable.

AG	400	Biometry/Statistics in the Life Sciences	NUTR	451	Nutrition Through the Lifecycle
AN SC	420	Animal Nutritional & Feed Technology	NUTR	452	Nutritional Aspects of Disease
AN SC	427	Milk Secretion	NUTR	501	Regulation of Nutrient Metab I
AN SC	506	Ruminology	NUTR	502	Regulation of Nutrient Metab II
BMB	400	Molecular Biology of the Gene	NUTR (583)	503	Nutritional Epidemiology
BMB	401	General Biochemistry	NUTR/AN SC	506	Ruminology
BMB	402	General Biochemistry	NUTR	508	Critical Readings Molecular Nutr
BIOL	428	Population Genetics	NUTR	511	Maternal, Infant and Child Nutr
BIOL	437	Histology	NUTR	513	Atherosclerosis & Nutrition
BIOL	472	Mammalian Physiology	NUTR/VB SC	514	Prostaglandins & Leukotrienes
BIOL	473	Laboratory in Mammalian Physiology	NUTR	515	Mathematical Modeling
FD SC	400	Food Chemistry	NUTR	520	Readings in Nutrition
FD SC	410	Chemical Methods of Food Analysis	NUTR/HD FS	532	Childhood Obesity
HD FS	516	Res Methods (section 002 only)	NUTR/HD FS	533	Adult Obesity
HD FS	517	Multivar Change	NUTR/FD SC	534	Readings in Ingestive Behavior
HD FS	518	Applied Statistics Lab (section 002 only)	NUTR	551	Seminar in Nutrition
HD FS	519	Stat Analy in HD	NUTR	597	Varied Topics
HD FS	523	Data Analysis	STAT	480	Introduction to SAS
HD FS	530	Longitudinal Structural Equation Model	STAT	500	Applied Statistics
MICRB	410	Principles of Immunology	STAT	501	Regression Methods
NUTR	430	Global Food Strategies	STAT	502	Analy Variance/Design Exprmnts
NUTR	445	Nutrient Metabolism I	STAT	511	Regression Analysis/Model
NUTR	446	Nutrient Metabolism II			

Appendix C: Standing Committees of the GPN

*Admissions Committee.* The committee will meet as required to accomplish its work. The committee shall:

1. develop and recommend to the Professor-in-Charge of the GPN appropriate guidelines for admission of students for graduate study in nutrition;
2. evaluate and make recommendations on admission of applicants and prospective students for graduate study; and
3. report to the GPN Steering Committee and the GPN faculty either orally or in writing concerning its activities at least once per year.

*Graduate Student Grievance Committee<sub>[RC4]</sub>.* Three (3) faculty members appointed by the Professor-in-Charge and one (1) student elected by the NGSA will constitute the committee. The committee will meet as required. Guidelines for addressing grievances are presented here.

1. A student with a grievance should refer to the "Resolution of Problems" procedures in the Graduate Degree Programs Bulletin. For any problem arising within the GPN, the student is encouraged to file a grievance with the GPN's Graduate Student Grievance Committee before approaching The Graduate School about the issue. The Chair of the Graduate Student Grievance Committee will be announced at the beginning of each academic year and can be obtained from the Professor-in-Charge of the GPN.

2. Within two (2) weeks of receipt of the grievance, the committee shall make a preliminary investigation to determine if all methods have been exhausted and, if not, make appropriate recommendations to the grieved graduate student.
3. If all other methods have been exhausted, the committee shall inform the person(s) allegedly responsible for the grievance in writing, providing an opportunity for a written response or personal interview.
4. The committee may then conduct additional interviews and shall be authorized to obtain all documents pertinent to the grievance from members of the Program and other sources as appropriate.
5. Upon completion of this investigation, the committee shall make its recommendation to the Professor-in-Charge of the GPN, the grieved member and the person(s) allegedly responsible for the grievance. The Professor-in-Charge of the GPN, upon receipt of the recommendation, may request additional supportive information from the committee and both parties involved in the decision.
6. Decisions reached at the GPN level may be appealed through the appropriate college or campus official or committee. Both parties involved in the grievance shall be informed by the Professor-in-Charge of the GPN as to the appropriate procedures to follow.
7. At least one copy of the complete case file shall remain intact and not be removed from the Program office. The case file shall be available for examination by those directly involved in the grievance or those authorized representatives in the appropriate college or campus officers or committees responsible for handling grievances at their levels.

*Ad Hoc Committees.* As needed or as required by faculty action, *ad hoc* committees may be appointed by the Professor-in-Charge of the GPN following consultation with the GPN Steering Committee. The composition and term of appointment will vary with the charge(s) to the committee. Conclusions from study and deliberations by these committees shall be reported to the faculty.

#### Appendix D: Research Proposal Guidelines

A research proposal should be prepared and typed by each graduate student for review by their graduate research committee. The purpose of this proposal is to solicit feedback from individual committee members early in the process of developing a research plan and to provide a mechanism for the student and committee members to meet as a group to discuss the plan, while fully recognizing constraints that individual mentors may have in directing the research. There is no "pass" or "fail" involved in this discussion. It is simply an opportunity for the committee and student to meet and discuss the dissertation plan. In addition, it is important to recognize that the proposal, much like a grant, is just that: a proposal. The actual research direction may need to change as initial data are collected, analyzed, and discussed. The proposal should be largely the work of the graduate student and will not be written by the advisor. **This proposal should not be the same proposal used to fulfill the Comprehensive Examination requirement.** This proposal should be distributed to the student's graduate committee, and the proposal should document the reason(s) why the work is important, how the work is novel and should demonstrate that the proposed research can be accomplished within the time frame of the degree. Students should state a hypothesis in the proposal. A general format to follow is provided here. Submit the signed Research Proposal Meeting form (see appendix) to the GPN Graduate Office after meeting with your committee members

1. Cover page  
Include a title, primary investigator name and dates of proposed work performance.
2. Research Plan

Organize Sections A-D of the Research Plan to answer these questions: 1) what do you intend to do? 2) why is the work important? 3) what has already been done? 4) how are you going to do the work?

A. Specific Aims

State the broad, long-term objectives and describe concisely and realistically what the specific research described in this proposal is intended to accomplish and any hypothesis to be tested. No more than one (1) page is recommended for the Specific Aims section.

B. Background and Significance

Briefly sketch the background to the present proposal, critically evaluate existing knowledge and specifically identify the gaps which the project is intended to fill. State concisely the importance of the research described in this application by relating the specific aims to the broad, long-term objectives. No more than two (2) pages are recommended for the Background and Significance section.

C. Research Design and Methods

Outline the research design and the procedures to be used to accomplish the specific aims of the project. Include the means by which data will be collected, analyzed and interpreted. Describe any new methodology and its advantage over existing methodologies. Although no specific number of pages is recommended for this section of the application, the total for Sections A-D should not exceed 15 pages.

D. Timetable

Provide a tentative sequence or timetable for the investigations, including starting and completion dates.

3. References

Cite the publications included in the Research Plan section, using the *Journal of Nutrition* format or other acceptable professional journal format. There is no page limit for the References section.

4. Budget

Identify the most critical items, including personnel, materials and supplies, equipment, equipment usage fees, travel expenses, publication costs, etc. and provide a short justification for any budget items. Limit the itemized budget to no more than one (1) page and the justification to no more than two (2) pages.

5. Consultants/Collaborators

Identify key collaborators and/or consultants necessary to complete the proposed work.

## Appendix E: English Competency for Graduate Students in the GPN

### *A. Assessment of English Competency*

The initial assessment will occur when the applicant's file is reviewed by the GPN's Admissions Committee. If the prospective international student scores less than 88 (Internet-based), 230 (Computer-based), or 570 (Paper-based) on the Test of English as a Foreign Language (TOEFL), the applicant will not be admitted into the program. For prospective students who meet the TOEFL requirement, both the Admissions Committee and the prospective advisor/research mentor will review the Biographical Sketch submitted by the applicant. Applicants with apparent deficiencies in English may be rejected or admitted provisionally with specific recommendations for improving the student's English competency.

During the first year of graduate study, the M.S. Thesis Committee will be established for the M.S. student or the Candidacy Examination Committee will be established for the Ph.D. student. This committee will play a key role in evaluating both oral and written communication skills of the student. The student will interact closely with all members of this committee during the first year. This will allow the committee to evaluate the English competency of the student. English competency will be evaluated by prior

accomplishments in courses, previous writings and ability to communicate with the committee. The Ph.D. student also will be required to take the Candidacy Examination during the second or third semester of the Program. As part of this examination, the student's speaking and writing skills will be evaluated by the committee. The committee will file a report that indicates the student's level of English competency. If a deficiency in English competency is identified, the report will recommend an appropriate remediation for the student (see Part B below).

In addition to these means of assessing English competency, during the first year, the student will be required to take two (2) semesters of NUTR 520, presenting seminars as required. The student's first seminar will be evaluated by the instructor to determine, in part, if specific courses are required to improve spoken English competency. If the instructor identifies a deficiency in verbal English skills, the instructor will inform the Professor-in-Charge of the GPN and the student's advisor/research mentor that remediation is necessary. The Professor-in-Charge of the GPN will discuss remediation with the student's advisor/research mentor and Candidacy Examination Committee.

### *B. Improving English Competency of Students with Deficiencies*

If the expected level of competence is not demonstrated, the candidacy committee will recommend remediation, which may include specified courses for which a grade of B or better will be required. Courses such as ENGL 418 could be taken to improve written competency. To improve oral competency, SPCOM 114G (Basic ESL) could be recommended for nonnative speakers of English and SPCOM 100 (Effective Speech) could be recommended for native English speakers. In addition, the student might be required to take two (2) additional semesters of NUTR 520, presenting additional seminars, during the second year in the program. The student also will have the opportunity to improve his/her oral communication skills by taking NUTR 551, Seminar, which also is a requirement of the GPN.

The student's M.S. Thesis Committee or Ph.D. Candidacy Examination Committee will work closely with the student to improve his/her oral and written communication skills. Input may be requested from the instructor of NUTR 520, if the student takes subsequent semesters of this course.

### *C. Attainment of English Competency*

After completion of the recommended remedial work, attainment of English competency by those students with deficiencies will be determined by the student's M.S. Thesis Committee or the Ph.D. Candidacy Examination Committee in consultation with the Professor-in-Charge of the GPN. If the student's committee believes that English competency has not been attained, the student will be dismissed from the GPN.

Appendix F: M.S. Course Requirements and Checklist

**Course Requirements**

DATE COMPLETED

1. Core courses (14 credits)

NUTR 501, Regulation of Nutrient Metabolism I, 4 credits

NUTR 502, Regulation of Nutrient Metabolism II, 3 credits

NUTR 520, Readings in Nutrition, Fall semester, 1 credits

NUTR 520, Readings in Nutrition, Spring semester, 1 credits

NUTR 551, Seminar, 1 credit

500-level courses to achieve 4 credits

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Supporting courses (6 credits)

ENGL 418 or Equivalent, 3 credits

Statistics, Course: \_\_\_\_\_, 3 credits

\_\_\_\_\_

\_\_\_\_\_

3. Electives (5 credits)

400-level or 500-level courses to achieve 5 credits

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

Course: \_\_\_\_\_, Credits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Thesis Research credits (minimum of 6 credits)

NUTR 600, Credits: \_\_\_\_\_

NUTR 600, Credits: \_\_\_\_\_

NUTR 600, Credits: \_\_\_\_\_

NUTR 600, Credits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total (30 required course credits minimum): Credits: \_\_\_\_\_

**Checklist**

DATE COMPLETED

1. Core courses completed

2. M.S. Thesis Committee appointed

3. Thesis Research Proposal Approved by Thesis Committee

4. Oral Presentation of Thesis Research

5. Oral Defense of Research and Final Examination with Thesis Committee

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Appendix G: Ph.D. Course Requirements and Checklist

**Course Requirements**

DATE COMPLETED

1. Core courses (14 credits)

NUTR 501, Regulation of Nutrient Metabolism I, 4 credits \_\_\_\_\_  
NUTR 502, Regulation of Nutrient Metabolism II, 3 credits \_\_\_\_\_  
NUTR 520, Readings in Nutrition, Fall semester, 1 credit (Year 1) \_\_\_\_\_  
NUTR 520, Readings in Nutrition, Spring semester, 1 credit (Year 1) \_\_\_\_\_  
NUTR 551, Seminar, 1 credit (Year 2) \_\_\_\_\_  
500-level courses to achieve 4 credits  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_

2. Additional courses (minimum of 12 credits; at least 5 credits must be at 500-level)

Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_  
Course: \_\_\_\_\_, Credits: \_\_\_\_\_ \_\_\_\_\_

3. Seminar (minimum of 1 credit per year)

Year 1, NUTR 520, Fall: \_\_\_\_\_ and Spring: \_\_\_\_\_ \_\_\_\_\_  
Year 2, NUTR 551, Fall: \_\_\_\_\_ or Spring: \_\_\_\_\_ \_\_\_\_\_  
Year 3, NUTR 551, Fall: \_\_\_\_\_ or Spring: \_\_\_\_\_ \_\_\_\_\_  
Year 4, NUTR 551, if needed, Fall: \_\_\_\_\_ or Spring: \_\_\_\_\_ \_\_\_\_\_

4. Communications requirement (minimum of 5 credits)

ENGL 418 or Equivalent, 3 credits \_\_\_\_\_  
NUTR 602, 2 credits or other course, Course: \_\_\_\_\_, 3 credits \_\_\_\_\_  
Other requirement as determined by Doctoral Committee \_\_\_\_\_

5. Dissertation research credits

NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 600, Credits: \_\_\_\_\_ \_\_\_\_\_  
NUTR 601, Credits: \_\_\_\_\_ (post-comprehensive exam) \_\_\_\_\_  
NUTR 601, Credits: \_\_\_\_\_ (post-comprehensive exam) \_\_\_\_\_

**Checklist**

**DATE COMPLETED**

1. Begin formal course work; prepare plan of study with advisor \_\_\_\_\_
2. Complete 5-credit on-line SARI training requirement (Year 1) \_\_\_\_\_  
Submit certificate of completion to the Administrative Assistant to the GPN
3. Complete 5-credit discussion-based SARI training requirement \_\_\_\_\_  
Submit certificate(s) of completion to the Administrative Assistant to the GPN
4. Complete human subjects, animal care and use, laboratory safety training \_\_\_\_\_  
Submit certificate(s) of completion to advisor/research mentor
5. Complete FERPA training for Teaching Assistant experience \_\_\_\_\_  
Submit certificate of completion to the Administrative Assistant to the GPN
6. Discuss Teaching Assistant experience with advisor \_\_\_\_\_
7. Candidacy Examination Committee appointed \_\_\_\_\_  
Notify Professor-in-Charge of the GPN
8. Candidacy Examination completed \_\_\_\_\_  
Complete internal Candidacy Examination Report Form and submit to Administrative Assistant to the GPN
9. Doctoral Committee appointed \_\_\_\_\_  
Complete Doctoral Committee Appointment Signature Form and submit to Administrative Assistant to the GPN
10. Dissertation Research Proposal Approved by Doctoral Committee \_\_\_\_\_
11. Doctoral Committee meeting in Year 2 \_\_\_\_\_
12. Doctoral Committee meeting in Year 3 \_\_\_\_\_
13. Doctoral Committee meeting in Year 4 \_\_\_\_\_
14. Doctoral Committee meeting in Year 5, if needed \_\_\_\_\_
15. Teaching Assistant experience completed (in Year 2 or 3) \_\_\_\_\_  
Instructor-of-record to complete written evaluation
16. Core courses completed \_\_\_\_\_
17. Comprehensive Examination Committee appointed \_\_\_\_\_  
Notify Professor-in-Charge of the GPN and submit Examination Request for the Comprehensive Examination Form to Administrative Assistant to the GPN
18. Comprehensive Examination completed \_\_\_\_\_  
Submit Report Form to Administrative Assistant to the GPN
19. Intent to graduate notification entered via [eLionLionPath](#)— \_\_\_\_\_
20. Oral Presentation of Dissertation Research \_\_\_\_\_  
Coordinate with Professor-in-Charge of the GPN and Chair of GPN Colloquium
21. Oral Defense of Research and Final Examination with Committee \_\_\_\_\_
  - a. Schedule date and submit Examination Request for the Final Examination Form to Administrative Assistant to the GPN
  - b. Submit Results of Final Oral Examination Form and eTD Form to The Graduate School



**Nutrition Graduate Student Travel Grant Application**

\_\_\_\_\_  
Applicant's Name

Year(s) in graduate program: \_\_\_\_\_

PSU ID #: \_\_\_\_\_

Degree: Ph.D. \_\_\_\_\_ M.S. \_\_\_\_\_

Previous Support: Yes \_\_\_\_\_ No \_\_\_\_\_

Post-comprehensive status: \_\_\_\_\_

Post-candidacy status: \_\_\_\_\_

Pre-candidacy status: \_\_\_\_\_

Purpose of Travel:

Paper Presentation:

Oral: \_\_\_\_\_ Poster: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location of Presentation : \_\_\_\_\_

Dates of Travel (Inclusive): \_\_\_\_\_

Estimated Budget for Travel:

1. Transportation Costs: \_\_\_\_\_ (modes of transportation \_\_\_\_\_)

2. Other: \_\_\_\_\_

TOTAL Estimated Expenses: \_\_\_\_\_

**NOTE: Funds reimbursed via ERS report to offset actual expenses!**

To be completed by Department Head:

Department contribution (based upon travel guidelines): \$ \_\_\_\_\_

\$ \_\_\_\_\_

I recommend this student be considered for travel funds based on his/her previous record and the current status of his/her research.

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**GPN STUDENT ANNUAL EVALUATION**

**Student:**

**Advisor:**

**Degree goal (PhD, MS):**

**Semester in Program:**

**\*\*THIS SECTION TO BE COMPLETED BY STUDENT\*\***

***PLEASE COMPLETE AND PROVIDE TO YOUR ADVISOR WITH A COPY OF A CURRENT TRANSCRIPT AND CV PRIOR TO MEETING WITH HIM/HER TO DISCUSS.***

PhD PROGRAM REQUIREMENTS	Completed?	Anticipated Completion
Core course: NUTR 501		
Core course: NUTR 502		
Core course: NUTR 520 (1 cr, 1 <sup>st</sup> semester)		
Core course: NUTR 520 (1 cr, 2 <sup>nd</sup> semester)		
Core course: NUTR 551 (1 cr year 2)		
Core course: NUTR 551 (1 cr year 3)		
Core course: 500-level courses (4 cr)		
Additional courses: (minimum 12 cr, at least 5 of which are 500-level)		
<ul style="list-style-type: none"> <li>• Course</li> </ul>		
<ul style="list-style-type: none"> <li>• Course</li> </ul>		
<ul style="list-style-type: none"> <li>• Course</li> </ul>		
<ul style="list-style-type: none"> <li>• Course</li> </ul>		
<ul style="list-style-type: none"> <li>• Course</li> </ul>		
Oral and Written English Competency (before comprehensive exam)		
<ul style="list-style-type: none"> <li>• ENGL 418 or equivalent (for students admitted prior to Fall 2015)</li> </ul>		
<ul style="list-style-type: none"> <li>• Acceptable rating by candidacy committee, or if not, remediation completed (for students admitted Fall 2015 and after)</li> </ul>		
SARI training (10 cr, year 1)		
FERPA Training (must complete before teaching)		
TA experience 1		
TA experience 2		
Candidacy Exam (1 <sup>st</sup> year)		

Doctoral Committee established		
Comprehensive Exam (end of 2 <sup>nd</sup> year)		
Research Proposal		
Research colloquium		
Dissertation Defense		

***On a separate page please complete the following:***

- When did you last meet with your committee?
- Describe progress you have made in the past academic year on data collection.
- Provide the full citations for any of the following that you published or prepared during the past academic year.
  - a. Peer-reviewed research articles
  - b. Reviews
  - c. Book chapters
  - d. Papers-in-progress
  - e. Public presentations – oral,
  - f. Abstracts
  - g. Non-peer-reviewed publications
- Additional comments & goals for next year

**\*\*THIS SECTION TO BE COMPLETED BY THESIS ADVISOR\*\***

***PLEASE MEET WITH YOUR STUDENT TO DISCUSS HIS/HER PROGRESS. THEN SIGN AND FORWARD THIS FORM, THE TRANSCRIPT AND CV TO THE GRAD ADMINISTRATIVE ASSISTANT. THE PIC WILL THEN MEET WITH THE STUDENT AND FORWARD A COPY OF THE FINAL SIGNED FORM TO YOU.***

Overall evaluation of research and academic progress:

	Superior	Satisfactory	Unsatisfactory	Inadequate Opportunity to Observe	Not Applicable
Research					
Academic					

Advisor comments & goals for next year:

**Signatures Required**

**ADVISOR AND STUDENT TO SIGN AFTER THEY MEET**

Advisor: I confirm that I met with this student to discuss progress.

Print name \_\_\_\_\_ Signature \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Student: I confirm that I met with my advisor to discuss progress:

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

---

**\*\*THIS SECTION TO BE COMPLETED BY PIC\*\***

Progress on data collection:

Manuscripts/Abstracts:

Presentations:

Additional Comments:

---

**Signatures Required**

**PIC AND STUDENT TO SIGN AFTER THEY MEET**

PIC: I confirm that I met with this student to discuss progress:

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

Student: I confirm that I met with my advisor to discuss progress:

Print name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

# Research Proposal Meeting Form

**Submit signed form to the Graduate Office after meeting with your committee members to discuss your research proposal.** See the GPN handbook for research proposal guidelines.

_____ Student name ( <i>Print</i> )	_____ Student ( <i>Signature</i> ) and ( <i>Date</i> )
_____ Advisor ( <i>Print</i> )	_____ Advisor ( <i>Signature</i> ) and ( <i>Date</i> )
_____ Committee Member ( <i>Print</i> )	_____ Member ( <i>Signature</i> ) and ( <i>Date</i> )
_____ Committee Member ( <i>Print</i> )	_____ Member ( <i>Signature</i> ) and ( <i>Date</i> )
_____ Committee Member ( <i>Print</i> )	_____ Member ( <i>Signature</i> ) and ( <i>Date</i> )
_____ Committee Member ( <i>Print</i> )	_____ Member ( <i>Signature</i> ) and ( <i>Date</i> )

- Check this box if you would like to include the research proposal to our archives for our graduate students to view as an example. Provide a copy via hard copy or email to Tammy Houser.

**Note:** Students are only permitted to view the archives. Photocopying of the proposals in the archive is strictly forbidden.

## VI. MISCELLANEOUS

### A. Registration Reminders

Consult with the advisor/research mentor before each registration period. A student who fails to complete the registration process within the officially designated registration period will be charged a late registration fee, regardless of when the student begins attending class.

Students are expected to enroll for credit loads each semester within the limits indicated below. Maximum limits on permissible credit loads are indicated in order to assure that the student can give appropriate attention to both academic and research progress and assistantship responsibilities.

For students receiving a half-time assistantship, the minimum credit load is nine (9) credits, and the maximum credit load is 12 credits. This applies to Fall and Spring semesters. For students receiving a half-time assistantship in a Summer session, the minimum credit load is four (4) credits, and the maximum credit load is six (6) credits.

No student is permitted to count audited credits toward the minimum credit load for full-time or part-time status. If the student will complete NUTR 600, 601, 602, 610 or 611, the student must meet with the Administrative Assistant to the GPN to complete the appropriate registration form. Students may not register for NUTR 601 until after the Comprehensive Examination has been completed. If an international student is registered for NUTR 601, the student is considered a full-time student.

Ph.D. students must be registered for the semester that they complete their Comprehensive Examination. Students do not have to be registered for a Summer session when they complete their Candidacy Examination; however, they must have been registered as a student during the preceding Spring semester.

Ph.D. students must be registered for the semester that they complete their oral defense or final examination. Both Master's and Ph.D. students must present a departmental seminar during the semester that they will defend their research or complete their final examination. Students planning to graduate at the end of a current Fall or Spring semester or Summer session are responsible for indicating an "intent to graduate" notice via LionPath.

### B. Community Resources for Graduate Students

There are a number of non-profit organizations and state or government agencies that offer resources for individuals and families who may need financial, medical or other types of assistance. Please directly contact the organizations listed below as needed to obtain additional information and to determine eligibility. The GPN neither endorses nor has financial interest in any of these organizations.

Pennsylvania Department of Human Services (DHS), <http://www.dhs.pa.gov/>  
Supplemental Nutrition Assistance Program Help Line, 1-800-692-7462 (phone)  
DHS Centre County Assistance Office, 1-800-355-6024 (phone)

Centre County Assistance Office, <http://centrecountypa.gov/index.aspx?NID=308>

The Centre County Housing Authority, 602 E. Howard Street, Bellefonte, PA 16823,  
814-355-6750 (phone)

Centre County Faith Centre, [www.faithcentre.info](http://www.faithcentre.info) 814-355-0880 (phone); Food Pantry 814-355-4400 (phone)

State College Interfaith Mission, [www.ihs-centrecounty.org](http://www.ihs-centrecounty.org) 814-234-7731 (phone)

Centre County Transportation Office, <http://centrecountypa.gov/index.aspx?NID=431>, 814-355-6807 (phone)

Centre County Women's Resource Center, <http://www.ccwrc.org>, 814-234-5050 (phone)

State College Area Food Bank, [www.scfoodbank.org](http://www.scfoodbank.org), 814-234-2310 (phone)

Penn State Lion's Pantry, <http://www.sustainability.psu.edu/reinvention/lions-pantry>,  
[lionspantrypsu@gmail.com](mailto:lionspantrypsu@gmail.com) (email)

Campus Resources:

Student Affairs, <http://studentaffairs.psu.edu>

### C. Resources for Reporting Wrongdoing and Suspected Child Abuse

All members of the Penn State community are asked to be mindful of their individual responsibility to help keep the University a safe and ethical institution. The following resources are available for faculty, staff, students and others to report any suspected illegal or unethical conduct, and to seek assistance.

#### **Reporting a crime:**

\* Contact the campus police 814-863-1111 or security office. In an emergency, dial 911.

#### **Assistance for victims of sexual violence, sexual abuse or sexual harassment:**

\* The Penn State Sexual Assault and Relationship Violence Hotline at 800-550-7575 (TIY 866-714-7177), available 24/7.

\* The University-wide designated sexual harassment resource person for students: The Director of Center for Women Students at 814-863-2027, at <http://studentaffairs.psu.edu/womenscenter>.

\* A list of sexual assault resources for each campus location: <http://studentaffairs.psu.edu/womenscenter/resources/ccsar.shtml> online.

#### **Reporting ethical violations (including fraud, theft, conflict of interest and violations of University policy, including research compliance, discrimination and athletics-compliance issues):**

\* The Penn State Ethics and Compliance Hotline at 800-560-1637 or <http://www.mycompliancereport.com/brand/psu> online, both anonymous and available 24/7.

\* The Penn State Ethics website provides a listing of contacts at <http://www.universityethics.psu.edu> online.

#### **The following University offices also are available:**

\* The Affirmative Action Office at 814-863-0471.

\* The Employee Relations Division of the Office of Human Resources at 814-865-1412.

\* The Office of Internal Audit at 814-865-9596.

\* College and administrative unit Human Resources Representatives listing at <http://ohr.psu.edu/hr-representatives> online.

If it is not clear where to turn for assistance, any of these offices will guide the individual to someone who can help. Training is available on many of the above topics. Please contact the Office of Human Resources' Center for Workplace Learning and Performance <http://wlq.psu.edu/> at 814-865-8216.

The University does not condone wrongful conduct by any member of the Penn State community—no matter what his or her position is. Members of the University community are urged to speak up if they see or suspect illegal or unethical conduct, and to be assured that the University will protect them from retaliation.

**If a child is a victim of any kind of abuse, including sexual abuse:**

- \* Contact the Pennsylvania Child Welfare Services "ChildLine" at 800-932-0313.
- \* If you are not sure about what action you should take or what constitutes child abuse, call the HERO Hotline at 877-874-HERO (4376).