

**The
Graduate Program
in Nutrition**

Department of Nutrition

**Graduate Manual:
A Guide to Success**

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**The University of North Carolina
GREENSBORO**

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I. INTRODUCTION

This handbook has been prepared to provide information about the policies, procedures, and degree requirements of the Graduate Program in Nutrition in the Department of Nutrition (NTR) at UNCG. The information provided here adds to that already covered in the Graduate School Bulletin. It is the responsibility of the Director of Graduate Studies in Nutrition to keep the handbook current and to clarify issues related to the content of the handbook.

The Graduate Manual: A Guide for Success reviews some of the information that can be found in greater detail in the Graduate School Bulletin. We have limited much of the handbook's coverage to the expectations, guidelines, and requirements that are held specifically for graduate students in the Department of NTR. The course work, research requirements and expectations described here are the **minimum** that the faculty has agreed upon. You may be required by your advisor or Advisory Committee to perform course work over and above the minimum because of your specific research plans or because you lack appropriate background in some areas. All such issues are matters for discussion between you and your advisor.

New graduate students are advised to read this manual in its entirety and to consult with their advisor or the Director of the Graduate Program in Nutrition if any of the requirements described in it are unclear. Students should also be familiar with the university's regulations and policies for graduate students as they are described in the Graduate School Bulletin. In order to benefit from the information in this manual, you must be prepared to take responsibility for your progress in the program. Do not assume that your advisor or other faculty members will automatically remind you of every step that you need to take. We urge you to meet with your advisor regularly to review your progress. We welcome you to the Department of NTR, and wish you the very best of success in your graduate career.

II. THE DEPARTMENT'S MULTIDISCIPLINARY MISSION

The Department of NTR offers graduate programs leading to the Master of Science (non-thesis) (M.S. non-thesis), Master of Science (thesis) (M.S. thesis), and Doctor of Philosophy (Ph.D.) degrees. The faculty recognizes that "nutrition" is a broad discipline. People who consider themselves "nutritionists" participate from many different perspectives, sociologic, behavioral, government and policy, public health, medical, agricultural, and biologic approaches to nutrition are just some of the ways that "nutritionists" study nutritionally relevant questions. As a result, people who choose to study nutrition are faced with several challenges. First they must understand the basic chemistry of nutrients, their metabolism and their biological functions. Second, students of nutrition must also understand how the science of nutrition is applied in the practical arena. Finally, they should also acquire expertise in one or more of the support disciplines that nutrition relies upon (e.g., biochemistry, economics, public health, etc).

The Graduate Program in Nutrition is grounded in the science of nutrition. We want all of our students to understand the metabolism and function of nutrients as well as the scientific basis for diet and disease relationships. We also want our students to appreciate the ways in which nutrition science is utilized to improve the health of people and how research is utilized to set public policy. On top of those goals, we aim to be flexible so that we can help each student develop into the type of "nutritionist" that he or she wishes to become.

III. ROLES AND RESPONSIBILITIES

1. You

While the faculty in the Department of Nutrition are committed to providing a quality education for each of its students, it is the role of each student to take responsibility for his or her own education. This means that you should read and adhere to the policies, requirements, and timetables described within this manual. In addition, should any problems arise that might affect your educational experience while at UNCG, you should inform your advisor and the Director of Graduate Studies in Nutrition so that you may receive proper guidance to help you through any difficulties. The Graduate Compact in the appendix further outlines the roles of a graduate student in his or her education.

2. Your Advisor

Prior to your entry into the Graduate Program in Nutrition, you were assigned a faculty advisor based upon your stated long-term career goals (we get this from the personal statement you submit as part of your application). M.S. thesis and Ph.D. students are usually be assigned to a faculty advisor who will also serve as the research mentor. The primary role of the advisor is to guide the student through the degree process. An advisor will counsel a student on his or her Plan of Study (i.e. courses to be taken), research directions, and career goals. During the writing of the thesis, thesis proposal, dissertation, or dissertation proposal, the advisor is also responsible for reading each draft of these documents and for teaching the student written communication skills. Students should meet with their advisors as often as necessary but no less than twice a semester (once at the beginning and once at the end of each semester). While many faculty members have an “open-door” policy with regards to graduate students, advisors are not obligated to see students without an appointment. Thus, students should respect the other obligations of the faculty and schedule meetings whenever possible. Optimally, the relationship between an advisor and student should be collegial and not antagonistic. A basic code of conduct for graduate faculty is in the Graduate Compact in the Appendix.

3. The Advisory/Thesis/Dissertation Committee

The Advisory Committee is a group of faculty whose primary function is to assist a student in the development of his or her Plan of Study. This committee approves the Plan of Study for students in each program. After a student has received approval for the Plan of Study, the committee’s focus is on the students’ research (in the case of M.S. thesis and Ph.D. students) or on completing the coursework in the Plan of Study (for M.S. non-thesis students). The advisory committee for all M.S. non-thesis students is the Graduate Committee. Thus, an Advisory Committee is only active for M.S. non-thesis students up until the Plan of Study is approved. For M.S. thesis and Ph.D. students the Advisory Committee becomes the Thesis Committee (for M.S. thesis students) or Dissertation Committee (for Ph.D. students) after the Plan of Study is approved. Like the advisor, members of the Thesis/Dissertation Committee will be available to advise the student on issues related to the research directions and career goals.

There are three members on a M.S. Thesis Committee and four members on a Ph.D. Dissertation Committee. The chair of the Ph.D. Dissertation Committee must be a full member of the Graduate Faculty of the UNCG Graduate School. One member on the committee may be unaffiliated with the department or university provided he or she brings a unique expertise to the committee that would be absent otherwise. Each member of the committee should be selected

based upon the expertise he or she can bring to the student's training. Members should be contacted to help refine ideas and plans developed by the student and his or her advisor or for specific help with technical difficulties related to thesis or dissertation research. Within the first semester of study, each M.S. and Ph.D. student should meet with his or her advisor to identify faculty members who would be appropriate to serve on an Advisory Committee. Students should meet with individual members of their committee as often as they feel necessary. The full committee should be assembled to review the progress of the student no less than twice per year. Two weeks prior to a committee meeting, students should provide a written progress report to the committee. The report should summarize the work conducted since the last meeting (including figures and tables of data), problems that are impeding progress, a plan for work to be conducted in the next six months, and a timetable for completion of degree requirements. The results of this review should be submitted to the Director of Graduate Studies in Nutrition in writing within one month of the scheduled meeting. See sections below for additional information on the Thesis and Dissertation Committees.

4. The Director of Graduate Studies in Nutrition

The Director of Graduate Studies in Nutrition is the faculty member who oversees and organizes the departmental graduate programs (M.S. non-thesis, M.S. thesis, and Ph.D.). His or her roles include student recruitment, admissions, management of departmental stipends, desk assignments to incoming students, teaching assistant assignments, orientation for new students, and counseling enrolled students on issues related to their research, courses, and career goals. If a student is having difficulties with his or her advisor or committee, he or she may discuss this matter in full confidentiality with the Director of Graduate Studies in Nutrition. In addition to the roles mentioned above, the Director of Graduate Studies in Nutrition also serves as the Chair of the Graduate Committee and is an *ex officio* member of the Nutrition Graduate Student Association.

5. The Graduate Committee

The NTR Graduate Committee typically consists of four graduate faculty members. The Graduate Committee is responsible for the formation and implementation of policies, procedures, and curriculum changes of the NTR graduate programs in accordance with the policies set down by the UNCG Graduate School. It reviews and approves the Plan of Study for all M.S. non-thesis students (and is therefore the Advisory Committee for all of these students). The Graduate Committee also reviews and decides student petitions for transfer credits and waiving course requirements. Finally, the Graduate Committee evaluates applications to the Graduate Program in Nutrition and administers and grades the comprehensive examination given to M.S. (non-thesis) students.

6. The Nutrition Graduate Student Association

This association is open to all graduate students in NTR. There are five elected officers: President, two Vice Presidents, Secretary, and Treasurer. The Director of the Graduate Program in Nutrition is an *ex officio* member. The purpose of the association is to provide a vehicle for graduate students (and faculty when appropriate) to discuss directly, and on a regular basis, issues that may enhance or inhibit the well-being and progress of graduate students in their programs of study.

IV. GRADUATE REGULATIONS, POLICIES, AND PROCEDURES

1. The Graduate Curriculum

A. Master of Science non-thesis (M.S. non-thesis) course work.

The M.S. non-thesis is a non-thesis, professional degree program that requires at least **40** semester hours of course work. It is designed to prepare students for practitioner, teaching, extension, consulting, or administrative positions in dietetics, education, the community, industry, or government. For students interested in coupling the M.S. non-thesis with training to become a Registered Dietitian, a Post-Baccalaureate Dietetic Internship (DI) program is also available through the department. (*Students apply to the DI program separately from the M.S. non-thesis degree.*) A written comprehensive examination of core content knowledge must be passed near the end of the student's program of study. Required and elective course requirements are listed below. While a minimum number of semester hours (s.h.) have been established, students are encouraged to take additional courses to enhance the breadth or depth of their education and to improve their employment opportunities. At least 26 hours must be in 600-level courses.

a. Required Core (14 hours minimum)

- *Same as M.S. thesis with exception of only 3 hours in NTR 609*

b. Research Techniques (6 hours minimum)

- *Same as M.S. thesis with exception of only 3 hours of NTR electives*

c. Electives (19 hours minimum)

The student will select at least 19 hours from other 500 or 600 level courses in NTR, HEA, or CED as approved by the student's advisory committee. For those students who are completing the Dietetic Internship requirements as a part of their graduate program of study, 15 elective hours will come from the DI course requirements. These will include NTR 602 (3 hours), NTR 693 (3 hours) and nine elective hours will be designated from Supervised Practicum component requirement: NTR 606A, 606B, and 606C. See Section IV.6. of this handbook for more information.

d. Comprehensive Examination: Capstone Experience

The written examination is offered at least one time each year. Please consult with the Director of Graduate Studies for the dates.

B. Master of Science thesis (M.S. thesis) course work.

The M.S. thesis degree program requires the completion of a minimum of **37** semester hours of course work and thesis research beyond the Baccalaureate degree. The M.S. thesis program is designed to prepare students for teaching, research, administrative, and consulting positions or for progression to a Ph.D. degree program. Students may conduct research in one of three areas of specialization: Nutrition Education and Community Nutrition, Human/Clinical Nutrition, or Cellular and Molecular Nutrition. The degree program must be completed within five years of enrollment. Required and elective course work and research are listed below. While a minimum number of semester hours (s.h.) have been established, students are encouraged to take additional courses to enhance the breadth or depth of their education and to improve their employment opportunities. At least 26 hours must be in 600-level courses.

a. Required Core (15 hours minimum)

- NTR 609 – Seminar in Food and Nutrition (4)
- NTR 625 – Gene Expression and Protein Metabolism (2)
- NTR 626 – Energy, Carbohydrate, Lipid Metabolism (2)
- NTR 627 – Antioxidants and Bioactive Food Components (2)
- NTR 628 – Vitamins and Minerals (2)
- STA 571 – Statistical Methods for Research I (3) **OR**
STA 661 – Advanced Statistics in Behavioral Science Research I (3) **OR**
other (see current Graduate Bulletin)

b. Research Techniques (9 hours minimum)

- NTR 673 – Nutrition Research Methodology (3)

AND at least 6 hours in one or more of the following research courses:

- NTR 601 – Directed Individual Study in Nutrition (1-6)
- NTR 623 – Current Trends in Nutrition (3)
- NTR 653 – Problem in Food and Nutrition (2-4)
- NTR 670 – Research Skill Development (2-6)

c. Electives (6 hours minimum)

With approval of the Graduate Advisory Committee, a student will select one **3** hour course from any other NTR courses at the 500 or 600 level and at least **3** additional hours in either NTR or other science courses at the 500 or 600 level.

d. Thesis (6 hours): Capstone Experience

- NTR 699 – Thesis (6)

C. Doctor of Philosophy (Ph.D.) course work.

The Ph.D. degree program requires a minimum of **63** hours beyond the Baccalaureate degree (i.e., for students entering our program in the M.S./Ph.D. track). Required and elective course work and research are listed below. *At least 75% of all coursework, exclusive of dissertation hours must be at the 600 or 700 level.* Asterisked (*) courses could have been fulfilled at the Master's level. Entering Doctoral students who have completed a Master's degree program in another institution or department must fulfill (or have comparable substitutions for) all of these requirements before commencing doctoral study. Students may conduct research in one of three areas of specialization: Nutrition Education and Community Nutrition, Human/Clinical Nutrition, or Cellular and Molecular Nutrition. The degree program must be completed within seven years of enrollment. While a minimum number of semester hours (s.h.) have been established, students are encouraged to take additional courses to enhance the breadth or depth of their education and to improve their employment opportunities.

a. Required Core Courses (16 hours minimum)

- NTR 609 – Seminar in Food and Nutrition (8)*
- NTR 625 – Gene Expression and Protein Metabolism (2)*
- NTR 626 – Energy, Carbohydrate, Lipid Metabolism (2)*
- NTR 627 – Antioxidants and Bioactive Food Components (2)*
- NTR 628 – Vitamins and Minerals (2)*

b. Research Techniques (21 hours minimum)

With approval of the Advisory/Dissertation Committee, a student will select a minimum of one statistics course (3-4 hours, i.e. STA 661), NTR 673 (Nutrition Research Methodology – 3 hours), and two or three additional courses for developing technical competency to enhance research skills and competitiveness (8 hours minimum, i.e. BIO 594, STA662). Students will also take at least 6 hours in one or more of the following research courses:

- NTR 601 – Directed Individual Study in Nutrition (1-6)
- NTR 623 – Current Trends in Nutrition (3-12)
- NTR 653 – Problems in Food and Nutrition (2-4)
- NTR 670 – Research Skill Development (2-6)
Additional Statistics (as recommended by student’s advisory committee)

c. Electives (8 hours minimum)

With approval of the Advisory/Dissertation Committee, a student will select 6 hours from other NTR courses at the 500-700 level and an additional 2 hours minimum in NTR or a supporting program at the 500-700 level.

d. Comprehensive Examination

The student will consult with his/her Advisory/Dissertation Committee about the specific format of the written and oral sections of this examination.

e. Research and Dissertation (18 hours minimum)

- NTR 790 – Independent Doctoral Research (6)
- NTR 799 – Dissertation Problem (12 minimum/24 maximum) [Students cannot register for this until they have passed their oral and written proposal defense]

* Students who have completed their MS degree in the Department of Nutrition at UNCG will have already completed the majority of the Required Core Courses, Nutrition Research Methodology, and at least one statistics course. Therefore, their program of study will include primarily Research Techniques credits and Research and Dissertation credit hours. Credit received for courses taken as part of the M.S. degree cannot be counted towards the Ph.D. degree. The majority of credit hours must be at the 600-700 level. Their minimal coursework is shown below.

Required Core Courses (6 hours)

NTR 609 Seminar in Nutrition (6)

Research Techniques (14 hours minimum)

NTR 601 Directed Study in Nutrition
NTR 623 Current Trends in Nutrition
NTR 653 Problems in Food and Nutrition
NTR 670 Research Skill Development
Additional Statistics

Electives (8 hours minimum)

With the approval of the Advisory/Dissertation Committee, a student will select 6 hours from other NTR courses at the 500-700 level and an additional 2 hours minimum in NTR or a supporting program at the 500-700 level.

Research and Dissertation (18 hours minimum)

NTR 790 Doctoral Research (6)

NTR 799 Dissertation Problem (12 minimum/24 maximum)

D. Post-BS Certificate – Dietetic Internship Course work

a. Required Courses (15 hours)

- **NTR 602 – Introduction to Clinical Dietetics (3)**
- **NTR 693 – Advanced Medical Dietetics (3)**

NTR 602 and NTR 693 must be completed with a grade of B or better prior to enrollment in the following:

- **NTR 606A – Practicum in Clinical Dietetics: Management (3)**
- **NTR 606B - Practicum in Clinical Dietetics: Clinical (3)**
- **NTR 606C - Practicum in Clinical Dietetics: Community (3)**

b. Additional Information

Students will receive a certificate from The Graduate School upon completion of the required course of study and are eligible to take the national certification examination for the credential of Registered Dietitian. Students must also file a Plan of Study and apply for graduation (no graduation fee) for this Post-B.S. Certificate Dietetic Internship program.

2. Information Relevant to Students in All Programs

Some of the information in this section is university wide policy that was established by the UNCG Graduate School. Students should refer to the Graduate School Bulletin to determine the details of these policies.

A. Transferring courses toward graduate degree requirements.

Only courses that were not used to fulfill the requirements for another graduate degree can be used to replace course requirements in the Graduate Program in Nutrition. If you have taken graduate courses in another department or at another university that you wish to substitute for some of the department's M.S. or Ph.D. requirements, you must first have these courses approved by your Advisory, Thesis or Dissertation Committee. Following this approval, you should make a written request to the Director of Graduate Studies in Nutrition. Your advisor must sign the request. Within this request you should include:

- copies of course syllabi
- a list of required textbooks and readings
- any other materials that describe the content of the courses

The materials you provide will be examined by the Director of Graduate Studies in Nutrition to decide whether the courses are acceptable for substitution. If acceptable, they can be

entered on your transcript according to the university's policy for "transfer credit" and you will not have to take additional (elective) courses in their place. If the substituted courses were counted toward an earlier-received degree, the Director of Graduate Studies in Nutrition will specify whether additional courses will have to be taken to meet the minimum number of semester hours required for the degree program. The Director of Graduate Studies in Nutrition will inform the Graduate School of the action taken. In rare cases, the Dean of the Graduate School can overturn such decisions. If this occurs, the student must take the UNCG course for which a substitution was requested.

B. Waiving course requirements.

Occasionally a student may have a significant amount of practical experience that directly supercedes courses that are a part of the Graduate Program in Nutrition's degree requirements. For example, a student may have acquired a significant number of technical or clinical skills in the workplace. Under these conditions a student may wish to request to have a specific course requirement waived. Waiving a course requirement does not reduce the total number of courses or credits that a student needs to graduate. If you have practical experience that you feel eliminates the need to take some of the M.S., or Ph.D. requirements, you must first have the proposed waiver approved by your advisor and Advisory Committee. Following this approval, you should make a written request to the Director of Graduate Studies in Nutrition. Your advisor must sign the request. The request should include a detailed description of the practical experience and should outline how this experience relates to the course to be waived. The Director of Graduate Studies in Nutrition will examine the materials you provide and decide whether the experience justifies a waiver. If acceptable, you have to take additional (elective) courses or research credits in place of any waived course. The Director of Graduate Studies in Nutrition will inform the Graduate School of the action taken. In rare cases, the Graduate School can overturn such decisions. If this occurs, the student must take the UNCG course for which a waiver was requested.

C. Core courses.

There are several core courses that all degree students in the Graduate Program in Nutrition must take: NTR 625, NTR 626, NTR 627, NTR 628, NTR 609, a statistics course, and NTR 673. As a rule, students should work with their advisors to ensure that the core requirements are met as soon as feasible.

a. NTR 625, Gene Expression and Protein Metabolism; NTR 626, Energy, Carbohydrate, Lipid Metabolism; NTR 627, Antioxidants and Bioactive Food Components; and NTR 628, Vitamins and Minerals (2 credits each). This is a four-course sequence that aims to teach students the basic science that underlies the role of nutrients in physiology, biochemistry, and in diet and disease relationships. Concepts in the area of nutrition, physiology, endocrinology, biochemistry and cellular and molecular biology are routinely discussed in an attempt to stress the integrated nature of nutrition science. Students are also taught to read and interpret the primary nutrition science literature. Class discussion and technical writing skills are emphasized.

b. NTR 673, Nutrition Research Methods (3 credits). This course is intended to teach students the research process as well as basic technical skills used in laboratory based or applied nutrition

research. The scientific method, research design, safety issues and the conceptual and technical aspects of methods used by nutrition researchers are emphasized.

c. NTR 609, Seminar (1 or 2 credits). This course provides a vehicle that brings NTR faculty and graduate students together to learn about recent developments in applied and basic nutrition. Seminars are presented by UNCG faculty, graduate students, and colleagues from other academic, industrial and federal research institutions. Topics are varied so as to provide a balance between basic and applied topics in nutrition. NTR 609 may be taken for either one (1) or two (2) credits per semester and for multiple semesters. Enrollment for one (1) credit requires attendance at the weekly department seminar, participation in discussions, and submission of a written summary and critical evaluation for presentations. Students enrolled for two (2) credits also meet these requirements. In addition, they either present a seminar about their own research activities or develop a scholarly essay on a topic from recent literature and then present a seminar. All Doctoral students must present a minimum of two seminars, one of which must concern their doctoral research activities. Faculty assigned to this course work closely with students to improve their written and oral communication skills. All students must present their seminars on the dates arranged with the instructor as scheduled. Failure to do so will result in an automatic "F" in the course (see Section N below for more details).

D. Areas of specialization.

The M.S. non-thesis program has only two areas of specialization: Clinical Nutrition (generally taken in preparation for the Dietetic Internship program) and General Nutrition. Ph.D. and M.S. thesis students work in one of three areas of specialization: Nutrition Education and Community Nutrition, Human/Clinical Nutrition, and Cellular and Molecular Nutrition.

E. Continuous Enrollment Policy.

The Graduate School requires that you pursue your graduate degree continuously from the time of entry through the completion of all required course work including the thesis (699) or dissertation (799). This policy is clearly stated in the beginning of the Graduate School Bulletin. It states that you should be enrolled for coursework that has been approved for your Plan of Study each Fall and Spring semester during the academic year, or one semester during the academic year in combination with one Summer session. If you have already enrolled in the maximum number of 699/799 hours but have not fully completed the requirements of the thesis or dissertation, you are required to enroll in one to three hours of continuing completion of thesis (NTR 801) or dissertation (NTR 802) credit each semester until the thesis or dissertation is completed and you have graduated. **All thesis and dissertation students must be enrolled in either 699/799 or 801/802 for credit during the semester in which they complete their graduate work and are scheduled to receive their degrees.** (Note: This includes summer.) If you have been admitted with full graduate standing to a graduate degree program but have not completed any 500-level or above courses at the University for two consecutive semesters, or a semester and a summer session, you will be considered to have withdrawn from the curriculum (see section on Leave of Absence below). At that point, you will be required to file an application for readmission to the Graduate School to resume the course of study. A student who withdraws will be required to comply with regulations and requirements in effect at the time of readmission to the Graduate School.

F. Leave of Absence.

Graduate students may choose not to enroll in the University for one semester in a calendar year and they will still maintain continuing student status. Students who wish to be absent for more than the one semester (summer is counted as one semester) must apply for (and receive) a leave of absence. If a student does not enroll for two or more continuous semesters, and does not have an approved leave of absence, the student will be terminated from the program. Such a student may apply for readmission through the Graduate School but must first receive the endorsement of the Director of Graduate Studies in Nutrition. An **Educational Leave of Absence** is appropriate for students who will be engaged for the majority of the leave time in an activity, other than attending an accredited college or university, that is directly related to their formal academic careers. Students must complete three steps for an educational leave of absence: (1) apply in advance for the educational leave of absence, (2) be recommended by the Director of Graduate Studies in Nutrition, and (3) gain the approval of the Dean of the Graduate School. Students can get application forms from the Department or Graduate School. Refer to the Graduate School Bulletin for additional information about leaves of absence.

G. Grading Policy.

Most content courses that you will take are graded on a scale of A, A-, B+, B, B-, C+, C, F/WF. The grade of "A" is awarded for "superior" performance and the grade of "B" is awarded for "very good" or "good" performance. A grade of "C" indicates that one's performance has been weak and marginal relative to the expectations of graduate students. An overall average of "B" is required (equivalent to a 3.0 grade point average) for completion of a graduate degree program at UNCG. All grades except S and U will be counted in all courses that are attempted and carry graduate degree credit. No more than 6 semester hours of credit evaluated as C+ (2.3) and/or C (2.0) may be applied toward the minimum hours required of the Master's degree. However, this is not encouraged. Grades in all courses applied toward the doctorate must be "B" or better. Grades of "B-" are discouraged for all Ph.D. level students. Grades in all courses applied toward the doctorate must be B (3.0) or better, and additional hours must be taken for any hours earned with a grade of B- (2.7) or less.

Because grades of "C" are discouraged, the Graduate Committee will review the progress of students in any of the degree programs who receive a "C" in two or more classes. Students who receive a "C" in three or more courses, an "F" in two or more courses, or an "F" in one course and a "C" in two or more courses will be automatically terminated from the program. Students should refer to the Graduate School Bulletin to learn about the University policy regarding withdrawing from courses and the grade of incomplete.

Students who are working on their thesis or dissertation research will receive "IP" (in progress) grades for their enrollment in 699/799 until they have completed the research. Upon completion, the "IP" will revert to a "S" (satisfactory) or a "U" (unsatisfactory). The grade of "I" may be given in content courses where the student is unable, for reasons beyond the student's control, to complete course requirements by the end of the term in which the course was offered. The "I" may be removed by completion of the deferred requirements within six months from the last day of examinations in the term, in which the course was taken. An "I" not removed within this time limit automatically becomes an "F".

H. Establishing In-State Residency for Tuition Purposes.

Residency for tuition purposes is defined by North Carolina state statute. In order to qualify as a resident of North Carolina for tuition purposes you must have established legal residence ("domicile") in North Carolina and maintained that legal residence for at least 12 months before you apply for classification as a North Carolina resident. In addition to this 12-month physical presence requirement, there are numerous other factors that must be considered in determining whether or not an individual is a resident for tuition purposes.

Domicile is a legal term defined as a place where a person intends to remain and live permanently, and the place a person intends to return to after any absence. Permanency is the key. Thus, a person who lives in a place for a temporary purpose, for a vacation or to attend college and who intends to live elsewhere when that purpose is accomplished, is not considered to be a legal resident for tuition purposes.

In order to obtain an in-state residency status for tuition purposes, University Administrators must be able to conclude from the information you provide them that your intent is to make North Carolina your permanent dwelling place. Rather than a single action, it is a cluster of events that must produce a preponderance of circumstantial evidence suggesting your intent to remain in North Carolina permanently. In other words, have you done the kinds of things that a permanent resident would do, or have you been acting like a temporary visitor? Each case has its own set of facts and there is no set checklist of items that will guarantee that you will be classified as a resident for tuition purposes. However, some important questions that are likely to be asked are:

- Do you have a current North Carolina Driver's License?
- Is your vehicle registered in North Carolina?
- Are you registered to vote in North Carolina?
- Where and when did you last vote?
- Where do you keep your personal property?
- Have you filed a North Carolina Income Tax return indicating that you were a resident during the last tax year?
- Do you own real estate in North Carolina?
- Do you participate in or volunteer for community activities away from the campus?
- Where did you live before enrolling in an institution of higher learning?
- Are you financially independent of your parents?

This is not a complete list, but it should give you an indication of the types of factors that will be looked at in deciding your residency status. Thus, to qualify for in-state tuition for a given term, you must prove the following:

- (1) That you established your bona fide domicile in North Carolina 12 months before the beginning of the term in which you are seeking in-state residency status through:
 - (a) Being physically present in the state,
 - (b) Performing acts which support your intent to make North Carolina your permanent residence, and
 - (c) Performing acts which support the contention that you are not in North Carolina solely to attend a college or university program; and

- (2) That you have maintained your domicile in North Carolina for at least 12 continuous months.

The admitting office makes initial residency determinations. To file for re-classification, you will need to obtain and complete the Residence-and-Tuition Status Application. If you feel your answers to the questions do not give an accurate picture of your situation, attach additional written explanations. If the classifier determines that you are not a resident for tuition purposes, you have the right to appeal that decision to the Campus Residence Appeals Committee. For more information, see <http://provost.uncg.edu/res/index.html>

I. Policy on general nutrition competency.

Students must demonstrate that they have mastered the information that is normally taught in an introductory human nutrition course to remain enrolled in the Graduate Program in Nutrition. This can be accomplished in one of two ways. First, the student may take an introductory human nutrition course (3 credit hour equivalent) prior to enrolling in the UNCG Graduate Program in Nutrition (e.g., a course taken as part of the undergraduate degree requirements). Second, the student may demonstrate mastery of the knowledge by getting a grade of “B” or better on all the tests and assignments that are normally taken in the UNCG Department of Nutrition course in nutrition (NTR 213). The student may take these exams as part of the course or may take the tests following a period of self-study. **Regardless, the student must attempt to meet the general nutrition requirement by the end of the first semester following enrollment.** A student who fails to demonstrate mastery of general nutrition knowledge will be given one additional attempt to demonstrate his or her ability. Following two-failed attempts, the student will be terminated from the graduate program in nutrition. The Department of Nutrition Director of Graduate Studies will monitor this process with the student.

Students who have no previous background in nutrition and who have been awarded teaching assistantships for NTR 213 must meet an additional standard. These students must take each of the tests, and complete each of the assignments, at least two weeks prior to the scheduled exam date or assignment due date that has been set for students enrolled in NTR 213. This will help ensure that the student is capable of properly advising students.

J. The Plan of Study.

The Plan of Study is a roadmap used by the student to guide his or her progress through the coursework necessary for the M.S. and Ph.D. degrees, and the Post-B.S. Certificate - Dietetic Internship Program. The Plan of Study must be outlined by the student and the Advisory/Thesis/Dissertation Committee (or the NTR Graduate Committee for M.S. non-thesis students) at the earliest possible time following admission of the student to the program. The Graduate Committee and the Graduate School recommend that the Plan of Study be submitted at the end of the first semester of residence. Students in the M.S. program must submit this no later than completion of 50% of the program requirements. Students in the Ph.D. program must submit this not later than the completion of 18 semester hours. The plan must indicate:

- the major field of study
- the area of specialization
- the specific courses that the student will take to complete the minimum degree requirements

- all specific core, seminar, and research requirements
- a timetable as to when these courses will be taken

A record of all graduate work the student has taken must accompany the proposed Plan of Study. The Advisory/Thesis/Dissertation Committee (or the Graduate Committee for M.S. (non-thesis) students) must evaluate the student's Plan of Study to determine whether the proposed plan is appropriate and whether additional coursework is appropriate. A Plan of Study may include graduate level courses to be taken off-campus at another university. However, **prior** to taking such a course, the student should get final approval of the exact course from his or her committee and submit the request to the Director of Graduate Studies in Nutrition. Courses taken at other universities are generally applied as electives to a Plan of Study. After approval of the Plan of Study by the Advisory/Thesis/Dissertation Committee (or the Graduate Committee for M.S. non-thesis students), the student must submit it to the Dean of the Graduate School for final approval. Copies of the final Plan of Study are submitted to the Director of the Graduate Program in Nutrition for inclusion in the departmental records and to each member of the Advisory/Thesis/Dissertation Committee. Any changes in the Plan of Study after it has been approved must be reported to the Graduate School for review and approval. An amended plan of study must be approved by all committee members and the Director of Graduate Studies of the Nutrition Department.

K. Changing committee members or advisors.

Occasionally, a student may find it necessary to change advisors. Before this occurs, the student should first discuss the proposed change with the Director of Graduate Studies in Nutrition. Since M.S. thesis and Ph.D. students come to UNCG to work with a particular faculty member, changing advisors is generally discouraged, but can be arranged through consultation with the Director of Graduate Studies in Nutrition and the student's current advisor.

Changes in appointed doctoral committees can be made by filing the appropriate form (see Appendix) with the Director of the Graduate Program in Nutrition who must approve any change in the composition of the committee. Such changes may be necessary because faculty leave the University, because your research focus changes, or because scheduling conflicts make the original committee structure untenable. It is inadvisable to change a committee between the approval of a proposal (M.S. thesis or Ph.D.) and completion of the research, because the new member may wish to recommend changes that will delay completion of the degree.

L. Policy on Continuous Enrollment.

If a student has completed all of the course requirements for the degree, including all credit hours for the M.S. thesis (NTR 699) or doctoral dissertation (NTR 799), and they have not completed the thesis, dissertation, or passed the M.S. non-thesis comprehensive exam, they are required to enroll in a credit course each and every semester until the thesis, dissertation or exam is completed and they have graduated. The proper course for this additional requirement is NTR 801 if they are completing a M.S. thesis or NTR 802 if they are completing a Ph.D. thesis. M.S. (non-thesis) students who have not passed the exam should register for NTR 803. NTR 801, 802 and 803 are variable credit courses. It is up to the faculty supervisor of the research or academic advisor to determine how many credit hours per semester of these courses are needed. (See UNCG Graduate Bulletin, Academic Regulations, for more details.)

M. Policy for Professional Impairment.

Nutrition faculty are responsible not only for the development of their students, but also to the profession and to the public. The faculty have a responsibility to teach and supervise their students, which is typically done in the context of an amicable relationship. However, they also have a responsibility to protect the public from incompetent professionals and to maintain the standards of the profession. Unfortunately, it is possible that not all students are capable of becoming competent professionals who will maintain standards of the profession. In these cases, faculty are obliged to take action when they have determined the student is professionally impaired. Students who experience continued serious difficulties and do not function effectively in academic and/or interpersonal situations will be counseled early, made aware of career alternatives, and if necessary, dropped from the program.

I. Definition of Professional Impairment

Professional impairment has been “defined broadly as an interference in professional functioning that is reflected in one or more of the following ways: (a) an inability and/or unwillingness to acquire and integrate professional standards into one’s repertoire of professional behavior, (b) an inability to acquire professional standards skills in order to reach an acceptable level of competency, and (c) an inability to control personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with professional functioning.” (Lamb et al. 1987. Professional Psychology: Research and Practice 18: 597-603.

Examples of behaviors which may be evidence of professional impairment include the following. The list contains examples, and is not intended to be definitive; (1) violation of professional standards or ethical codes, (2) inability or unwillingness to acquire and manifest professional skills at an acceptable level of competency, (3) behaviors that can reasonably be predictive of poor future professional functioning, such as extensive tardiness or poor compliance with supervisory requirements, (4) personal unsuitability to the profession, e.g., substance abuse, chronic and disabling physical problems, (5) interpersonal behaviors and intrapersonal functioning that impair one’s professional functioning such as psychopathology, inability to exercise good judgment, poor interpersonal skills, and pervasive interpersonal problems.

II. Possible Actions to Follow Manifestations of Professional Impairment

This list contains examples, and is not intended to be definitive. These actions are not hierarchical and need not be applied in each case; (1) a formal reprimand, (2) an unsatisfactory grade (U) in a practicum course with the requirement that the course be repeated, whether it was an elective or required practicum, (3) personal therapy, (4) leave of absence, (5) required additional practicum or course work, (6) increased supervision (e.g., more frequent supervision, more than one supervisor), (7) formal probation, (8) recommendation of withdraw from the program or changing to another program, (9) recommendation of formal dismissal from the program by the Dean of The Graduate School.

III. Due Process; Evaluation of Professional Impairment

1. There is a written policy on professional impairment that is systematically distributed to all NTR graduate students, with signatures evidencing student review of the policy. Copies of this will be included in each student’s folder.
2. All students will receive written notification of problems, including written descriptions of specific incidences that may evidence professional impairment, from the Director of

the Graduate Program in Nutrition. Such written notification will be placed in the student's departmental file.

3. The student evidencing professional impairment will usually be given an opportunity for remediation (although individual circumstances may not allow this, and this is not legally required), with specific descriptions of problems, suggestions for remediation, time limit, and notice of consequences if remediation is not successful, all noted in writing. Such written evaluation will also be placed in the student's departmental file.
4. When the judgment is made that serious professional impairment exists and that the consequences to the student are major, the student may request a hearing in which the student may present his or her view of the situation. The hearing will be convened by the Director of the Graduate Program in Nutrition and will include member of the Graduate Committee in Nutrition, the member(s) of the faculty who are making judgments of serious professional impairment, the student's adviser, and the departmental chairperson.
5. Following a hearing, the student will receive written notification within one week that includes: the nature of the problem, opportunities for revision if any, the basis for the decision, and the opportunity for appeal. Such written evaluation will also be placed in the student's departmental file.
6. After receiving written notification, the student may request an appeal within 14 days to the Chairperson of the Department of Nutrition. The appeal panel will include some persons who are different from those making the original decision, such as a faculty member within the department or school, a faculty representative of The Graduate School, and a member of the faculty selected by the student.
7. The results of the hearing and appeal will be forwarded to the Chairperson of the Department of Nutrition, who may accept, reject, or modify the recommendations. If the Department Chairperson accepts the recommendation to change to student's program of study, or dismiss the student from the program, this recommendation will be forwarded to the Dean of the Graduate School who, upon further consideration, will notify the student in writing.

N. Policy for NTR 609 Seminar

Students registered for NTR 609 and who have arranged with the instructor to give a presentation on a specific date are required to present their seminar as scheduled. Failure to meet this requirement will result in the student receiving an "F" in the course. If the student is scheduled to present a thesis or dissertation seminar, he or she must present the data he or she has gathered at the time of the presentation regardless of his or her actual defense date.

O. Responsibilities of Graduate Research (RA) and Teaching Assistants (GA)

All graduate students holding positions as a GA or RA are expected to maintain the highest professional behavior during their assignments. Examples of professional impairment are cited above. Any problems encountered by the GA or RA during the assignments, including performing duties outside the normal job description of a GA or RA or being asked to work longer hours than previously arranged, should be reported to the Director of the Graduate Program in Nutrition as soon as possible. A written evaluation of each student's performance will be submitted to the Director of the Graduate Program in Nutrition by their respective mentor or instructor at the end of each semester and a copy will be placed in the student's departmental file.

GA and RA are generally expected to begin their work responsibilities approximately four working days before the classes officially begin and end their work responsibilities on the last day of final exams. Any exceptions to these start and stop dates must be requested to the Director of the Graduate Program in nutrition 3 weeks prior to the beginning and end of each semester. GAs and RAs are not expected to perform their duties on official university holidays nor are they expected to make up these hours during the semester. The assistantship work schedule for the 2009-10 academic year is provided below.

FALL 2009 Semester

Aug. 18:	First day of work for Fall 2009 semester
Sept. 7:	Labor Day holiday, offices closed, assistants not required to work
Oct. 12-13:	Fall break, assistants not required to work
Nov. 25:	Offices open and assistants are required to work even though classes are not in session
Nov. 26-27:	Thanksgiving holiday, offices closed, assistants are not required to work
Dec. 16:	Last day of work for Fall 2008 semester

SPRING 2010 Semester

Jan. 12:	First day of work for Spring 2010 semester
Jan. 18:	Martin Luther King, Jr. holiday, offices closed, assistants not required to work
March 8-14:	Spring break; assistants not required to work
April 2:	Spring holiday, offices closed, assistants are not required to work
May 12:	Last day for Spring 2010 semester

P. Policy on length of departmental stipend support

- i. M.S. student can receive no more than *two academic years* of stipend and waiver support from departmental sources.
- ii. Ph.D. student coming to UNCG with a M.S. degree (thesis) can receive no more than *three academic years* of stipend and waiver support from departmental sources.
- iii. Ph.D. student coming to UNCG without a M.S. degree (thesis) can receive no more than *four years*, including summers, of stipend and waiver support from departmental sources.
- iv. The Graduate Committee will consider exceptions to this policy on an individual basis only after the student's mentor has discussed the extenuating circumstances with the Graduate Committee as a whole. Furthermore, the mentor must provide written documentation of the student's progress throughout his or her graduate work as outlined in the NTR Graduate Manual (i.e. timely completion of plan of study, proposal meetings, etc).

Q. Policy about final research presentation for M.S. and Ph.D (Approved 1/23/04)

All graduate students are required to present a publicly-announced seminar of their research within two weeks of their M.S. or Ph.D. defense meeting with their committee members starting fall semester, 2004. This defense seminar may fulfill the requirement of a research presentation in NTR 609, provided that 1) arrangements can be made regarding the 'open door' defense policy of this university, 2) the presentation is within two weeks of the final defense, and 3) committee members are present for the presentation, 4) student receives permission from the instructor for NTR-609, and

5) all arrangements for ‘public announcement’ of the defense seminar are handled by the student and/or their advisor. If these criteria are not met, NTR-609 graduate seminar will not substitute for a final defense presentation. The student is responsible for having a notice of the public seminar posted one week prior to the seminar. For PhD students, this notice is in addition to the form that must be submitted to the Graduate School two weeks in advance of the public seminar.

R. Policy on dual enrollment in M.S. and Ph.D. degree

Students cannot be concurrently enrolled as a MS and PhD student.

S. Policy about students receiving assistantships and working outside the department.

A student who receives a full-time graduate assistantship (stipend) from the Department of Nutrition or other sources is not able to be employed by another employer. If a student is found to be employed outside the department and is receiving a full-time assistantship, they will lose her/his stipend, and tuition waiver(s) (if applicable).

3. Master Of Science non-thesis Program (M.S. non-thesis)

The M.S. (non-thesis) program is a coursework-only degree program. It is often used as a bridge to the Dietetic Internship (see below) or to a health-related professional program (e.g., medical school, veterinary school, or physician assistant programs). Students who are admitted to the non-thesis option but who later wish to be considered for the thesis option must request a review of their application by the Graduate Committee and their proposed research advisor.

A. Selecting your advisor.

The Director of Graduate Studies and the Graduate Committee of the Department of Nutrition will serve as your advisor and advisory committee. While this committee will guide you through your program, you are ultimately responsible for fulfilling the degree requirements and for completing all paperwork and other requirements prior to graduation.

B. The Master’s non-thesis comprehensive exam.

The Master’s non-thesis comprehensive examination is administered to assess whether M.S. non-thesis students have achieved a reasonable, comprehensive mastery of the subject matter of nutrition. The exam is normally offered once a year (typically at the end of spring semester). It may be taken after two-thirds of the Master’s program requirements have been completed but not until NTR 625, 626, 627, 628, and 673 have been completed with a grade of C or better (or a projected grade of C or better). The student’s plan of study must have been submitted and approved by the Graduate committee in order to be eligible to take this exam.

Students must inform the Director of Graduate Studies in Nutrition of their desire to take the exam in writing one month prior to the end of the semester he or she wishes to take the exam.

The exam is a written, essay-based test that focuses on the application and integration of the information students learned from coursework. The test will consist of 4-6 essay questions. Two or three of these questions are related to the core information we expect the entire student body to know. This information includes topics such as:

- Nutrient function/deficiency/status assessment
- Mechanisms of nutrient-disease relationships

- Evaluation of research
- Formulation and testing a hypothesis

In the second half of the exam there will be 4 or 5 additional questions from which a student may choose 2 or 3 questions to answer. These questions will be related to more applied issues of nutrition, e.g.:

- Advanced/special dietary needs due to pregnancy, activity, disease, etc (you will not be asked to design a diet)
- Your opinion as a professional regarding a controversial topic in nutrition
- Program/Policy decision making (educational issues, community/public health needs)
- Dietary guidelines/RDA/Food pyramid/Food label

The Graduate Committee serves as the examining committee. They will compose, read, and evaluate the exam. Results are normally available within one week. Your performance will be assessed based upon your ability to communicate your thoughts as well as your ability to utilize and integrate facts. Passing each question will be generally defined as “being able to clearly articulate major concepts in the breadth and depth required to demonstrate knowledge and skills, and application (if appropriate) to answer the question.” A student must get a passing assessment on 100 percent of the questions asked on the exam. If a student fails any question on the exam, that student will take an oral exam with the Graduate Committee. The oral exam can include questions about any nutrition-related topic. If a student does not pass the exam, written or oral, he or she may retake the written exam at the next regularly scheduled administration. Only one re-examination is permitted. Students who do not pass the exam the second time will not receive their degree.

C. Combining a M.S. non-thesis with the Post-B.S. Certificate - Dietetic Internship.

Students who wish to become Registered Dietitians may qualify to enter the UNCG Post-B.S. Certificate - Dietetic Internship program prior to completion of their M.S. non-thesis program. This can only be determined on a case-by-case basis. Students interested in this option should meet with Ms. Amy Strickland, coordinator of our ADA approved undergraduate program (DPD) and Dr. Martha Taylor, the Director of the Dietetic Internship Program at UNCG, to discuss this possibility as early as possible after entry into the degree program. A separate application is required for the DI program. (See Post-B.S. Certificate – Dietetic Internship sections in the Graduate Bulletin and elsewhere in this Handbook.)

D. Applying for graduation.

Students must make a formal application for graduation to The Graduate School by the end of the first week of classes of the term in which the degree will be granted. Degrees are granted at the end of each semester and the second summer session. A graduation fee must be paid to The Graduate School by the end of the first week of classes of the term in which the degree is earned. Students who do not graduate in the semester for which they originally applied may be charged an additional fee when they reapply for graduation.

E. Time-line for the M.S. non-thesis:

<u>Action</u>	<u>Time</u>
Selection of major advisor	The NTR Graduate Committee will advise you
Plan of Study approved by Graduate committee	During the first semester
Majority of coursework Completed	End of the third semester
Plan of study submitted to Graduate school	When 50% required coursework completed
Comprehensive Exam	After the majority (2/3) of required graduate coursework is completed (and after completion of NTR 625, 626, 627, 628, 673). Plan of study must be approved and submitted to Graduate School or student will <u>not</u> be permitted to sit for the exam. In addition, students must have passing grade (C or better) or a <u>projected</u> passing grade in NTR 673 and the NTR 625-628 series in order to be able to sit for this exam.
Applying for graduation	By the end of the first week of classes in which the degree is granted (e.g., the first week of the Spring semester for May graduation).

4. Master Of Science Thesis Program (M.S. thesis)

A. Selecting your M.S. thesis advisor.

Students will select M.S. thesis advisors based upon shared research interests. Generally, this is done well before the student arrives on campus. However, *students should not continue in the M.S. thesis program if they cannot define a faculty member and a research project by the end of the first semester.* In rare cases, a student will be permitted to declare a M.S. advisor who conducts research outside the department. This can only be done with the prior approval of the Graduate Committee. Requests for such an arrangement should be submitted prior to entry into the program and must include a description of the proposed thesis project. The proposed off-site advisor must sign the request and a letter from the proposed advisor must accompany the request. If such an arrangement is accepted, the student must form his or her Thesis Committee within the first semester, without exception. Such students will also get an academic advisor, who will be a member of the Thesis Committee and who will guide the student and the non-departmental research advisor through the UNCG Graduate Program.

B. Selecting your Advisory/Thesis Committee.

The primary purpose of the Advisory Committee is to approve the Plan of Study. After approval of the Plan of Study, this committee becomes a Thesis Committee whose primary purpose is to evaluate your Master's thesis and your defense of the thesis. The committee consists of at least three faculty members, at least two of whom, including the chair, must be a

faculty member from the Department of Nutrition. *Faculty from other departments or institutions with official adjunct appointments to the NTR department are considered NTR faculty.* The Chair of the committee is generally your research advisor. The Thesis Committee must be formed during your first year in the program. As mentioned above, on rare occasions a person who is not a departmental faculty member can be the research advisor for a student. In this case, a departmental faculty member must be chosen to be the Chair of the Committee. The committee members, and the Director of the Graduate Program in Nutrition must sign a “Graduate Committee Appointment” form (see Appendix). The completed form is retained in your file within the department.

C. Master’s thesis proposal.

As soon as you and your advisor have formed preliminary plans for a Master’s research project, you should prepare a proposal for approval by your M.S. Thesis Committee. It is expected that you will work closely with your advisor to complete your proposal. Your advisor should work with you on this document before it is submitted to the committee. The proposal must be submitted to the committee members at least one week prior to the proposal review meeting. At this meeting the committee will discuss the merits of the proposal and suggest changes intended to improve the quality of the research. The proposal meeting is intended to be advisory, not evaluative, and frequently leads to important improvements in the research project. The committee may approve the research as proposed or may ask for revisions in which case another proposal meeting may be required. See pg. 34 for the proposal format requirements.

D. Master’s thesis defense.

When you have completed data collection and data analysis for your M.S. thesis project, it must be written as a thesis and submitted to your M.S. Thesis Committee. Typically, the advisor works very closely with the student until he or she is satisfied that the write-up is sufficiently complete for a meeting of the entire committee. At such time, the student arranges a suitable time and place for the meeting. The student must provide committee members with a draft of the thesis at least one week prior to the defense date. In the great majority of cases, the Master's defense meeting will result in a number of suggested or required revisions in the thesis. Students should follow the guidelines set forth by the UNCG Graduate School when preparing the thesis. These define the margin and type requirements needed to have completed theses committed to microfilm. Additional format requirements set forth by the department are listed in the appendix. Beginning fall 2006, all theses and dissertations must be electronically submitted. See: www.uncg.edu/grs/current. Click on “Electronic Thesis and Dissertation.”

The thesis defense will begin with a presentation of the thesis research. This portion of the process will be open to the university community and will be announced through the department office. After a period of open questioning by all that are in attendance, a closed session will commence where committee members will ask the student questions related to the thesis research and the intellectual foundations of the research. After the questioning, the committee will deliberate to assess the performance of the student. Three possible outcomes are possible: acceptance, provisional acceptance, and rejection. Acceptance of the thesis indicates that the student has met the standard set forth for theses by the department. Minor revisions may still be required of an acceptable thesis prior to submission. However, the major advisor can supervise these revisions. Provisional acceptance indicates that there are substantial format, content, or analysis problems with the thesis that make it unacceptable as written but that upon revision the document will likely be acceptable. The committee will outline the problems in

writing and present them to the student. Prior to acceptance the student must convene an additional meeting to explain the revisions to the entire committee. All committee members must approve of the revised thesis. Provisional acceptance may also be granted if the student's thesis is fully acceptable but if his or her ability to defend the thesis is inadequate. In such cases, the committee will clearly define the steps needed for the student to overcome the inadequacy. Inability of a student to rectify any inadequacies will result in a rejection of the thesis. A thesis is rejected if the student has not adequately conducted, analyzed, or interpreted the research that was proposed. In such cases, the student will be either dismissed from the program or will be required to initiate a new thesis project.

E. Filing the thesis with the graduate school.

The thesis must conform to rules established by the Graduate Studies Committee in the "Guide for Preparation of Theses and Dissertations." The guide can be printed from The Graduate School's website or paper copies can be obtained from the office at no cost. In addition, the format required by the Department of Nutrition must be followed.

The Department of Nutrition requires that all students undergo an oral examination on their thesis.

The process for submitting the thesis to The Graduate School has two components: submitting the approval copy and submitting the approval copy and submitting the final copy. Be sure to note the specific instructions and deadline dates affiliated with each step. These dates are available in the Calendar of Events.

Students file the thesis electronically via the online submission system available on The Graduate School's website. The approved electronic submission must conform to the format requirements stated in the guide and must be uploaded by the deadline date as specified in the Calendar of Events. Publication of the thesis by UMI Dissertation Publishing/ProQuest Information and Learning is required by The Graduate School. The candidate must pay associated publishing and microfilming fees. Your committee members may also request a paper copy of your thesis.

Maximum credit allowed for the thesis is 6 semester hours. Additional 801 hours may be required but will not count toward the degree.

F. Applying for graduation.

Students must make a formal application for graduation to The Graduate School by the end of the first week of classes of the term in which the degree will be granted. Degrees are granted at the end of each semester and the second summer session. A graduation fee must be paid to The Graduate School by the end of the first week of classes of the term in which the degree is earned. Students who do not graduate in the semester for which they originally applied may be charged an additional fee when they reapply for graduation.

G. Time-Line for the M.S. Thesis

Action

Time

Selection of major advisor	Before (during application process) the first semester
Selection of Advisory Committee	By the end of the first semester
Plan of Study approved by Advisor and committee	By the end of the first semester
Majority (50%) of course work Completed and plan of study Submitted to Graduate School	End of the third semester
Thesis proposal presented	Before the start of the third semester
Distribution of thesis to committee members	During the fourth semester (no later than 1 week prior to defense meeting)
Thesis defense meeting	During the fourth semester
Applying for graduation	By the end of the first week of the semester in which the degree is granted (e.g. the first week of the Spring semester for May graduation)

5. Doctor Of Philosophy (Ph.D.) Program

The Ph.D. is a degree that trains students to conduct research in one of three areas of specialization: (1) Community Nutrition and Nutrition Education, (2) Human/Clinical Nutrition, and (3) Cellular and Molecular Nutrition. While research is the primary focus of the Ph.D., many people do not go on to research careers after completing their degrees. Thus, it is the intellectual (e.g. integrative thinking, organization, logic, analytical approaches to problem solving, etc) and communication (both written and oral) skills developed during the research endeavor that are generally considered to be the most prized end-products of the Ph.D. training.

A. Changing from the M.S. thesis program into the Ph.D. program.

If you were admitted as a M.S. thesis student into the Graduate Program in Nutrition and finished the degree requirements, you must file an application to the Graduate School to be considered for admission into the Ph.D. program. If you are currently a M.S. thesis student but wish to change to the Ph.D. program, the NTR graduate faculty members will evaluate your progress and assess your prospects as a Ph.D. student. If they believe that your performance in the M.S. thesis program has been sufficiently high, you can enroll in the doctoral program and proceed with doctoral study uninterrupted. Students who choose to do this must file the appropriate form with The Graduate School (see appendix).

B. Selecting your Ph.D. dissertation advisor.

Students will select Ph.D. dissertation advisors based upon shared research interests. This is routinely done for Ph.D. students well before they arrive on campus. However, *students should not continue in the Ph.D. program if they cannot define a faculty member and a research project by the end of the first semester.* In rare cases, a student will be permitted to declare a Ph.D. advisor who conducts research outside the department. This can only be done with the prior approval of the Graduate Committee. Requests for such an arrangement should be submitted prior to entry into the program and must include a description of the proposed thesis

project. The proposed off-site advisor must sign the request and a letter from the proposed advisor must accompany the request. If such an arrangement is accepted, the student must form his or her Dissertation Committee within the first semester, without exception. Such students will also get an academic advisor, who will be a member of the Dissertation Committee and who will guide the student and the non-departmental research advisor through the UNCG Graduate Program.

C. Selecting your Ph.D. Advisory/Dissertation Committee.

Students will select an Advisory/Dissertation Committee as early as possible in the degree process, and no later than the end of one full year of study. The committee consists of a minimum of four persons, including the advisor. The selection of committee members should be a joint decision between student and advisor. At least two members of the committee (including the chair) must be full members of the Graduate Faculty, and no more than one person outside the department faculty can be appointed to a four-member committee. *Faculty from other departments or institutions with official adjunct appointments to the NTR department are considered NTR faculty.* Committee members should be chosen on the basis of their expertise relative to the student's area of specialization and dissertation research. A person with specific research expertise is in a better position to assist the student and to examine the student's competence and progress through the degree process. After prospective committee members have consented to serve on the committee, the student should file the "Recommendation for Doctoral Advisory/Dissertation Committee Appointment" form with the Graduate School (see Appendix). The student is responsible for obtaining all of the necessary signatures for approval. A copy should also be submitted to the departmental secretary. If the Dean of the Graduate School approves of the proposed committee, he or she sends a formal letter of appointment to each committee member.

D. Gaining graduate teaching experience.

NTR 645 (Teaching Practicum in Nutrition) is strongly recommended if you are interested in academic teaching as a career. Thus, you will have some supervised teaching experience prior to leaving our graduate program. Usually, the student takes the Teaching Practicum with a faculty member who is teaching an undergraduate course during the desired semester. The student serves as a co-instructor, taking increasing responsibility for class lectures as the semester progresses. The student may spend the first several weeks observing the class and discussing the classes instructional needs with the supervising professor. During the middle weeks of the course, the student will begin to take responsibility for some of the lectures. The supervising faculty member will assess these lectures and the student will receive feedback from the supervising professor after each lecture. During the last 5 or 6 weeks of the semester, the student may be teaching once a week.

E. Admission to Ph.D. candidacy and the dissertation proposal.

Before a student can proceed to the dissertation, he or she must write a proposal stating the goals and aims of the dissertation research and which provides a detailed plan to carry out the objectives of the research. The Dissertation Committee must approve this proposal. The purpose of the Dissertation Proposal and defense is for the student to demonstrate that he or she has mastered technical writing skills and is able to synthesize material from courses and self-study into a plausible, testable hypothesis. A student must successfully defend his or her proposal before the Dissertation Committee. Students should follow the guidelines and timelines presented below. A student should submit and defend the proposal as soon as possible during

the degree program. For students who enter the Ph.D. program with a M.S. thesis degree, this will usually be within the first three semesters of attendance while students who enter the Ph.D. program with a B.S. degree will usually defend the proposal within the first five semesters of attendance.

a. The Dissertation proposal and defense.

Students will develop a Dissertation Proposal in consultation with their primary research mentor and with the assistance of the Dissertation Committee (see the Appendix, pages 35-36, for suggested formatting instructions). Briefly, the proposal is similar to a “seed” grant for an investigator who is initiating a new line of research. As such, the feasibility of the project will be evaluated based upon the student’s logical arguments that have been built upon the primary literature and historical data from the research mentors’ experiments. As a result, a greater emphasis will be placed on the skills that are needed to complete the proposed project and whether the student has acquired those skills or defined how he or she will acquire those skills. A high quality proposal will be hypothesis-driven rather than methods-driven.

Students will submit the proposal to their Dissertation Committee as soon as possible after enrollment (see section above for recommendations). The student has the responsibility to schedule the dissertation proposal defense. Students must submit the finished proposal two weeks prior to the scheduled defense date to give the committee ample opportunity to review and comment on the document. On the scheduled review day, the committee will assemble and provide written comments regarding the proposal to the committee chair. At this point, the proposal will be discussed in the presence of the student. The student must be prepared to defend the details of the proposal (e.g., logic, hypothesis, experimental design, etc) and to discuss all issues regarding the scientific and intellectual foundations of the proposed research.

The role of the research mentor during the Dissertation Proposal is clearly defined. During the development of the proposal, the mentor is active and is expected to guide the student towards a worthwhile project. The mentor should also assist the student by discussing issues related to the research (e.g. philosophy, aims, and methodology) and by editing versions of the document as it develops. However, at the proposal defense the mentor plays a different role. If the research mentor is a full member of the Graduate Faculty and is the Chair of the Dissertation Committee, he or she will facilitate the meeting. In this role the mentor will introduce the student, set the agenda for the meeting, and make sure that the defense proceeds in a timely and orderly fashion. Beyond that role, the mentor is only an observer during the dissertation defense. In other words, the mentor does not ask questions of the student related to the dissertation research and may not speak in an attempt to lead the student or clarify a student’s answer. Thus, if the research mentor is not a full member of the Graduate Faculty, and is not the Chair of the Dissertation Committee, he or she will remain silent throughout the examination of the student. After questioning has ended and the student leaves the room, the mentor will fully participate in the evaluation of the student’s performance. The reason for this policy is that the faculty wishes to ensure that the student can independently explain and defend the proposal.

Several factors will be utilized to assess whether a student has successfully defended his or her thesis (and is formally accepted into Ph.D. candidacy). First, the written proposal will be evaluated as a stand-alone document. In this case, the student’s ability to effectively communicate his or her ideas and research plan will be evaluated based upon readability, clarity, logic, and completeness. Next, the student will be asked about the content of the proposal to

determine whether he or she can clearly explain the details of the proposal. During this process the student will be expected to know the intellectual and scientific foundations that underlie the proposed research (e.g. educational theories, energy metabolism, gene expression). Finally, the student will be expected to defend the proposed work from criticism levied by the Dissertation Committee. The student's performance in these three areas is evaluated as an overall picture, not as three separate entities.

There are three possible outcomes to the proposal defense: acceptable, acceptable with the need for improvement, and unacceptable. An acceptable outcome indicates the student is prepared for Ph.D. candidacy and that his or her proposal can be viewed as an approved roadmap for completion of the dissertation. Thus, any major changes in an approved proposal should be discussed with, and approved by, the Dissertation Committee. ***The accepted proposal and any subsequent changes must be submitted to the Director of the Graduate Program in Nutrition.*** When a proposal is deemed "acceptable with the need for some improvement", this is an indication that the idea and the experiments proposed are adequate, but that student performance in one of the three areas of evaluation was inadequate. The Dissertation Committee will provide a written evaluation that explains how the student is to "improve" and a timeframe within which the student must meet the conditions set by the committee. Common outcomes may require a student to take another course or revise the written proposal. Failure to meet the conditions of the Dissertation Committee within the time frame set by the committee may result in dismissal from the program. An unacceptable dissertation proposal lacks clarity and focus and is poorly presented and poorly defended. Following this outcome, a student may resubmit a revised proposal, and set a new review date no earlier than 3 months and no later than 6 months after the initial review. If the second dissertation review also leads to an unacceptable rating, the student will be terminated from the program. Because the purpose of the Dissertation Proposal and review are to aid the student in the planning of the dissertation research, a completed dissertation will not be accepted until one year after an acceptable proposal has been submitted to the Director of Graduate Studies in Nutrition.

F. Filing for admission to Ph.D. candidacy.

When you have completed all required course work, with the exception of NTR 799, and have passed the dissertation defense, you may apply to the Graduate School for admission to candidacy for the Ph.D. degree (see the Appendix for forms). It is the responsibility of the student to complete this essential step. Students who fail to submit the proper forms for admission to Ph.D. candidacy will not be permitted to graduate.

G. Defending the dissertation.

It is the advisor's role to determine when the written dissertation is acceptable and defensible. A student cannot schedule a dissertation defense without the approval of the research advisor. As with the proposal, the final dissertation should not, in the advisor's view, need major foreseeable modifications. On the other hand, the student should understand that revisions would almost certainly be forthcoming. The student must give each committee member a copy of the dissertation no less than two weeks (10 business days) prior to the scheduled defense date. Students should follow the guidelines set forth by the UNCG Graduate School when preparing the thesis. These define the margin and type requirements needed to have a completed theses committed to microfilm. Additional format requirements set forth by the department are listed in the appendix. (See Section H below)

The Graduate School requires that all Ph.D. students submit the Final Oral Examination Schedule form at least two weeks prior to the scheduled oral defense (see p.25 of The Graduate Bulletin). The dissertation defense will begin with a presentation of the completed thesis research. This portion of the process will be open to the university community and will be announced through the department office. After a period of open questioning by all that are in attendance, a closed session will commence where committee members will ask the student questions related to the dissertation research. After the questioning, the committee will deliberate to assess the performance of the student. Three possible outcomes are possible: acceptance, provisional acceptance, and rejection. Acceptance of the dissertation indicates that the student has met the standard set forth for dissertations by the department. Minor revisions may still be required of an acceptable dissertation prior to submission to the Graduate School. However, the major advisor can supervise these revisions. Provisional acceptance indicates that there are substantial format, content, or analysis problems with the dissertation that make it unacceptable as written but that upon revision the document will likely be acceptable. The committee will outline the problems in writing and present them to the student. Prior to acceptance of a revised dissertation, the student must convene an additional meeting to explain the revisions to the entire committee. All committee members must approve of the revised dissertation. Inability of a student to rectify any inadequacies will result in a rejection of the dissertation. A dissertation is rejected if the student has not adequately conducted, analyzed, or interpreted the research that was proposed. In such cases, the student will be dismissed from the program or will be required to initiate a new thesis project. When the committee accepts the dissertation, a form is filed with the Graduate School (see Appendix).

H. Filing the dissertation with the graduate school.

The process for submitting the dissertation to The Graduate School has two components: submitting the signed approval copy and submitting the final copy. Be sure to note the specific instructions and deadline dates affiliated with each step. These dates are available in the Calendar of Events.

Students file the dissertation electronically via the online submission system available on The Graduate School's website. In final form, the dissertation must comply with the rules prescribed by the Graduate Studies Committee in the "Guide for the Preparation of Thesis and Dissertations" in addition to the requirements of the Department of Nutrition. The approved electronic submission must be uploaded by the deadline date as specified in the Calendar of Events. Publication of the dissertation by UMI Dissertation Publishing/ProQuest Information and Learning is required by The Graduate School. The candidate must pay associated publishing and microfilming fees. Your committee members may also request a paper copy for their files.

I. Applying for graduation.

Students must make a formal application for graduation to The Graduate School by the end of the first week of classes of the term in which the degree will be granted. Degrees are granted at the end of each semester and the second summer session. A graduation fee must be paid to The Graduate School by the end of the first week of classes of the term in which the degree is earned. Students who do not graduate in the semester for which they originally applied may be charged an additional fee when they reapply for graduation.

J. Time-Line for the Ph.D.

<u>Action</u>	<u>Time</u>
Selection of major advisor	Prior to the first semester (during application process)
Selection of Advisory Committee	By the end of the second semester
Plan of study approved by advisor and committee	By the end of the second semester
Dissertation Proposal defense	By the end of the fifth semester
Plan of study submitted to Graduate School	By the end of the fifth semester ($\geq 50\%$ required coursework completed)
Distribution of dissertation	No sooner than one year after approval to committee members of the proposal
Applying for candidacy	After successful completion of written and oral exams and acceptance of dissertation proposal and plan of study approved by Graduate School
Final Oral Presentation Schedule Form (Graduate School)	Complete and file two weeks prior to the scheduled dissertation defense
Dissertation defense meeting	Two weeks after distribution to committee members
Applying for graduation	By the end of the first week of the semester in which the degree is granted

6. Post-Baccalaureate Certificate – Dietetic Internship Program (PBC-DI)

Effective Fall, 2006, the accredited Dietetic Internship is a Post-BS Certificate Program administered through the Graduate School and the Department of Nutrition at UNCG. See Graduate Bulletin for more information. Please note that all DI students must submit a Plan of Study and must apply for graduation as a requirement of this new designation. However, for Post-BS Certificate graduate students, no graduation fee is required. All those who complete this 15-credit certificate program will receive an official certificate from UNCG and their transcript will indicate completion of the program as well.

Graduate students who are completing both their graduate program (MS or PhD) and the Post-BS Dietetic Internship program must continue to apply for both programs separately, but can maintain the graduate degree program as their primary program of study. A Plan of Study (POS) is required for both programs; however, they can be combined under one Plan of Study. Please note that such a combination (i.e., including the 15 graduate credits that comprise the Post-BS Certificate – Dietetic Internship program as part of the graduate degree POS) means that students cannot **graduate** until all of the courses for which the student is registered pertaining to the respective Plan of Study have been completed. In other words, students cannot graduate until any grades of Incomplete have been completed and a grade change has been submitted. If a

student wishes to graduate before completing the Dietetic Internship courses (15 credits), none of those 15 credits may be part of the graduate degree Plan of Study. Again, students must apply for graduation for both their graduate degree program and the Post-BS Dietetic Internship program. Please check with the Director of the Dietetic Internship about any questions you might have about these items. The post-BS certificate DI plan of study must be submitted by the end of the fall semester of entry into the DI program.

V. FINANCIAL SUPPORT FOR RESEARCH AND TRAVEL

The Department attempts to provide support for all eligible students. The support is intended to (1) assist you in meeting the expenses of graduate study without having to find employment outside of the university, and (2) provide student assistance to faculty in meeting their research and teaching responsibilities.

1. Departmental Assistantships

Initial offers of support are made to the best-qualified applicants at, or shortly after, an offer of admission is extended. If you are not offered support prior to enrollment, it is unlikely that you will be offered departmental support during your degree program. Support from the department is as a 9-month appointment as teaching/research assistants (graduate assistantships; GAs). In this case the student is obligated to work *10 hours per week for the research mentor* and *10 hours per week as a teaching assistant* to one of the NTR under-graduate courses. Stipends are usually available to M.S. thesis students for a period of two years, to Ph.D. students for four years if the student already has a M.S. thesis degree in Nutrition or a closely related area, or for five years if the student is entering the program with a B.S. or M.S. in another discipline. M.S. non-thesis students may be offered support but this is determined on a year-to-year basis. Additional funds are also available from individual faculty. These funds are usually offered to students to work as a research assistant on a specific research project. Summer support is also available from the Graduate School (see below) and from individual faculty members. In addition to an assistantship (GA), out-of-state students may be granted an out-of-state tuition waiver (or money in lieu of the waiver), which pays the out-of-state portion of tuition costs. If you are not already a North Carolina resident we urge you to seek residency as soon as possible to reduce the demand on the limited number of tuition waivers available. See Section H above for the details on gaining status as a North Carolina state resident.

As noted above, the service required by a departmental assistantship may be teaching, research, administrative assistance, or some combination of these. The Director of Graduate Studies in Nutrition makes service assignments at the beginning of each academic year. The service obligation of a Graduate Assistant (GA) will vary somewhat with the size and format of the course that you are teaching and whether you have previous experience teaching the course. Assistantship workweeks begin 4 days prior to the first week of classes each semester and end the last day of final exams. Hourly assignments can vary from week to week depending on project timetables and the needs of students. As far as possible, your assignment will be made by mutual agreement with you and your supervisor, but you must remember that these assignments are an obligation of the assistantship that you have accepted. If you refuse to carry out your assigned duties, you may lose your assistantship. If you believe that you are being asked to perform excessive or inappropriate work as a graduate assistant, you should discuss this

with your supervisor. If you cannot resolve the problem, you should discuss it with the Director of Graduate Studies in Nutrition and/or the Department Chair. The payment stipends attached to graduate assistantships are paid in 4 monthly installments each semester.

2. Scholarships and Fellowships

The School of Human Environmental Sciences (HES) and the Department of NTR also offer a number of fellowship and scholarship awards each year to graduate majors in the school. The amounts of the awards vary from year to year with the growth of the endowment but typically average \$1,000. Some are based largely on need; some on merit only. The NTR faculty decides some of these awards. Others are available only for graduate students who apply for them. In the latter case, applications are distributed to students in all departments in HES at the end of November of each year. They must be returned by the third week of December. These deadlines are well advertised. The fellowships and scholarships are announced at the school's Honors Convocation held the first week of April each year.

3. Summer Assistantships

Each Spring semester, the Graduate School asks Deans and Department Chairs to nominate deserving students for summer assistantships. Some full-summer and half-summer assistantships are available on a competitive basis. The Department Chair and/or the Director of Graduate Studies in Nutrition will announce the availability and criteria for appointment of the assistantships and confer with faculty and students before making their requests to the Dean of the Graduate School.

4. External Grants

Some private foundations and federal funding agencies make grants available to support graduate student research and dissertation progress. You are strongly encouraged to explore these types of funding opportunities by inquiring at the Office of Research Services and by looking for announcements in newsletters of professional organizations as well as those that may be posted near the NTR Office area or others that your advisor may know about. Your advisor can assist in identifying possible sources of external support and in the preparation of the proposal. Formal proposals for research often must be routed through the Office of Research Services. If the application process requires a formal proposal for your research, the proposal may need to be approved by the University review committees for use of animal and human subject research.

5. Other Funding for Research and Travel

A. Departmental Funds.

The department can sometimes reserve one or more UNCG vans for graduate student travel to professional conferences or events. Written requests must be sent to the Department Chair well in advance of the travel dates. Sometimes faculty members have funds associated with their research grants that can be used to support your travel. When traveling on university business, you should always fill out an official travel form ten days to 2 weeks before the travel date.

B. School (HES) Funds.

Each year, the Associate Dean of the School of HES announces the availability of small "research grants" (up to \$150) and "travel grants" (up to \$200) for graduate students in the School. Travel grants are usually limited to students who are presenting at regional or national

meetings. The announcement is usually in the form of a brochure posted in the Department Office. The brochure requires that a letter of application be sent to the Department Chair for review. Once reviewed, the Department Chair forwards the letter to the Associate Dean for approval. For research grants, include information concerning your planned use of funds, the total cost of the research project, and a proposed budget. For travel grants, describe the professional meeting, location, dates, and anticipated expenses.

C. Graduate Student Association (GSA) Funds.

The GSA represents the interests of graduate students on campus. Each department that grants graduate degrees, including NTR, has representatives. The GSA ensures that graduate students have a voice in all aspects of university life. The GSA also sponsors some activities of interest to graduate students and provides funds for some professional activities (in addition to those that you may have received for the same activities through the Department of NTR or the School of HES).

The GSA office in Elliot Center has application forms for thesis/dissertation awards and for travel support awards. The completed application forms must be submitted to the GSA Finance Committee in 256 Elliot University Center. At the present time, thesis/dissertation awards of \$300 are made available on a first-come/first-serve basis. Funding is in the form of reimbursement for incurred expenses, and receipts must be submitted within 45 days of the purchases made. Conference travel awards of up to \$300 (if presenting), or \$150 (if attending only), are also made available for graduate students. Travel grants are in the form of "professional development funds." If presenting, students can receive up to 2 awards per year. If attending only, one award per year is the maximum.

VI. SCHOLARLY ACTIVITIES

Students are encouraged to present their research at professional meetings held annually. These annual symposiums provide graduate students an opportunity to present their work to other faculty, professionals and graduate students from comparable universities. Some of the meetings which are of interest to graduate students include the following: Experimental Biology annual meeting held in April, the American Dietetic Association annual meeting held in October, and the North Carolina Academy of Science annual symposium held in March. Your advisor will inform you of these meetings and the application dates for submitting abstracts for presentation.

VII. APPENDICES

1. A Graduate Compact

It is essential that graduate students:

- **conduct** themselves in a mature, professional, and civil manner in all interactions with faculty and staff.
- **recognize** that the faculty advisor provides the intellectual and instructional environment in which the student conducts research, and may, through access to teaching and research funds, also provide the student with financial support.
- **recognize** that faculty have broad discretion to allocate their own time and other resources in ways which are academically productive.

- **recognize** that the faculty advisor is responsible for monitoring the accuracy, validity, and integrity of the student's research. Careful, well-conceived research reflects favorably on the student, the faculty advisor, and the university.
- **exercise** the highest integrity in taking examinations and in collecting, analyzing, and presenting research data.
- **acknowledge** the contributions of the faculty advisor and other members of the research team to the student's work in all publications and conference presentations.
- **maintain** the confidentiality of the faculty advisor's professional activities and research prior to presentation of publication, in accordance with existing practices and policies of the discipline.
- **take** primary responsibility to inform themselves of regulation and policies governing their graduate studies.
- **devote** an appropriate amount of time and energy toward achieving academic excellence and earning the advanced degree.
- **be** aware of time constraints and other demands imposed on faculty members and program staff.
- **take** the initiative in asking questions that promote understanding of the academic subjects and advance the field.
- **communicate** regularly with faculty advisors especially in matters related to research and progress within the graduate program.

It is imperative that graduate faculty members:

- **interact** with students in a professional and civil manner in accordance with university policies governing nondiscrimination and sexual harassment.
- **impartially** evaluate student performance regardless of religion, race gender, sexual orientation, nationality, or other criteria that are not germane to academic evaluation.
- **serve** on graduate student committees without regard to the race, gender, sexual orientation, or national origin of the graduate student candidate.
- **prevent** personal rivalries with colleagues from interfering with their duties as graduate advisors, committee members, or colleagues.
- **excuse** themselves from serving on graduate committees when there is an amorous, familial, or other relationship between the faculty member and the student that could result in a conflict of interest.
- **acknowledge** student contributions to research presented at conferences, in professional publications, or in application for copyrights and patents.
- **teach** and demonstrate ethical behavior in research/creative efforts.

2. Thesis/Dissertation Proposal Format Guidelines

A. The M.S. Thesis Proposal.

The thesis proposal is a description of the research you intend to conduct for your M.S. degree. It should contain a clear conceptual basis for the research as well as a concise description of the methods to be used to complete the research. Because M.S. thesis projects are often assigned to students by their advisors, cooperation between the advisor and the student is essential to the completion of a quality thesis proposal. Students should write the proposal during their first year of enrollment in the program. The proposal should be no longer than 20, double-spaced, type written pages of text, figures, or tables; references are not counted towards

the page limits. The font size should be 12 point. Within the proposal three sections should be clearly delineated:

a. Introduction (3 pages maximum). This section describes the rationale and the intellectual basis for the proposed research. M.S. thesis proposals should clearly define a research hypothesis as well as one or two specific aims related to the hypotheses that are to be accomplished by the proposed research.

b. Review of Literature (12 pages maximum). This section explains the research that has been conducted by other investigators pertaining to the proposed research. Students should avoid simply listing results of published research. They should interpret and integrate these studies and clearly explain how these studies led to the formulation of the research hypothesis and the specific aims of the proposed thesis research.

c. Study Design and Methodology (5 pages recommended). In this section, students should describe the study(ies) that will be used to test the research hypothesis and complete the specific aims of the proposed thesis research. The description of methods should be sufficient to demonstrate that the student has a clear understanding of the procedure. They are not intended to serve as a step-by-step protocol to complete a given procedure.

B. The Ph.D. Dissertation Proposal.

The dissertation proposal is a description of the research you intend to conduct for your Ph.D. degree. It should contain a clear conceptual basis for the research as well as a concise description of the methods to be used to complete the research. Students should write the proposal during their second year of enrollment in the program. The proposal should be about 20-25 pages, double-spaced, type written, references are not counted towards the page limits; a 5 page appendix for tables, and figures and other items may be included. To clarify page limitation requirements, page numbering for the dissertation should start with 1, and should be placed on the bottom of the page. All proposals are to be submitted on standard 8.5 x 11 inch paper with typing on one side of the paper only. In addition, the margins must be at least 1 inch on all sides and the font size must be 12 point. Each student's major advisor will provide more specific guidance regarding format and content, which may vary from these general guidelines. The proposal should have the following elements:

a. Long-term goals and Specific Aims (1 page). This section is a concise summary of the proposal. It should briefly clarify the importance of the area under study and explain the long-term goal of the project. The long-term goal could be a goal that is beyond the scope of the proposed project. The proposal should then identify 2-4 specific aims or research questions that address hypotheses directly related to the long-term goals. The experimental approach that will be used and the expected outcome of the proposed research should be stated.

b. Background and Significance (3-4 pages). The most significant published work in the field related to the long-term goals of the project should be clearly discussed. The gaps in knowledge or controversies in the field that justify the research questions should be clearly identified. Because of the page limitation, this section must be clearly focused and it is not a broad review of literature. However, students will be expected to read more broadly in the areas related to their research.

c. Preliminary studies (4-6 pages). Data generated by the student or historical data from the mentor's research lab that are pertinent to the proposed research should be included in this section. In addition to studies that support the need to study the research questions proposed, this section may also include data that demonstrate the student has gained mastery of methodological procedures that are essential for the completion of the proposed project.

d. Research design and methods (12-14 pages). The hypotheses being tested or the questions being asked, as well as the methodology being applied to the proposed project, must be stated explicitly. This section should include:

- A description of the studies proposed in the sequence in which they are to be performed.
- The techniques to be used to complete the studies. If a student has not yet done the technique, it should be clearly stated how the student proposes to acquire the skills.
- The means by which the data will be analyzed.
- The expected results.
- The pitfalls that may be encountered and potential alternatives.
- A timeframe for completion of the proposed work.

e. References- key references cited in the proposal.

f. Appendices- relevant research tools to be used for the project (e.g. questionnaires, screening tools, recruitment flyers, etc.)

Note: Students develop a more detailed Literature Review while preparing their dissertation proposal. This may be included as a separate section for the advisory committee's review.

3. Thesis/Dissertation Format Recommendations

Note: The Graduate School has very specific margin, typeface, spacing, and abstract guidelines that must be met before the university will accept a Thesis or Dissertation. Students should check the Guide for the Preparation of Theses and Dissertations (www.uncg.edu/grs/html/dissertation_manual.html) before starting their writing. All theses and dissertations must be submitted electronically. Students file their thesis or dissertation electronically via the online submission system at the Graduate School website (www.uncg.edu/grs/current/etdabout.html). Students must pay the associated publishing fee.

A. Abstract (350 words for both Theses and Dissertations).

This is a brief synopsis of the research hypothesis and specific aims, experimental approaches, and major findings of the thesis or dissertation.

B. Table of Contents (including major sections, figures, tables, and appendices).

C. Introduction (3 pages for both Theses and Dissertations).

This section describes the rationale and the intellectual basis for the proposed research. In other words, "Why is this research important?" M.S. theses should clearly define a research hypothesis as well as one or two specific aims related to the hypothesis that is to be accomplished by the proposed research. Ph.D. dissertations should clearly define the research hypothesis and usually include three specific aims related to the hypothesis.

D. Review of Literature (approximately 30 pages for both Theses and Dissertations).

This section explains the research that has been conducted by other investigators pertaining to the Thesis or Dissertation research. The length of this section can be explicitly defined by the Thesis or Dissertation Committee prior to initiation of writing. Students should be selective in the areas that are reviewed and they should avoid rambling discussions of issues only peripherally related to the thesis or dissertation research. Students should avoid simply listing results of published research. They should interpret and integrate previous studies and clearly explain how these studies led to the formulation of the research hypothesis and the specific aims of the proposed thesis research. This section should include all of the references that were cited in the Introduction and the Review of Literature. The citations can be listed in any one of several journal formats: the *Journal of the American Medical Association*, the *Journal of Nutrition*, and the *American Journal of Clinical Nutrition*, and the *Journal of Nutrition Education and Behavior*.

E. Research Articles.

Research is reported to the nutrition community in the form of research communications. Students should organize their research into publishable manuscripts. The journal format is at the discretion of the student and should be chosen after consultation with his or her advisor. The department requires only that the student identify the journal format used for each manuscript (each manuscript format may be different from one another). This will be accomplished by including the information (along with the title of the article, and a listing of all authors) on a face page before the abstract for the manuscript. There is no set limit to the number of manuscripts that are required for a Thesis or Dissertation. A reasonable guideline to follow is one or two manuscripts for a M.S. Thesis and three manuscripts for a Ph.D. Dissertation.

F. Epilogue (3-4 pages for Theses, 5-6 pages for Dissertations).

The aim of this section is to integrate the information that was presented in the research articles into a coherent whole and to provide an overall conclusion to the thesis or dissertation research. This is particularly important if the thesis or dissertation has more than one manuscript. In addition, a student should use this section to describe the problems that were encountered during the research process and he or she should suggest alternate approaches that might be used to overcome such problems. Finally, the student should give his/her opinion regarding the directions that their research project might take in the future.

G. Appendices.

This section should include any relevant information that was not included in the manuscripts but which is necessary for a complete understanding of the research. Students should consult with their advisors for specific inclusions. Some appropriate items include:

- data collection instruments
- preliminary data that were not included in the manuscripts
- full detailed descriptions of unique methods developed in the course of the thesis or dissertation research.

4. Guidelines on the Ownership of Research Data

Many students ask the question “Who does my Thesis/Dissertation research and data belong to? My mentor or me?” This can be a difficult question to answer unambiguously for all students in all circumstances. The faculty in NTR believes that this issue should be discussed

early in the degree process. Clear, open, and frequent communication and unambiguous documentation of agreements is probably the only way to prevent future disputes. Generally, the faculty believes that all data that are generated during the thesis or dissertation belongs to the research group. Thus, all original pieces of data, documentation, and data files should remain with the research group when the student leaves UNCG. However, because the student has generated the data and may need the data to write manuscripts after they leave UNCG, students should have free and open access to the data they have generated during their thesis or dissertation research. A reasonable compromise is that students may copy the data they generated. Of course, after a student has left UNCG, he or she should respect the rights of his or her mentor and should not share unpublished data from the thesis or dissertation without consulting with their mentor first. A more difficult issue is how students and their mentors should address the possession of ideas. Intellectual property rights are an area of legal controversy; there are no clear guidelines regarding who “owns” an idea – especially one generated during routine discussions between the student and the mentor. A rule of thumb is that if an idea is generated after a student has entered the research group, it is the possession of the research group, unless a statement to the contrary is clearly stated in writing by the research leader. Ideas that are developed by a student prior to enrollment and then brought to the research group belong to the student. The student may wish to document the existence of these ideas to ensure they were in existence prior to joining the research group. Again, it should be stressed that clear communication and open discussion of these issues is the only way to limit the potential for future disputes regarding ownership of either ideas or data.

5. Graduate Faculty in Nutrition

A. The Departmental Faculty and Their Research

Lynda Brown, Assistant Professor, Ph.D., University of Maryland, 2003. Mechanisms involved in postmenopausal weight gain, fat deposit shifts, and the cellular mechanisms of central insulin and leptin sensitivity.

Jigna Dharod, Assistant Professor, Ph.D., University of Connecticut, 2005. Understanding the relationship between acculturation, food insecurity, and dietary intake among immigrants and refugee populations in the U.S.

Keith M. Erikson, Associate Professor, Ph.D. Pennsylvania State University, 2000. Micronutrients and brain development, function, and neurotoxicity.

Lauren Haldeman, Associate Professor, Ph.D. University of Connecticut, 2001. Child nutrition; community nutrition intervention design and evaluation; nutrition education and behavioral change theories; food assistance and insecurity; nutritional epidemiology.

Deborah E. Kipp, Professor and Chair of NTR, Ph.D. Cornell University, 1984, R.D. Role of ascorbic acid in regulating collagen production and key aspects of bone remodeling.

George Loo, Professor, Ph.D. University of Tennessee, 1986. Nutritional biochemistry with emphasis on lipoprotein and cholesterol metabolism; redox regulation of gene expression by phytochemical antioxidants.

Cheryl A. Lovelady, Professor, Ph.D. University of California at Davis, 1991, R.D. Nutrition and women's health issues with emphasis on nutrient needs during lactation; nutrition and exercise; assessment of energy intake and expenditure.

Michael K. McIntosh, Professor, Ph.D. University of Georgia, 1987, R.D. Influence of nutrients and hormones on the growth, differentiation, and metabolism of adipocytes; obesity; energy metabolism; food choices of school-aged children and obesity.

Ron Morrison, Associate Professor, Ph.D. East Carolina University, 1994. Transcriptional regulation of adipocyte growth and development; obesity; cancer; diabetes

Margaret Savoca, Assistant Professor, Ph.D. UNC-Greensboro, 2002. Influences of beliefs about health and family and environmental factors on food choices of these with or at risk for chronic disease, such as hypertension and type 2 diabetes.

Martha L. Taylor, Associate Professor and Director of Dietetic Internship, Ph.D. University of Maryland, 1977, R.D. Disease prevention and health promotion; nutrition education; nutritional needs in chronic disease and aging.

B. Adjunct Faculty and Their Research.

Robert Dillard, Professor (Pediatrics, WF School of Medicine), M.D. Nutritional needs of pre-term infants, benefits of breast feeding for full- and pre-term infants

Harvey W. Gruchow, Professor (Public Health Education, UNCG), Ph.D. Epidemiology of heart disease and hypertension, focusing on nutrition, alcohol, and estrogen replacement therapy; community health issues, including infant mortality and adolescent pregnancy prevention.

Yuan-Di C. Halvorsen, Group Leader for Metabolic disease (CuraGen Corp.), Ph.D. Growth, development, and metabolism of human adipocytes.

Vincent C. Henrich, Professor (Biology, UNCG), Ph.D. Identification and characterization of molecules involved in the regulation of steroid production and steroid response in target cells; molecular genetics.

Karen S. Katula, Associate Professor (Biology, UNCG), Ph.D. Control of cell division; regulation of human cyclin B gene transcription; antioxidant regulation of gene expression and cell cycle.

6. Important Web Sites for UNCG Graduate Students

A. Survival Skills for Graduate Students.

www.physiology.uwo.ca/survivalweb/index.htm

B. Ethical Guidelines in Science: The Responsible Researcher: Paths and Pitfalls (1999)

www.sigmaxi.org/ethics

C. Guide for the Preparation of Theses and Dissertations.

www.uncg.edu/grs/html/dissertation_manual.html

D. Electronic Thesis and Dissertation.

www.uncg.edu/grs/current

E. TA Handbook.

www.uncg.edu/grs/html/teaching_assistant_handbook.html

F. M.S. Student Policies.

www.uncg.edu/grs/html/master_s_policies.html

G. Ph.D. Student Policies.

www.uncg.edu/grs/html/doctoral_policies.html

7. Graduate Forms

The forms needed to complete the Graduate Programs in Nutrition are listed below. Students can get these forms from the Graduate School web site or the NTR office.

A. Forms for All Students (obtained from the Graduate School).

- a. Application for admission to candidacy and graduation (on-line process only)
- b. Approval to take courses for transfer to UNCG
- c. Outline of plan for independent study
- d. Personal Leave of Absence
- e. Final oral examination schedule
- f. Results of oral examination in defense of Thesis/Dissertation
- g. Graduate student research/travel award application

B. Forms for Master's Students (provided on continuing pages).

- a. Graduate committee appointments for M.S. thesis and non thesis (YR 1)
- b. Plan of study for M.S. Thesis and Non-Thesis options (YR 1)
- c. Results of M.S. Non Thesis comprehensive exam (YR 2)
- d. Approval of M.S. thesis topic (YR 1)
- e. Results of oral exam in defense of M.S. thesis (YR 2)

C. Forms for Ph.D. Students (provided on continuing pages & on the web)..

- a. Graduate committee appointment for Doctoral Dissertation (YR 1)
- c. Doctoral plan of study (YR 1)
- d. Dissertation topic approval (YR 2)
- e. Results of written and oral preliminary comprehensive exams (YR 2)
- f. Results of oral exam in defense of dissertation (YR 3-5)
- g. Application for Admission to Candidacy
- h. Doctoral Plan of Study Revision

D. Forms for Post-BS Certificate – DI Students (provided on continuing pages)

- a. PBC-DI Plan of Study

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)
COMMITTEE APPOINTMENT
M.S. NON-THESIS

Masters Non-thesis Committee For:

Name _____

ID# _____

Date _____

Department _____

School _____

Degree Sought _____

The following graduate faculty members are recommended to the Graduate School as Masters advisory/thesis committee members for the above-named student and each one has agreed to assume this responsibility. Please sign below, circle Graduate Faculty status (Member, Associate, Adjunct), and type name under the signature line.

Committee Chair _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Approved: Department Chair/Director of Graduate Studies _____

Date _____

Approved: Dean of the Graduate School _____

Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

PLAN OF STUDY
MASTER OF SCIENCE NON THESIS

Student's Name:

ID#:

Local Address:

Home Phone:

Campus Phone:

Email:

Advisor's Name:

Current Date:

I. EDUCATIONAL SUMMARY

A. Undergraduate degree(s) earned:

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

B. Graduate degree (s) earned (if applicable):

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

II. M.S. NON THESIS PROGRAM

A. Degree Sought at UNCG:

- i. Major:
- ii. Month and Year of Enrollment:
- iii. Date Admitted to Graduate Program:

(Attach copy of pages of NTR requirements from the Graduate School Bulletin in use on the date admitted)

- iv. Month and Year of Expected Graduation:

B. Coursework Summary for M.S. Non-Thesis Program (semester h taken):

- i. Required Core Courses (15 h min.):
- ii. Research Techniques (6 h min):
- iii. Electives (19 h min.):

Total Semester Hours in Program (40 h min):

C. Plan of Study (Year xxxx-xx)

i. Required Core Courses (14 h min.):	<u>Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Grade</u>
Gene Expression and Protein Metabolism	NTR 625	Fall xx	2	
Energy, Carbohydrate, Lipid Metabolism	NTR 626		2	
Antioxidants & Bioactive Food Components	NTR 627		2	
Vitamins & Minerals	NTR 628		2	
Seminar (3 h total)	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Statistical Methods for Research	STA 571		3	
<i>(Or)</i>				
Advanced Statistics in	STA 661		3	
Behavioral and Biological Sciences I or other (See Graduate Bulletin)				
ii. Research Techniques (6 h min):				
Nutrition Research Methodology	NTR 673		3	
<i>At least 3 h from one or more of the following courses:</i>				
• Directed Individual Study	NTR 601		(1-6)	
• Current Trends in Nutrition (can be repeated when topic varies)	NTR 623		3	
• Problems in Food & Nutrition	NTR 653		(2-4)	
• Research Skill Development	NTR 670		(2-6)	
iii. Electives (19 h min.):				
<i>At least 19 h in NTR, HEA, or CED courses at the 500-600 level NTR/YYY</i>				19

Total hours =

D. Capstone Experience: Masters Comprehensive Exam:

Proposed Date: _____

Date Completed: _____

The University Of North Carolina
Greensboro

**THE GRADUATE SCHOOL
COMMITTEE APPROVAL FORM
PLAN OF STUDY
MASTER OF SCIENCE NON THESIS**

School/Department _____ **Date** _____

Student's Name _____ **ID#** _____

Degree _____ **Major** _____

This course work proposal has been approved by the following Advisory Committee.

Please sign below and type name under signature line:

Chair: _____

Member _____ **Member** _____

Member _____

Department Chair or Director of Graduate Studies: _____

Date: _____

This Plan of Study is approved and will be on file in the Graduate School. Any changes that are made in this Plan must bear signatures of all individuals listed above and must be filed with the Graduate School for approval.

Approved: _____ **Dean of the Graduate School**

Date: _____

Routing: Committee Chair, Director of the Graduate Program in NTR, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

RESULTS OF M.S. NON THESIS COMPREHENSIVE EXAM

Date _____

Candidate _____ ID# _____

Department _____ School _____

Degree Sought _____ Major _____

Date of Examination _____

Competency Rating _____ Pass _____ Fail _____

Committee Chair _____

Director Graduate Studies _____ Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

COMMITTEE APPOINTMENT
M.S. THESIS

Masters Committee For:

Name _____

ID# _____

Date _____

Department _____

School _____

Degree Sought _____

Tentative Title of Thesis _____

The following graduate faculty members are recommended to the Graduate School as Masters advisory/thesis committee members for the above-named student and each one has agreed to assume this responsibility. Please sign below, circle Graduate Faculty status (Member, Associate, Adjunct), and type name under the signature line.

Committee Chair _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Approved: Department Chair/Director of Graduate Studies _____

Date _____

Approved: Dean of the Graduate School _____

Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences

PLAN OF STUDY
MASTER OF SCIENCE THESIS
(Version 7/15/009)

Student's Name:

ID#:

Local Address:

Home Phone:

Campus Phone:

Email:

Advisor's Name:

Current Date:

I. EDUCATIONAL SUMMARY

A. Undergraduate degree(s) earned:

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

B. Graduate degree (s) earned (if applicable):

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

II. M.S. PROGRAM

A. Degree Sought at UNCG:

- i. Major:
- ii. Month and Year of Enrollment:
- iii. Date Admitted to Graduate Program:
(Attach copy of pages of NTR requirements from the Graduate School Bulletin in use on the date admitted)
- iv. Month and Year of Expected Graduation:

B. Coursework Summary for M.S. Program (semester h taken):

- i. Required Core Courses (16 h min.):
- ii. Research Techniques (9 h min):
- iii. Electives (6 h min.):
- iv. Thesis (6 h):

Total Semester Hours in Program (37 h min):

C. Plan of Study (Year xxxx-xx)

i. Required Core Courses (15 h min.):	<u>Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Grade</u>
Gene Expression & Protein Metabolism	NTR 625	Fall xx	2	
Energy, Carbohydrate, Lipid Metabolism	NTR 626		2	
Antioxidants & Bioactive Food Components	NTR 627		2	
Vitamins & Minerals	NTR 628		2	
Seminar (4 h total)	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Statistical Methods for Research	STA 571		3	
<i>(Or)</i>				
Advanced Statistics in	STA 661		3	
Behavioral and Biological Sciences I or other (see Graduate Bulletin)				
 ii. Research Techniques (9 h min):				
Nutrition Research Methodology	NTR 673		3	
<i>At least 6 h from one or more of the following courses:</i>				
• Directed Individual Study	NTR 601		(1-6)	
• Current Trends in Nutrition (can be repeated when topic varies)	NTR 623		3	
• Problems in Food and Nutrition	NTR 653		(2-4)	
• Research Skill Development	NTR 670		(2-6)	
 iii. Electives (6 h min.):				
One 3 h NTR 500-600 level course	NTRxxx		3	
<i>And at least 3 h in NTR or other science courses at the 500-600 level</i>				
	NTR/YYY		3	
 iv. Thesis (6 h only): (Capstone Experience)				
Thesis	NTR 699		6	

Total hours =

Schedule for Plan of Study

YEAR	FALL			SPRING		
XXXX-XX	<u>Course#</u> NTR XXX	<u>Hour</u>	<u>Grade</u>	<u>Course#</u> NTRXXX	<u>Hour</u>	<u>Grade</u>
	Total hours			Total hours		
XXXX-XX	NTR XXX			NTR XXX		
	Total hours			Total hours		
				Total hours		

E. Other Requirements

	<u>Proposed Date</u>	<u>Date Completed/Accepted</u>
i. Thesis Prospectus		
• Accepted Title		
ii. Oral Defense of Thesis		
iii. Thesis Completed		

The University of North Carolina
Greensboro

**THE GRADUATE SCHOOL
COMMITTEE APPROVAL FORM
PLAN OF STUDY
MASTER OF SCIENCE THESIS**

School/Department _____ Date _____

Student's Name _____ ID# _____

Degree _____ Major _____

This course work proposal has been approved by the following Advisory/Thesis Committee.

Please sign below and type name under signature line:

Chair: _____

Member _____ Member _____

Department Chair or Director of Graduate Studies: _____

Date: _____

This Plan of Study is approved and will be on file in the Graduate School. Any changes that are made in this Plan must bear signatures of all individuals listed above and must be filed with the Graduate School for approval.

Approved: _____ Dean of the Graduate School

Date: _____

Routing: Committee Chair, Director of the Graduate Program in NTR, Graduate School

The University Of North Carolina
Greensboro

THE GRADUATE SCHOOL

APPROVAL OF M.S. THESIS TOPIC

School/Department _____ Date _____

Student's Name _____ ID# _____

Degree _____ Major _____

This thesis topic has been approved by the following Advisory/Dissertation Committee.

Please sign below and type name under signature line:

Chair: _____

Member _____ **Member** _____

Member _____ **Member** _____

Department Chair or Director of Graduate Studies: _____

Date: _____

This Thesis topic is approved and will be on file in the Graduate School. Any changes that are made to this topic must bear signatures of all individuals listed above and must be filed with the Graduate School for approval.

When the student applies for admission to candidacy, the Graduate School will check his/her academic record against the Thesis topic before presenting the student's application to the Dean of the Graduate School for approval.

Approved: _____ **Dean of the Graduate School**

Date: _____

Routing: Committee Chair, Director of the Graduate Program in NTR, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

RESULTS OF ORAL EXAM IN DEFENSE OF M.S. THESIS

Date _____

Candidate _____ ID# _____

Department _____ School _____

Degree Sought _____ Major _____

Date of Examination _____

Competency Rating _____ Pass _____ Fail

Committee Chair _____

Director Graduate Studies _____ Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

**GRADUATE COMMITTEE APPOINTMENT FOR DOCTORAL
DISSERTATION**

Doctoral Committee For:

Name _____

ID# _____

Date _____

Department _____

School _____

Degree Sought _____

Tentative Title of Dissertation _____

The following graduate faculty members are recommended to the Graduate School as Doctoral advisory/dissertation committee members for the above-named student and each one has agreed to assume this responsibility. Please sign below, circle Graduate Faculty status (Member, Associate, Adjunct), and type name under the signature line.

Committee Chair _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Committee Member _____ (Member, Associate, Adjunct)

Approved: Department Chair/Director of Graduate Studies _____

Date _____

Approved: Dean of the Graduate School _____

Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences

DOCTORAL PLAN OF STUDY
(Version 7/13/09)

Student's Name:

ID#:

Local Address:

Home Phone:

Campus Phone:

Email:

Advisor's Name:

Current Date:

I. EDUCATIONAL SUMMARY

A. Undergraduate degree(s) earned:

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

B. Graduate degree (s) earned (if applicable):

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

II. PH. D. PROGRAM

A. Degree Sought at UNCG:

- i. Major:
- ii. Research Area of Emphasis:
- iii. Month and Year of Enrollment:
- iv. Date Admitted to Graduate Program:
(Attach copy of pages of NTR requirements from the Graduate School Bulletin in use on the date admitted)
- v. Month and Year of Expected Graduation:

B. Coursework Summary for Doctoral Program (semester h taken):

- i. Required Core Courses (16 h min.):
- ii. Research Techniques (21 h min.):
- iii. Electives (8 h min.):
- iv. Research and Dissertation (18 h min):

Total Semester Hours in Program (63 h min):

C. Plan of Study (Year xxxx-xx)

i. Required Core Courses (16 h min):	<u>Course</u>	<u>Semester</u>	<u>Hours</u>	<u>Grade</u>
Gene Expression & Protein Metabolism	NTR 625	Fall xx	2	
Energy, Carbohydrate, Lipid Metabolism	NTR 626		2	
Antioxidants & Bioactive Food Components	NTR 627		2	
Vitamins & Minerals	NTR 628		2	
Seminar (8 h total)	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	
Seminar	NTR 609		(1-2)	

ii. Research Techniques (21 h min):

Nutrition Research Methodology	NTR 673		3	
Statistical Methods for Research	STA 571		3	
(Or)				
Advanced Statistics in	STA 661		3	
Behavioral and Biological Sciences I or other (see Graduate Bulletin)				

At least 8 h in courses that develop technical competencies to enhance research skills (list appropriate courses)

<i>At least 6 h from one or more of the following:</i>			6	
• Directed Individual Study	NTR 601		(1-6)	
• Problems in Food and Nutrition	NTR 653		(2-4)	
• Research Skill Development	NTR 670		(2-6)	
• Current Trends in Nutrition	NTR 623		3	

iii. Electives (8 h min.):

Current Trends in Nutrition	NTR 623		3	
(can be repeated if topic is different or NTR or other science courses at the 500-700 level)				

iv. Research & Dissertation (18 min h):

Independent Doctoral Research	NTR 790		6	
Dissertation Problem	NTR 799		(12-24)	

Total hours =

a. Schedule for Plan of Study

YEAR	FALL			SPRING		
	<u>Course#</u>	<u>Hour</u>	<u>Grade</u>	<u>Course#</u>	<u>Hour</u>	<u>Grade</u>
XXXX-XX	NTR xxx			NTRxxx		
	Total hours			Total hours		

XXXX-XX	NTR xxx			NTR xxx		
	Total hours			Total hours		

XXXX-XX	NTR xxx			NTR xxx		
	Total hours			Total hours		

XXXX-XX	NTR xxx			NTR xxx		
	Total hours			Total hours		

	Total hours			Total hours		

E. Other Requirements

Proposed Date

Date Completed/Accepted

i. Written Comprehensives

ii. Oral Comprehensives

iii. Dissertation Prospectus

Accepted Title

iv. Admission to Candidacy

v. Oral Defense of Dissertation

vi. Dissertation Completed

The University Of North Carolina
Greensboro

**THE GRADUATE SCHOOL
COMMITTEE APPROVAL FORM
DOCTORAL PLAN OF STUDY**

School/Department _____ Date _____

Student's Name _____ ID# _____

Degree _____ Major _____

This course work proposal has been approved by the following Advisory/Dissertation Committee.

Please sign below and type name under signature line:

Chair: _____

Member _____ **Member** _____

Member _____ **Member** _____

Department Chair or Director of Graduate Studies: _____

Date: _____

This Plan of Study is approved and will be on file in the Graduate School. Any changes that are made in this Plan must bear signatures of all individuals listed above and must be filed with the Graduate School for approval.

When the student applies for admission to candidacy, the Graduate School will check his/her academic record against the Plan of Study before presenting the student's application to the Dean of the Graduate School for approval.

Approved: _____ **Dean of the Graduate School**

Date: _____

Routing: Committee Chair, Director of the Graduate Program in NTR, Graduate School

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences
(Version 8/9/09)

**RESULTS OF Ph.D. ORAL AND WRITTEN PRELIMINARY
COMPREHENSIVE EXAMS**

Date _____

Candidate _____ ID# _____

Department _____ School _____

Degree Sought _____ Major _____

Date of Examination _____

Competency Rating _____ Pass _____ Fail _____

Committee Chair _____

Director Graduate Studies _____ Date _____

ROUTING: Committee Chair, Department Chair/Director of Graduate Studies, Graduate School

THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

THE GRADUATE SCHOOL

DISSERTATION TOPIC APPROVAL

School/Department _____ Date _____

Student's Name _____ ID# _____

Degree _____ Major _____

Tentative Dissertation Title: _____

Purpose of the Study:

Committee Approval: Chair: _____

Members: _____

Department Chair or Director of
Graduate Studies: _____ Date: _____

Dean, School of Education: _____ Date: _____
(required for education majors)

cc: The Graduate School

THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

THE GRADUATE SCHOOL

RESULTS OF ORAL EXAM IN DEFENSE OF THESIS/DISSERTATION

TO: The Graduate School

FROM: _____
(Candidate's Committee Chair)

DEPARTMENT/SCHOOL: _____

DATE: _____

RE: Results of Oral Examination in Defense of Thesis / Dissertation (Circle one)

=====

Degree Candidate: _____ ID#: _____

Degree: _____ Major: _____

Date of Examination: _____

Competency Rating: _____
(Pass) (Fail)

Comments:

The University of North Carolina
GREENSBORO

THE GRADUATE SCHOOL

APPLICATION FOR ADMISSION TO CANDIDACY
(DOCTORAL CANDIDATES ONLY)

This application should not be filed until all course requirements have been completed, language requirement or approved option has been satisfied, preliminary written and oral comprehensive examinations have been passed, and an approved dissertation topic has been filed in The Graduate School.

Date: _____

TO: The Dean of The Graduate School or Dean's Designee

FROM: _____
(Student's Name) (ID#)

On the basis of my course work to date, I respectfully petition for admission to candidacy for the degree of _____ with a major in _____.

For those in degree programs requiring proficiency in a language, please indicate how this requirement has been met (ETS Foreign Language Exam, Reading Knowledge Examination through Department of Romance Languages or German Department, language course, etc.) and date of examination:

Mr., Mrs., Ms. _____
(Signature)

(Street)

(City, State, Zip)

THE FOLLOWING ENDORSEMENT FOR ADMISSION TO CANDIDACY MUST BE SIGNED BY THE CHAIR OF THE STUDENT'S DOCTORAL COMMITTEE BEFORE THIS APPLICATION CAN BE APPROVED FOR ACTION:

This student has satisfied all conditions to his/her admission, including evidence of research competency (if required) either through the demonstration of proficiency in statistics or a foreign language.

Signed: _____
(Chair, Doctoral Advisory/Dissertation Committee)

*Signed: _____
(Director of Graduate Study, School of Music)

*Required: School of Music majors only

(Revised August 1991)



UNCG
Graduate School

Print Form

241 Mossman Building
1202 Spring Garden Street
Greensboro, NC 27612
336.334.5596 Phone
336.256.0109 Fax

DOCTORAL PLAN OF STUDY REVISION

School/Department: _____ Date: _____

Student's Name: _____ Student ID Number: _____

Degree: _____ Major: _____

Please justify the following additions, deletions or substitutions to the original Plan of Study (Dated _____) that are recommended to The Graduate School:

These revisions have been approved by the following advisory/dissertation committee. Please sign below, and type name under signature line:

Chair: _____
Name:

Member: _____
Name:

Member: _____
Name:

Member: _____
Name:

Member: _____
Name:

Department Head or
Director of Graduate Study: _____
Date

Dean, School of Education: _____
(required for education majors) Date

Approved: _____
Dean of The Graduate School Date

- Original to Student File
- c: Department Chair or Director of Graduate Study
- Dean (for education majors)
- Committee Chair
- Student

DoctoralPOSRevision.pdf 07/10/07

The University of North Carolina
Greensboro

Department of Nutrition
School of Human Environmental Sciences

PLAN OF STUDY
POST-B.S. CERTIFICATE - DIETETIC INTERNSHIP
(Version 7/24/09)

Student's Name:

ID#:

Local Address:

Home Phone:

Campus Phone:

Email:

Advisor's Name: Dr. Martha Taylor

Current Date:

I. Educational Summary

A. Undergraduate degree(s) earned:

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

B. Graduate degree (s) earned (if applicable):

- i. Name of Degree:
- ii. Major:
- iii. Date Obtained:
- iv. Institution:

II. Post-Baccalaureate Certificate (PBC)-Dietetic Internship

A. Degree Sought at UNGC:

- i. Major: Dietetic Internship
- ii. Month and Year of Enrollment:
- iii. Date Admitted to Graduate Program:
(Attach copy of pages of NTR requirements from the Graduate School Bulletin in use on the date admitted)
- iv. Month and Year of Expected Graduation:

B. Coursework Summary for P.B.C. Program (semester h taken):

- i. Required Core Courses (15 h min.):

Total Semester Hours in Program (15 h min):

C. Plan of Study (Year xxxx-xx)

i. Required Core Courses (16 h min):	<u>Course</u>	<u>Semester/Year</u>	<u>Hours</u>	<u>Grade</u>
Introduction to Clinical Dietetics	NTR 602	Fall	3	
Advanced Medical Dietetics	NTR 693	Fall	3	
Practicum in Clinical Dietetics: Management	NTR 606A	Spring	3	
Practicum in Clinical Dietetics: Clinical	NTR 606B	Spring	3	
Dietetics: Community	NTR 606C	Spring	3	

Total hours =

Projected Graduation Date: _____

Plan of Study Approval:

Martha L. Taylor, PhD, RD, LDN
Director of Graduate Studies
Director, Dietetic Internship

Date

Student Name (Print)

Student Signature

Date