The University of Texas at Austin
Department of Nutritional Sciences

GRADUATE STUDENT HANDBOOK

2021 - 2022

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WELCOME AND INTRODUCTION

Graduate education experience is the next rewarding step in your career. As a nutrition scientist, you will join an elite group of scholars endeavoring to unlock the mysteries of nature for the betterment of all. This community of scholars you are joining comprises considerably less than 1/100th percent of the population of earth but has a substantial, if not primary, impact on shaping the future.

This handbook is designed to help you with various aspects regarding the Graduate Program in Nutritional Sciences. It draws together policies and procedures from three main sources:

- The Handbook of Operating Procedures, web site: https://policies.utexas.edu/
- The Graduate Catalog, web site: http://catalog.utexas.edu/graduate/
- The General Information bulletin and the Handbook for Graduate Advisors

The Graduate Education experience is much different from the undergraduate lifestyle and educational experience with which you may be familiar. The most obvious differences are that it is much less structured, that each graduate student's program is unique, and that it is much more focused on a single topic or a small cluster of closely related topics.

STRUCTURE OF THE GRADUATE SCHOOL

The Graduate School of The University of Texas at Austin is composed of the Office of Graduate Studies, which includes the Vice President and Dean of Graduate Studies, the Graduate Studies staff, and all departmental/center **Graduate Study Committees (GSC).** The GSC is the governing body for each program and is composed of all assistant, associate, and full professors active in the graduate program in a given area. GSCs set policy and supervise each graduate program. The GSC recommends admission of students to the program, sets requirements for graduate degrees in that area, recommends students for candidacy for graduate degrees, certifies that all degree requirements have been met, and is responsible for assuring the high quality of graduate education in its area is maintained.

Although members of a Graduate Studies Committee are usually drawn from a single department, committees for interdisciplinary programs are composed of members from several departments (or other administrative units).

The **Chair of the Nutritional Sciences Graduate Studies Committee (GSC)** oversees the activities and governance of each departmental program. The current GSC Chair is:
Jaimie Davis, Ph.D., R.D.
PAI 5.40 and DPRI 3.834
(512) 471-0971
jaimie.davis@austin.utexas.edu

Each department, division, or program offering graduate work also has a **Nutritional Sciences Graduate Adviser** who serves as the administrative link between the Office of Graduate Studies and the departments, programs, or schools. The Graduate Adviser represents the Vice President and Dean of Graduate Studies in all matters pertaining

to the graduate program in the department or area. Questions about degree requirements and academic policies should be directed to the graduate adviser.

The current **Graduate Adviser** for Nutritional Sciences is:
Stefano Tiziani, Ph.D.
DPI 2.206
(512) 495-4706
tiziani@austin.utexas.edu

The **Assistant Graduate Adviser** assists the Graduate Advisor in his/her oversight of the graduate program and students. The Assistant Graduate Adviser for Nutritional Sciences is:
Elizabeth Widen, Ph.D.
PAI 5.32
(512) 232-1580
elizabeth.widen@austin.utexas.edu

The **Graduate Coordinator** plays a vital role in day-to-day operations of the department's graduate program. The Graduate Coordinator maintains student records and processes paperwork in a correct and timely manner. Most administrative questions concerning routine procedures, deadlines, etc. should be addressed to the Graduate Coordinator. Staff members of the Office of Graduate Studies rely heavily on the assistance of the Graduate Coordinator.
The current Graduate Coordinator is:
Stephanie Huntzis
PAI 5.20A
(512) 471-0337
stephanie.huntzis@cm.utexas.edu

GRADUATE COURSEWORK

Undergraduate education primarily focuses on coursework and performance in classes, laboratory courses, etc. In some undergraduate programs, a senior thesis or equivalent may be a small part of the overall requirements. Graduate education focuses on research and the student's individual project. The student's project is often a part of a much larger project with other students and one or more faculty members involved. There are courses that form a common core for all students in the graduate program, including classes from outside Nutritional Sciences, designed to assist you with the research to be performed. Graduate students may also take specialized courses related to their research projects (e.g., advanced statistics, genetics, microbiology, epidemiology, health behavior, etc.).
Some key components of graduate school include:

- Graduate students typically carry a load of 9 hours per semester in a degree program that typically requires 30 (M.S.) – 90 (Ph.D.) credit hours of coursework, much of which is devoted to research credit hours.

- The expectations of instructors of graduate level courses are higher than the expectations of instructors for undergraduate courses – most graduate students find they must spend at least one hour of study for each hour spent in class.
- It is very common that there is no textbook for graduate courses. Courses typically depend on a variety of outside sources, especially articles written in scientific journals.
- Students are expected to support their class work with supplemental readings in areas which the student feels unprepared (i.e., a student may find the need for a better understanding of physiology or anatomy in order to do well in a given course.)
- A maximum of six semester hours of work in which the grade was A or B from other institutions may be approved by the GSC for use on the program of work. Exceptions to this rule may be approved by the GSC.

A student's faculty advisor (mentor) and/or committee will normally advise the student on which additional courses should be taken. The student's academic record of previous coursework and the student's research project will dictate some course requirements. The faculty expects all students to perform at a high level in their coursework. While grades in classes are certainly important, the faculty is particularly interested in what you learn and what you are able to do with what was learned.

GRADUATE RESEARCH

UT-Austin is among the elite research centers in the world, and as such, its faculty and graduate programs are research intensive. As a student here, your research will be your number one priority and will determine how well you do in the program. Most graduate student projects are a part of the mentor's ongoing research program and may be in collaboration with other students working on different pieces of the overall project. Sometimes the project is based entirely on the student's ideas but more typically it is a research project based on the mentor's interests and funding.

Being a good scientist requires more than just coming up with good ideas. To be successful, the scientist must spend time reading papers, discussing ideas with colleagues and students, finding the resources to carry out the research, and writing up and presenting the results of the research. All of this means that being a research faculty member and *being a graduate student is very much a full-time job* and more. This means that you are responsible for how much progress you make and how quickly you graduate. Many projects require some work to be carried out every day, weekends and holidays included; e.g. animals/cells/human subjects often require attention every day during an experiment. A large part of graduate education is designed to foster independent responsibility.

Most mentors will not closely monitor when a student is in the lab or working on the project unless the work is not getting done. The faculty expects that students will take responsibility for their own projects and work diligently to carry them out. This is not limited to the actual lab work but also includes reading papers to become familiar with

the field and to stay current. In the beginning, it is typical for a student to spend half of her/his time reading the research literature. *It is easy to become overwhelmed, so the student must learn to be selective in reading.* Seek out advice from fellow students, your mentor, other faculty, etc. Reading research papers is different from reading a book. The websites below offer good advice on reading scientific papers.

https://www.elsevier.com/connect/infographic-how-to-read-a-scientific-paper
https://web.stanford.edu/class/ee384m/Handouts/HowtoReadPaper.pdf

DEPARTMENTAL SEMINARS

The Department of Nutritional Sciences sponsors a weekly seminar series, which features student speakers as well as invited guest scientists of national and international reputation to present their research findings. Because the series covers a diverse range of research topics in the broadly defined area of Nutrition, it is of great value to the student's academic development.

Each invited speaker seminar is associated with time (lunch or afternoon tea) set aside for the graduate students and speaker, which affords the student an opportunity to interact with esteemed guests in an informal setting, to discuss science, graduate education, and/or career planning. **Student attendance at Departmental Seminars is *required* and attendance is checked at all seminars (both visiting speakers and student speakers). Students must sign in each lecture to confirm attendance.**

Master's students are encouraged to present their thesis at departmental seminar during their second year. **PhD students who have advanced to candidacy are required to present their progress to date each year during the departmental seminar**. It is recommended that student presentations are coordinated with an annual Supervisory Committee meeting following the presentation.

DEPARTMENTAL RESEARCH RETREAT

Each academic year, the Department of Nutritional Sciences holds an annual Research Retreat in which faculty, graduate students, and honors students present their current research. All graduate students in their second year and beyond are required to present a poster of their research. Honors students who are taking their honors thesis course are also required to present. This is an ideal time to interact with colleagues, both scientifically and socially.

GRADUATE STUDENT LIFE

Students may feel bogged down at some point in their graduate programs, and students can suffer from insecurity, anxiety, or boredom. This is not unusual but it is important to work through it. Discuss how you're feeling with fellow students, especially those who are finishing the program, and with your mentor (Note: your mentor may be required to report potential harm to you or to others - https://titleix.utexas.edu/mandatory-reporters). Be sure to include some time in your schedule for things away from the project (i.e., some time for fun).

Set realistic goals for yourself. Divide up your work into manageable units. Most people find that it is easier to accomplish a series of small goals rather than trying to achieve one big goal. If needed, increase the frequency of meetings with your supervisor or other members of your supervising committee. Keep in mind that faculty want you to finish your degree. Faculty and staff want each student to succeed, which is why they work at a university rather than a research institute.

Important Resources for Graduate Students

The following resources are available to all students on the UT-Austin campus:

- Campus Safety and Security: http://operations.utexas.edu/units/csas/
- Counseling and Mental Health Center: https://cmhc.utexas.edu/
- Forty Acres Pharmacy: http://www.fortyacrespharmacy.com/
- University Health Services: https://healthyhorns.utexas.edu/
- University of Texas Police Department: http://police.utexas.edu
- UT Recreational Sports: https://www.utrecsports.org/
- Creating an Individual Development Plan: https://www.sciencemag.org/careers/2013/05/myidp
- Information for International Students: https://world.utexas.edu/

University Compliance

The Office of Research Support and Compliance is responsible for ensuring that all applicable laws, regulations, and University policies are followed. This office includes the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), Institutional Biosafety Committee (IBC), and Conflict of Interest committee. Information regarding training and compliance can be found at: https://research.utexas.edu/ors/.

Ownership of Intellectual Property

Intellectual property that is developed during your tenure as a graduate student is the property of UT Austin and your mentor. More information regarding ownership of data and intellectual property can be found at:
https://web2.ph.utexas.edu/~gleeson/ipc.html.

Academic Honesty

Violations of academic dishonesty include, but are not limited to, copying another person's work (published or unpublished), unauthorized collaboration on a written assignment, using any material containing information relevant to a course brought in to an exam, and/or falsifying or fabricating data. Manufacturing, falsifying, concealing, and skewing data to produce specific outcomes is unethical. Every aspect of data collection, analysis, and reporting must be handled with the utmost integrity. Unless otherwise specified, when writing papers for coursework, you may verbally discuss what you have read in the articles or found on the web. When you sit down to write your papers you must write them alone, starting with a blank computer document.

Please review the UT academic integrity policy at: http://deanofstudents.utexas.edu/conduct/

A tutorial on plagiarism can be found at: http://www.me.utexas.edu/~moore/scholastic_honesty.htm

Information on student conduct can be found at:
http://deanofstudents.utexas.edu/conduct/facultyresources.php

All violations of the UT academic integrity policy will be reported to the Office of the Dean of Students and result in a grade of an F for the course in question. No second chances or exceptions will be made. Scholastic dishonesty is not tolerated within the scientific community. Students found guilty of scientific dishonesty are subject to immediate dismissal from the program. Some external resources for plagiarism checking are provided below:

Plagiarism checking software: www.grammarly.com
Plagiarism Detector: https://plagiarismdetector.net/
Viper Plagiarism Checker: https://www.scanmyessay.com/
WriteCheck by Turnitin: http://en.writecheck.com/

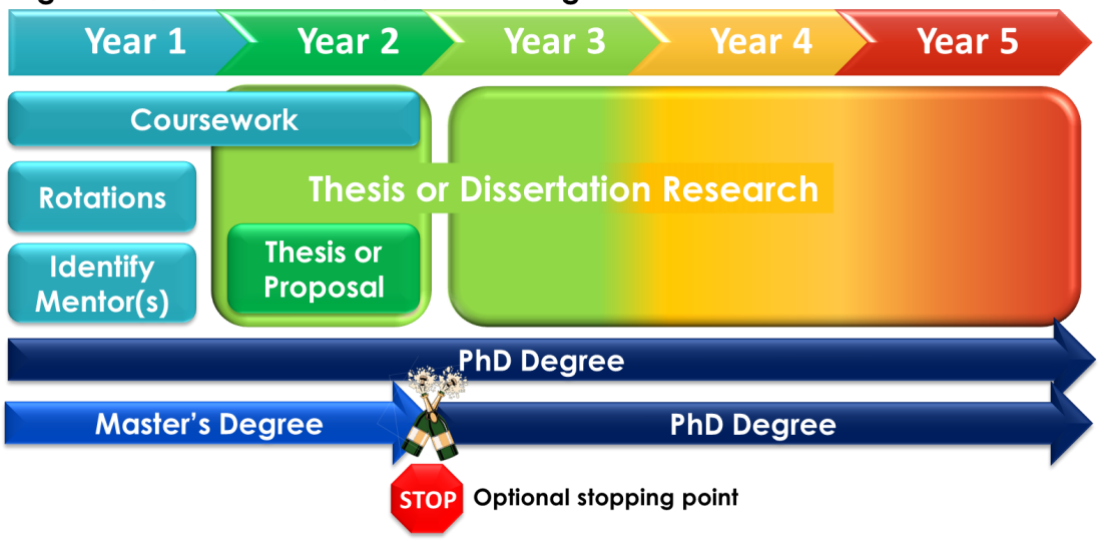
OVERVIEW OF THE NUTRITIONAL SCIENCES GRADUATE PROGRAM

The Graduate Program in Nutritional Sciences offers three tracks:

- Master of Science in Nutritional Sciences track
- PhD in Nutritional Sciences track
- Master of Science in Nutritional Sciences + PhD track

All tracks follow a similar set of milestones, with the difference being the amount of time taken to accomplish the proposed course of work. The figure below provides an overview of the requirements of the Graduate Program.

Figure 1. Overview of the Graduate Program in Nutritional Sciences



Master of Science in Nutritional Sciences. The Master of Science degree program will prepare individuals for advanced education in nutrition research; administration in public health programs; research and development positions at food, pharmaceutical, and chemical laboratories; and other nutrition-related fields.

PhD in Nutritional Sciences. The Doctoral degree program is designed to prepare students for research, teaching, and other positions in academia, government, industry, and non-governmental organizations. Competence and supporting work is selected from areas such as biochemistry, computer science, genetics, communication, geriatrics, immunology, physiology, psychology, or health promotion.

Master of Science in Nutritional Sciences + PhD Track. Master's students who have completed their MS and want to continue their research in the PhD program can petition to be admitted to the PhD track. These students must have: 1) identified a research mentor, 2) demonstrated academic excellence and critical thinking skills, and 3) outlined a proposed plan for their PhD research project.

Additional Graduate Degrees at the Same or Lower Level. Students holding a master's degree may work toward a second master's degree, provided that it is not in the same field or a closely related field. Exceptions to this policy require the consideration of the GSC and then final permission of the Graduate Dean. A person working on a Ph.D. degree may not work toward a second degree at the same level or lower level concurrently while completing the PhD in Nutritional Sciences.

Proposed Timeline of the Graduate Program in Nutritional Sciences:

Year	Tasks/Accomplishments
1	• 18 hours of graduate coursework • Lab rotations • Identification of a mentor and lab home • Creation of an Individual Development Plan (IDP) • Attendance of graduate student orientation • Attendance at the Department's annual research retreat • Attendance in ALL Departmental Seminars • Formulation of a Supervisory Committee • Identification of a thesis project (Master's students)
2	• Completion of required graduate coursework • First meeting of a Supervisory Committee • Graduate student annual report • Attendance in ALL Departmental Seminars • Poster presentation in the annual Research Retreat • Formulate dissertation proposal (PhD students) • Update IDP • Identification of a secondary mentor/reader (Master's students) • Completion of thesis project (Master's students) • Application for graduation (Master's students) • Optional - Petition to the PhD program (completed Master's students)
3	• Additional graduate coursework (optional) • Graduate student annual report • Completion of oral examination and dissertation proposal (before the end of the 5th long semester) • Conduct dissertation research • Complete first dissertation aim/paper • Optional - Present research at an annual scientific meeting • Attendance in ALL Departmental Seminars • Poster presentation in the annual Research Retreat • Submit abstract to an annual scientific meeting • Update IDP
4	• Additional graduate coursework (optional) • Conduct dissertation research • Complete second dissertation aim/paper • Attendance in ALL Departmental Seminars • Poster presentation in the annual Research Retreat • Present research at an annual scientific meeting (including exploring potential postdoctoral opportunities) • Update IDP/annual Committee Meeting
5	• Conduct dissertation research • Attendance in ALL Departmental Seminars • Poster presentation in the annual Research Retreat • Present research at an annual scientific meeting • Identify potential postdoctoral mentor/employer • Complete third dissertation aim/paper • Complete final dissertation document • Complete oral dissertation defense • Complete all graduate forms and procedures • Graduate!

YEAR 1

During year 1, the graduate student will accomplish the following:

- 18 hours of graduate coursework
- Lab rotations
- Identification of a mentor and lab home
- Creation of an Individual Development Plan (IDP)
- Attendance of graduate student orientation
- Attendance at the Department's annual research retreat
- Attendance in ALL Departmental Seminars
- Formulation of a Supervisory Committee
- Identification of a thesis project (Master's students)

GRADUATE COURSEWORK

The requirements for graduate coursework are similar across all tracks in the Graduate Program in Nutritional Sciences and are summarized below in Table 1.

Table 1. Coursework for completion of Graduate Program in Nutritional Sciences

Course	Description	Type	Required Hours for MS in Nutritional Sciences	Required Hours for PhD in Nutritional Sciences
NTR 390.1	Advances in Nutritional Sciences	CORE	3	3
NTR390.7	Advances in Nutritional Science II	CORE	3	3
NTR390.6	Molecular Nutrition	CORE	3	3
NTR 394	Graduate Seminar in Nutritional Sciences	CORE	3	3
NTR 3XX	NTR Electives (see descriptions of current offerings below)	Electives	≥6	≥6
	Non-Nutrition Graduate Courses (discuss options with your mentor)	Electives	≥6	≥6
NTR 392	Research Problems in Nutritional Sciences	Research	>3	>3
NTR 698A	Thesis		3	
NTR 698B	Thesis		3	
NTR X99W	Dissertation (where X is 3-9 hours)			>3
	Total required hours		30	30+

**At least three hours of graduate level statistics are required; NTR 380K.3/NTR380K.4 are recommended*
***TA's and GRA's are required to enroll in a minimum of 9 hours per semester for long semesters and a minimum of 3 hours per semester for summers.*

A list of suggested elective courses can be obtained from the Graduate Adviser.

Students may complete the Master of Science as a terminal degree or as a step toward the Doctor of Philosophy. For the MS degree, 30 credit hours are required, distributed as follows:

- 12 hours in CORE classes (NTR390.1-Advances in Nutritional Sciences 1, NTR390.7-Advances in Nutritional Science II, NTR390.6-Molecular Nutrition, and NTR394-Seminar).
- A minimum of six additional elective hours in the Nutritional Sciences graduate program.
- A minimum of six elective hours in a minor field discussed with the supervising professor, such as molecular biology, zoology, botany, anthropology, biochemistry, immunology, physiology, health promotion, public health, or kinesiology.
- At least three elective hours (within or outside the Nutritional Sciences graduate program) must include graduate level statistics.
- Six hours of thesis involving an original research project (i.e., NTR 698A and NTR 698B.

The master's degree program typically requires four semesters of full-time study (i.e., 2 years). **Coursework taken at other institutions will not be counted in these 30 hours.** Students should consult with their supervising professor and formulate a "Proposed Program of Work" that includes a list of planned courses that are required toward the M.S. See an example of a proposed Program of Work in Appendix A.

DOCTOR OF PHILOSOPHY IN NUTRITIONAL SCIENCES

Doctoral students in Nutritional Sciences are expected to complete their doctoral training within 5 years. By the end of the fifth long semester, students are expected to have met the requirements for admission to candidacy, namely:

- 12 hours in CORE nutrition classes (NTR390.1-Advances in Nutritional Sciences 1, NTR390.7-Advances in Nutritional Science II, NTR390.6-Molecular Nutrition, and NTR394-Seminar).
- A minimum of six additional elective hours in the Nutritional Sciences graduate program.
- A minimum of six elective hours of graduate course work outside of nutritional sciences that is germane to the dissertation research. Further supporting work in nutrition or in the related sciences usually is needed to augment the program. Courses should be selected with supervising faculty.
- At least three elective hours (within or outside the Nutritional Sciences graduate program) must include graduate level statistics.
- All students are expected to participate in graduate seminar throughout their entire period of study, whether officially registered or not.

- Approval by the Graduate Adviser of the proposed course plan and proposed dissertation research program.
- Satisfactory completion of the preliminary qualifying examination, which includes both a written proposal and an oral presentation of the proposed dissertation research and an oral examination of experimental and research methodology.

Dissertation courses. The student must be admitted to candidacy in order to register for the dissertation course: X99W. The course numbers vary in credit. Registration for NTR 999W fulfills the 9 hour/semester requirement for teaching assistants, research assistantships, or fellowships (full-time status).

Diversity and Inclusion Training: Students will take a diversity training as a component of their candidacy requirement. The requirement will involve engaging in at least one training session on Diversity and Inclusion offered by UT Austin prior to candidacy and completing a one to two-page form regarding that experience. A Student Diversity Committee will work with the Graduate Advisor and the Graduate Committee to generate an approved list of trainings at the start of each year. Examples of available trainings include: Classroom Inclusivity, Disability Services Trainings, LGBTQ+ trainings, Title IX, etc. Students must include the diversity training form at their candidacy examination.

Bioethics Training: Students will take training in the ethical conduct of research as a component of their candidacy requirement. There are many options for short courses and workshops. CITI training is required for all graduate students conducting human research. Ethics training is also a component of NTR 380K.3.

Nutrition Core Courses: All students

Advances in Nutritional Sciences (NTR 390.1)

In this course, you will explore the continuum of complex metabolic pathways fed by our macronutrients that drive myriad cellular processes. You will start the journey of exploration with the integrated and orchestrated digestion and absorption of the various macronutrients, and then continue until the carbon skeletons created are either converted to macromolecules that facilitate cellular functioning or metabolized for purposes of bioenergetics. But most importantly, you will learn all of the complex pathways of metabolism in detail including their heavily coordinated determinants.

Advances in Nutritional Sciences II (NTR 390.7)

This course extends knowledge of nutritional biochemistry and metabolic pathways with a focus on the role of vitamins and minerals in energy metabolism, health, and disease etiology. Vitamins and minerals will be explored through their digestion, methods of absorption, bodily functions and results of toxic and deficient amounts. Functions and dietary levels will be considered in context of the physiology of related body processes and chronic disease through evaluation of current research.

Molecular Nutritional Sciences (NTR 390.6)

This course provides a general overview of the regulation of gene expression by diet, lifestyle and nutrition and the resulting modulation of disease development. The material will focus on the basic tenets of gene regulation and how nutrient intake affects gene expression and tissue metabolism and conversely how genetic inheritance affects metabolic nutrient requirements. Students will be taught how their own lifestyle and diet choices, as well as those of their parents' and grandparents', impact their current health status and their risk for future disease development (and potentially their children's risk), especially in the context of personalized medicine.

Seminar (NTR 394)

Throughout your career, you will be required to make professional presentations of your work to diverse audiences. You will also be expected to be able to present and defend your research objectives in written format. The goal of this class is to introduce you to ideas, methods and techniques that you can use to improve both your own research program as well as your presentation skills at scientific seminars. We will also cover career development skills such as developing a training/mentor plan, creating a CV, searching and applying for graduate fellowship funds, and looking and applying for positions and jobs after graduating.

Current Nutrition – Elective Courses

Experimental Design and Statistics (NTR 380K.3) (Recommended)

This course covers research methods (both wet lab and behavioral lab), study design, and ethics and professional development for nutrition professionals. The course includes a focus on literature searches and reviews and scientific writing skills needed to develop a grant-based proposal. It will include topics like gold standard methodologies, appropriate study designs, and power analyses.

Advanced Experimental Design and Statistics (NTR 380K.4) (Recommended)

How many times have you ever heard a claim such as, "Research shows that this supplement (take your pick) is associated with weight loss/increased energy/reduced appetite/protection from cancer/etc."? The amount of information related to nutrition, especially to nutrition-based health claims, is overwhelming. This course is designed to provide the knowledge to evaluate such claims and the research on which the claims are based. The course includes applications of statistical analysis methods for nutrition-based data, including principles of hypothesis testing, experimental study design, distribution theory, confidence limits, regression analysis, correlation, analysis of variance, non-parametric statistics, survival analysis, factor analysis, nutritional epidemiology and statistical power. The course will include analysis of data sets and interpretation of results.

Nutrition and Disease Prevention (NTR 392.13)

This course explores the role of nutrition as a critical preventive measure for both acute and chronic disease. The current research supporting the role of nutrition as a preventative therapy is examined and evaluated. Students will work in teams to

evaluate the validity of proposed nutritional therapies, and outcomes are shared in group presentations.

Nutrition Immunology (NTR 392.4)

This course prepares students to make recommendations for improving health through immune modulation using dietary components. The course will cover the clinically relevant aspects of immunology including inflammation, immune surveillance, allergy and autoimmunity. Students will also learn the current dietary strategies recommended to modulate the different aspects of immune function as well as understand clinical immune assessment and critically analyze and interpret current research findings.

Nutrigenomics (NTR 390.13)

This course is focused on the interactions between nutrition and multi-level "omics" (e.g., genome, transcriptome, methylome) as they relate to chronic disease and health. The course includes a focus on gene-diet interactions in the context of population genetic variation and the bidirectional molecular interactions that influence gene and protein expression as well as epigenetic modification.

Research Problems (NTR 392)

This course will be taken with your primary or secondary mentor and will focus on research problems, methods, and techniques relevant to the research being conducted in your research group.

Continuous Registration. Once admitted to candidacy for a doctoral degree, a student must enroll and pay tuition by the twelfth-class day of the Fall and Spring semesters of each academic year until completion of the degree. (Late registration fee rules apply.) Dissertation (i.e., 399W, 699W or 999W) courses must be registered for continuously until the degree is completed. The student must register for at least two semesters of dissertation.

The Graduate School monitors continuous registration for doctoral candidates. Students not enrolled by the fourth-class day of a long session semester are sent a letter from the Graduate School warning that they must register and pay tuition by the twelfth-class day or a bar will be placed on any further registration. Students who are involved in dissertation research work in any way during the summer must be registered. Students who do not register continuously and who are not on approved leave will be dropped from candidacy. For additional information, see the Graduate Advisor.

Credit/No Credit (CR/NC). Credit/No Credit courses cannot be counted toward the minimum course requirements for either the M.S. or Ph.D. in Nutritional Sciences.

REGISTRATION AND ADVISING

All Nutritional Sciences graduate students are expected to register as full-time students. The Graduate School recognizes nine semester hours during a long semester and three hours during a summer session as a minimum full-time course load. There are no other

definitions of full-time status. The Office of Graduate Studies will not certify a student as full-time who does not meet this requirement. **Students who do not register and pay in a timely manner risk delays in payment of awards and payroll.**

Advising. Nutritional Sciences students are barred from registration until their research supervisor has approved their future coursework. Students should make an appointment with their supervisor during the advising period prior to registration to review registration plans for the next semester. Supervisors will contact the Graduate Coordinator to remove the bar.

Faculty advising is essential to ensure the Program of Work is directly applicable to the student's research interests. For questions regarding recommended coursework to fulfill requirements outside Nutritional Sciences, The Graduate Coordinator will assist faculty to identify current semester offerings. The Course Schedule is available at http://registrar.utexas.edu/schedules/

Registration Schedule. For detailed information on the current registration schedule, see the Registrar's website: http://registrar.utexas.edu/. Students may check their individual registration times on their Registration Information Sheet at: https://utdirect.utexas.edu/registrar/ris.WBX

Quick Tips for Registration

1. Go to www.utexas.edu
2. Click on UT Direct
3. Enter in your UT EID and Password
4. In the search box in the top right-hand corner, search for "registration."
5. Click on "Registration (Student Registration)"
6. Select the semester for which you plan to register.
7. Enter the unique class number and click "submit" and you will be registered for the class.
   a. If you do not know the unique number, click on "Course Schedule" on the navigation menu to the left
   b. Select the correct semester
   c. Click on "Find Courses Now"
   d. Select the field of study (e.g., "Nutritional Sciences") and level (Graduate)
   e. The unique class number is the blue illuminated number to the left
8. Your tuition bill should be about $600 after your waiver has cleared. Be sure to pay the tuition bill before the date given by the Graduate Coordinator (via email) each semester. This date is earlier than the deadline posted in by the graduate school. This is because the university will not allow you to work (TA or GRA) until the tuition is paid. A late tuition payment could cause your first paycheck to be delayed.
9. International students and non-Texas residents must apply online for the waiver of out-of-state tuition at https://utdirect.utexas.edu/acct/fb/waivers/index.WBX
10. International students should also waiver their student health insurance (since they have faculty/ staff health insurance as part of the TA or GRA job) at:
    https://utexas.qualtrics.com/jfe/form/SV_dnk5RoMuojFbDZX

Students who are waiting for financial awards to assist in the payment of tuition may opt to make an Installment Plan payment, available at My Tuition Bill:

https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX or may take out a short term loan at https://utdirect.utexas.edu/acct/loans/tuit/tuit_home.WBX.

NOTE: Students must go online to confirm registration even if their tuition bill balance is $0. The university will drop registration and enrollment in the university if students fail to complete the confirmation by clicking the **"CONFIRM" button** on the Tuition and Fees bill at: https://utdirect.utexas.edu/acct/fb/my_tuition/my_tuition_home.WBX

The Graduate School defines full-time as nine semester credit hours for the long semesters. All graduate students must maintain a B (3.00) GPA or better in order to remain in The Graduate School. A graduate student whose cumulative graduate grade point average falls below 3.00 at the end of any semester or summer session will be warned by the Office of Graduate Studies that his or her continuance in the Graduate School is in jeopardy. The student must attain a cumulative graduate grade point average of at least 3.00 during the next semester or summer session that he or she is enrolled or be subject to dismissal; during this period, the student may not drop a course or withdraw from the University without the approval of the graduate adviser and the graduate dean.

Late Registration Fees. Late registration periods are identified in the Course Schedule each semester and summer session (https://registrar.utexas.edu/students/registration/during/late). The late charge is to defray the cost of extra services required to affect the late registration. All students who register late are charged:

- $25.00 through the fourth-class day (second class day in summer)
- $50.00 from the fifth through the twelfth-class day (third through fourth class day in summer)
- $200.00 after the twelfth-class day (fourth class day in summer)

In addition, registering later than the 4th class day requires permission of the Graduate Dean. The student must present to the Graduate Dean an approved "Petition for Late Registration" form from the Graduate Advisor requesting the late registration and explaining the circumstances of the request.

NOTE: Fee bills must be paid on time or registration will be canceled. Many students receiving financial aid fail to return the coupon showing "Zero Amount Due," resulting in canceled registration. ***No waiver of late fees will be granted.***

Full-Time Graduate Student Status. The Nutritional Sciences Graduate Program expects all students to be registered full time for long semesters (Fall and Spring). The practical applications and important exceptions are as follows:

University Fellowship holders. Nine semester hours during a long-session semester and three hours during summer session for those students who also hold a University Fellowship as part of a Preemptive or Continuing Fellowship agreement.

Teaching Assistants (TAs) and Graduate Research Assistants (GRAs). Nine semesters hours during a long-session semester and three semester hours in any summer session term.

Other students who need to be certified as having full-time status include:

Students with **Stafford Loans** need to check their promissory notes in order to determine what enrollment status is required for deferment of payments. For further information, students should consult their lender or servicing agent, or seek advice from a counselor in the Office of Student Financial Services (http://finaid.utexas.edu/).

Students who need to be certified for full-time status **for student housing** during the summer must take three hours in summer.

Students who need to be certified for full-time status for **VA benefits** during the summer must take three semester hours in each of the two six-week summer session terms or take six semester hours in a full twelve-week session.

Outside agencies that grant loans or provide educational funding can set their own requirements about what constitutes full-time status. Students need to be familiar with the regulations of any agency to which they have an obligation. Certification of full-time status, when needed, is provided by the Office of the Registrar located in the Main Building, Room 1.

LAB ROTATIONS

Graduate students are admitted with the approval of two potential faculty mentors, and all incoming students are encouraged, but not required, to complete two lab rotations with these potential mentors. One rotation is equal to one long semester. Rotations through labs other than the primary and secondary mentors must be obtained with the permission of the Chair of the Graduate Studies Committee and Graduate Adviser. If seeking a third rotation, students should obtain approval from the Chair of the Graduate Studies Committee. Students must identify a mentor before the start of the third long semester or withdraw from the program.

SELECTION OF A MENTOR AND LAB HOME

During your lab rotations, discuss your research interests, your long-term career goals, and determine if there is a place for you in the faculty member's research group. It is also helpful to talk with other graduate students about their experiences with their mentors.

Questions/topics that you should discuss with a potential mentor include:

- What kind of projects are there for me in your group?
- How long do your students usually take to graduate?
- Will financial support be available for me?
- What are your expectations of me?
- How often will we meet?
- What background skills do you expect me to have?
- Who will train me in the techniques needed in the research project?
- What are your past graduates doing now, i.e. are their careers on track?
- Do you have some papers that you recommend I read?

Once a mentor has been identified, the student and mentor should establish a written agreement regarding expectations for the students (e.g., monthly lab meetings, weekly mentor meetings, two written reviews, conference in third year, etc.).

YEAR 2

During year 2, the graduate student will accomplish the following:

- Completion of required graduate coursework
- First meeting of a Supervisory Committee
- Graduate student annual report
- Attendance in ALL Departmental Seminars
- Poster presentation in the Annual Research Retreat
- Start formulating dissertation proposal (PhD students)
- Update IDP
- Identification of a secondary mentor/reader (Master's students)
- Completion of thesis project (Master's students)
- Application for graduation (Master's students)
- Optional petition to the PhD program (completed Master's students)

ANNUAL PROGRESS REPORT

Beginning in the second year, all graduate students are required to submit a report of their progress to their mentor and/or Supervisory Committee. These reports are then reviewed by the Graduate Studies Committee (GSC), which is responsible for evaluating the students in their programs to ensure they are making satisfactory progress toward their degrees. If the GSC finds that a student is not making satisfactory progress, it may recommend to the Dean of Graduate Studies that the student's program be terminated. The Nutritional Sciences Graduate Studies Committee reviews student progress annually based on the submitted annual report materials.

All students need to submit the following for their Student Progress Report (see Appendix H):

1. Designation of supervising professor/members of Supervisory Committee.
2. A resume/curriculum vitae. Keep this current, it forms the basis of the annual report, and it is something you will use throughout your professional career.
3. Teaching Assistant evaluations (if applicable) – Each semester a student serves as a Teaching Assistant they are required to participate in the Measurement and Evaluation Center's Course Instructor Surveys, which provides feedback to the TA from the undergraduate students. The TA's performance is also evaluated by the faculty in charge of the class. More information about Course Instructor Surveys is available here: https://testingservices.utexas.edu/cis.
4. Copies of publications, if any.
5. Program of Work lists all courses taken with grades/in progress, courses to be taken or proposed, and courses dropped or incomplete. The Program of Work can be downloaded at https://utdirect.utexas.edu/ogs/gdp/grad_advs.WBX.
6. Documentation of laboratory rotation(s) and/or research accomplishments, including description of research activities performed.
7. Awards, grants, prizes, scholarships, fellowships, or recognition from academic or professional organizations.

FORMING A SUPERVISORY COMMITTEE FOR PHD STUDENTS

Once a primary mentor and lab home has been identified, the student and mentor should work together to identify the members of the student's Supervisory Committee. The Supervisory Committee is composed of four to five members of the Graduate Faculty, including the Research Supervisor (mentor). The supervisor and at least two other faculty members must be from the Graduate Studies Committee (GSC) for Nutritional Sciences. GSC members are listed here:
http://catalog.utexas.edu/graduate/fields-of-study/natural-sciences/nutritional-sciences/

At least one member must be from outside the GSC for Nutritional Sciences who provides important advice in areas related to the student's project. The outside member should hold an advanced degree and/or be an expert in his/her field of study. **The Supervisory Committee should be identified in the student's third long semester.** Unless an exception is granted by the Graduate Adviser or GSC, failure to form the Supervisory Committee by the end of the fourth long semester will result in dismissal from the program.

It is expected that the student will meet with the Supervisory Committee at least once each year to review his/her progress report. This Committee performs the annual review of progress (due by October 1 of each year) and submits a report (see Appendix H) addressing whether or not the student is making satisfactory progress toward degree to the GSC via the Graduate Adviser. This committee, with the approval of the Graduate Adviser, is the committee that approves the Program of Work and administers the Qualifying Exam (oral presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences) in connection with meeting any other requirements for admission to candidacy.

Thesis Committee For Master's students: In consultation with the student, the supervising professor will suggest one additional person to be named to the thesis committee (i.e., to serve as "Second Reader" or "Co-Supervisor"). The consent of the individual must be obtained prior to adding the name to the Application for Candidacy.

FORMULATING A RESEARCH PROJECT

A good research topic should be one that interests you and your mentor. Your mentor may have a well-defined, long-term research program and expect that members of his/her research group contribute to that effort. Other faculty members have a looser focus but work on projects that are closely related to one research area. A few faculty members will take on any student with an interesting idea. The mentor's ability to provide technical support to you is greatest in the first example and least in the last example.

If you choose a topic that is of little or no interest to you, you will find it difficult to remain focused and to proceed to completion. All research projects require a substantial

amount of routine and repetitive work. Some parts are fun, others are not, but the project must be carried to completion.

In order to finish your degree at or near your expected graduation date, you must clearly define the research problem you wish to address. Questions to consider include:

- Is this topic within an area of current research in the literature?
- Have you clearly defined the research problem(s) to be addressed?
- Is/are the problem(s) one(s) that can realistically be addressed in a few years of work?
- Are you and your mentor in agreement on the scope of the project and its projected timetable?
- Is this topic important enough that the results will be publishable?

The guidelines above are appropriate for developing any type of graduate level research project. Master's theses are expected to be completed within two years to two and half years, while PhD projects are more extensive and expected to be completed within five years.

MASTER'S THESIS AND APPLICATION FOR GRADUATION

Structure and Review of the Master's Thesis. Under the direction of their supervising professor, students will develop an original research project that can include data collection, data analysis, meta-analysis of existing literature, and/or experimental analysis. A master's thesis should have the following general structure:

Chapter 1 Literature Review, which thoroughly covers the relevant literature related to the project

Chapter 2 Primary Research, which is generally written in the quality and format of a journal publication, including a brief introduction and discussion that put the work in context of the existing literature.

Chapter 3 Conclusion and Future Directions, which provides a summary of the main findings and a plan for next steps

Guidelines for other required components of the thesis (e.g., abstract, signature pages, etc.) can be found at **https://gradschool.utexas.edu/academics/forms.** Once the master's thesis is completed, under the direction of the student's primary mentor, the second reader will review and approve the thesis. A formal presentation of the master's thesis main findings in the departmental seminar is required.

Submitting the completed thesis. Once the thesis is complete, students must upload the thesis via this link BEFORE submitting the required printed pages. The Graduate School will not accept a paper copy of the thesis or report. There will be a final format check when the required printed pages are submitted. It is critical that your submission be complete and correct. After submission, no revisions or corrections will be allowed except for those required by the graduate dean.

Required Printed Pages. Master's students are required to submit a printed copy of the following pages to the Graduate School, Main Building 101, by 3 p.m. on the relevant deadline listed above. All paperwork must be submitted together in one packet. Incomplete packets will not be accepted:

- A master's committee approval form with signatures of your supervising committee. ALL committee members must sign the master's committee approval form - no proxy signatures allowed;
- A copy of your Copyright Tutorial grade page - 100% score required;
- A Statement on Research with Human Participants form; and
- Any requests to Delay Publication.

Submit the forms whether you used human participants or not. If you did use human participants, attach a copy of the IRB approval letter or waiver or exemption notification of the form. All master's students must be registered in NTR698B their final graduating semester to submit a graduation application.

The Application for Graduation must have accurate information for it to be correctly routed to the appropriate people for signatures. If you have questions, please contact the Graduate Coordinator in the program. All Master's Students must complete the application, available here:
https://utdirect.utexas.edu/ogs/forms/candidacy/stu_appsList.WBX
Note: each semester has a deadline for completion of the application; failure to meet those deadlines will result in delay of graduation!

Please go to the Registrar's Addresses Page to check or modify your University record for name, current address, and phone number before submitting this application.
https://utdirect.utexas.edu/apps/utd/all_my_addresses/

Optional Petition to the PhD Program

Following completion of the Master's thesis, the student has the option to petition to the PhD program. Admittance is not guaranteed, and the student must have identified a PhD mentor who is willing to take the student into his/her research group prior to petition to the PhD program (Note: the Master's and PhD mentor may be the same person). Petition is made by the proposed PhD mentor to the GSC through a formal written letter summarizing the student's accomplishments, along with the student's CV and a formal oral request to the GSC. Master's students petitioning to the PhD program must be approved by a simple majority (>50%) of the GSC.

YEAR 3

During year 3, the graduate student will accomplish most or all the following:

- Additional graduate coursework (optional)
- Graduate student annual report
- Completion of dissertation proposal and oral candidacy examination (before the end of the 5th long semester)
- Conduct dissertation research
- Complete first dissertation aim/paper
- Attendance in ALL Departmental Seminars
- Poster presentation in the Annual Research Retreat
- Optional: Present poster/oral presentation at an annual scientific meeting
- Update IDP

CANDIDACY EXAMINATION

Most PhD students complete their candidacy exam some time in their third year, although this can be done as early as the fourth long semester. As soon as the PhD topic is clearly defined, the student will need to prepare for the candidacy examination, which **must be completed prior to the start of the sixth full semester.** The student cannot register for the 6th long semester without completion of the candidacy exam unless the student is granted an exception by the Graduate Adviser and the GSC. A contract between the mentor and student must be completed outlining the timeline for completion of the candidacy exam. This form must be signed by the mentor and student and approved by the GSC.

The objectives of the candidacy exam are to evaluate the student's understanding of and ability to integrate nutritional science principles, and to evaluate the research potential of the student, as well as to evaluate a student's progress towards becoming a scientist. The candidacy exam will consist of the following two components:

- a written research proposal outlining the student's research project
- an oral presentation of the proposal to the Supervisory Committee

Candidacy Exam Procedures. To prepare for the candidacy exam, complete the steps outlined below:

Step 1 – Download the Program of Work. The current program of work with all courses that have been completed to date should be downloaded as part of the application for candidacy**.** Work done for the master's degree may be included in the work for the doctoral degree, provided it is acceptable to the Graduate Studies Committee (GSC), the supervising committee, and the Graduate Dean.

A draft of the Program of Work should be approved by your supervising professor and submitted to the Graduate Coordinator. The Graduate Coordinator will check with the Graduate School to confirm the correct coursework and requirements. Any discrepancies need to be resolved. **You must satisfactorily complete all required coursework before the candidacy exam can take place.**

Step 2 – Complete the written proposal of your dissertation project. The dissertation proposal should follow the NIH R01 format, which is outlined at this link: https://grants.nih.gov/grants/funding/r01.htm. The mentor will provide guidance and support for the creation of the research proposal and presentation, and NTR 394 – Graduate Seminar in Nutritional Sciences will also provide an opportunity to prepare the candidacy proposal. The dissertation proposal should be prepared and circulated to committee members a minimum of four weeks in advance of the candidacy examination. If the Supervisory Committee finds the written proposal unacceptable, the candidacy examination may need to be rescheduled.

Step 3 – Schedule the Candidacy Exam. Once the program has been approved, the candidacy exam can be scheduled. It is the responsibility of the student to choose a time when all members of the committee can attend for a three-hour time period. Any comments or recommendations made by the Graduate Adviser regarding the program of work need to be brought to the attention of all Supervisory Committee members by the supervising professor at the beginning of the candidacy exam.

Step 4 – Complete the Candidacy Exam. Once the examination date is determined, the dissertation proposal should be prepared and circulated to committee members a minimum of **four weeks** in advance of the candidacy examination. The candidacy exam is generally performed in the following format:

1. Introduction by the Primary Mentor for the Supervisory Committee (student is not present)
2. Formal oral presentation of the dissertation proposal by the graduate student
3. Questions from the committee regarding the dissertation proposal
4. Questions from the committee on any topic relevant to the students' scientific knowledge
5. Deliberation of the committee and decision of the outcome (student is not present)
6. Recommendations from the committee regarding the dissertation project and any further training needed

In arriving at a decision following the candidacy exam, the Supervisory Committee may consider not only responses to questions during the candidacy exam, but also the successful completion of formal coursework, prior research experience, and other evidence of academic achievement. The committee's recommendation to the GSC will be one of the following:

- **Pass** – admission to candidacy with no conditions;
- **Conditional Pass** - admission to candidacy with specific conditions, such as additional coursework;
- **Fail** with option for re-examination at a later date;
- **Fail** with approval to pursue a terminal master's degree; or
- **Fail** with dismissal from the graduate program.

Once the Graduate Adviser has approved the Supervisory Committee's recommendation on the proposed dissertation research program, a copy will be submitted to the Graduate Coordinator for record keeping.

Step 5 – Complete the Application for Candidacy. The student should use the following web site in order to fill out the Application for Candidacy **https://utdirect.utexas.edu/ogs/forms/candidacy/app.WBX**. State the member's full name, department, rank, GSC status (Y or N). This information is available from the graduate coordinator.

A brief statement of the proposed dissertation can be cut and pasted to the electronic Application for Candidacy. The abstract should not exceed one page and should *be in the form required by the Office of Graduate Studies* as part of the application for admission to candidacy for the Ph.D.

You will be required to copy and paste or type your abstract (under 60 lines) into the form. ***The UT EID system will timeout after 30 minutes and lose any changes not yet submitted or saved, so you may want to prepare this description before beginning the application.*** Your supervisor must approve the description.

When the online form is completed and sent, it will automatically be routed to your faculty supervisor for electronic approval signature. After approval from the faculty supervisor is obtained, a Certification of Academic Credentials electronic form will be sent to the Graduate Studies Committee Chair for electronic signature approval. A copy of the proposal also should be provided to the Graduate Coordinator for addition to the student's file.

Students are responsible for delivering to the Graduate School Degree Evaluators

- A curriculum vitae for any committee member who is **not** a member of the Graduate Studies Committee.
- A curriculum vitae and a letter stating the nominee's willingness to serve at no expense to the university when an off-campus committee member is recommended for your committee by the Graduate Advisor. The no-expense letter is available on the Graduate School website.
- Changes to the Committee Membership require special approval, students should be certain the membership is complete and correct before initiating the application.

Questions should be directed to your Departmental Graduate Coordinator. Once you have been admitted to candidacy, you are required to continuously register for dissertation hours.

Please be aware that any changes to your committee or the proposed topic must be approved by the Dean of Graduate Studies. Ask the Graduate Advisor to petition for any changes. Changes must be approved well in advance (approx. 30 days) before submission of the Request for Final Oral Examination.

Failure to pass the candidacy exam. If the student fails the candidacy examination, he/she may petition the GSC to allow completion of a **Master of Science with Report**, which is considered a terminal degree in the Department of Nutritional Sciences. In other words, a student completing a Master of Science with report is not eligible to advance/return to the Nutritional Sciences PhD program at the University of Texas at Austin. The Master of Science with Report generally takes the form of an extended literature review, although it can also consist of a report of preliminary results to date. The Master's report must meet all requirements of a regular Master's thesis (see Year 2).

Directions for advancing to Doctoral Candidacy are found here: https://gradschool.utexas.edu/academics/theses-and-dissertations/doctoral-candidacy

Catalog. The "Graduation under a Particular Catalog" policy established by the Graduate school states:

> "Degree requirements may change from one catalog to the next. You are normally bound by the requirements of the catalog in force at the time of your first registration; however, you may choose to fulfill requirements of a subsequent catalog. If students do not fulfill requirements within six years of first enrollment in the Graduate School, students are then bound by the requirements of a subsequent catalog. You may choose the catalog in effect in any year in which you are enrolled in the Graduate School, within the six-year limit. Refer to Graduate School Catalog for further information. http://registrar.utexas.edu/catalogs."

YEAR 4

During year 4, the graduate student will accomplish the following:

- Additional graduate coursework (optional)
- Graduate student annual report
- Conduct dissertation research
- Complete second dissertation aim/paper
- Attendance in ALL Departmental Seminars
- Poster presentation in the Annual Research Retreat
- Present research at an annual scientific meeting (including exploring potential postdoctoral opportunities)
- Update IDP/annual Committee Meeting

CONDUCTING THE RESEARCH

Though you have likely been conducting some level of research since you began graduate school, by the fourth year, research should be the primary focus of your activity. Research is labor intensive. Depending on the nature of the project, it is not uncommon to spend sixty or more hours per week working on it. You should be thinking about your project, reading pertinent literature, and doing the work of the project consistently. Remember that this is your project, take charge of seeing it to completion. Graduate education is designed to develop independent, self-motivated scientists.

A good scientist must be consistent, careful, thoughtful, and her/his own strongest critic. Research projects rarely proceed without setbacks, but careful planning and attention to detail can minimize setbacks. Research projects often give surprising, unexpected results. Research techniques must be mastered. That means that you must not only carry out the tasks well, but you must also understand why you are doing each step. If something doesn't work, you should be able to quickly identify the problem if you fully understand what you are doing and why.

PROFESSIONAL OPPORTUNITIES

By the fourth year, you should be participating in professional organizations and presenting your work at local and national meetings. Professional meetings provide an opportunity to hear the most recent and cutting-edge research. Professional meetings also provide the opportunity to make connections that can be lifelong and possibly lead to your next position following graduate school. Student memberships are usually very affordable, and your mentor may be willing to cover your annual membership dues. In the field of nutritional science, the American Dietetics Association and the American Society of Nutrition are two of the top professional organizations. Your mentor may belong to other, specialized organizations as well. Be sure to check out their websites and note their meeting dates on your calendar.

YEAR 5

During year 5, the graduate student will accomplish the following:

- Conduct dissertation research
- Graduate student annual report
- Attendance in Departmental Seminars
- Poster presentation in the annual Research Retreat
- Complete third dissertation aim/paper
- Present research at an annual scientific meeting (continue exploring potential postdoctoral opportunities)
- Complete final dissertation document and oral dissertation defense
- Complete all graduate forms and procedures
- Graduate!

WRITING THE DISSERTATION

A dissertation can take many forms and may change during the process of conducting the research. Reviewing a few completed dissertations by former students of your mentor can provide an idea of what others have done.

General Structure of the Dissertation. Under the direction of their mentor, students develop an original research project that can include data collection, data analysis, meta-analysis of existing literature, and/or experimental analysis using animals/organisms, cells/tissues, and/or human subjects. The research questions should be important, address a gap in the published literature, and be publishable. A dissertation may take the form of the following general structures (although the final format of the dissertation is guided by the mentor):

Option 1

Abstract	Formal scientific summary of the main findings
Lay Summary	Summary written so that individuals who are not familiar with the topic can fully understand what you did and why
Chapter 1	Literature Review, which is usually an extensive review of the relevant literature related to the project
Chapter 2-4	Two to four chapters comprised of a publication based on each of the aims of your project (normally two or three).
Chapter 5	Conclusion and Future Directions, which provides a summary of the main findings and a plan for next steps

Option 2

Abstract	Scientific summary
Lay Summary	Summary written for the lay public, as described above
Chapter 1	Literature Review
Chapter 2	Methods
Chapter 3	Aim 1 Results
Chapter 4	Aim 2 Results

Chapter 5 Aim 3 Results
Chapter 6 Discussion of Results
Chapter 7 Conclusions and Future Directions

Information regarding other required components of the dissertation (e.g., signature page, etc.) can be found at **https://gradschool.utexas.edu/academics/forms.** References can either be included with each chapter or as one reference section at the end of the dissertation. As noted above, much of the first chapter summarizing the literature review, can be written early in the project during preparation of the dissertation proposal. Depending on the format chosen for the dissertation, papers can be submitted for publication as soon as they are completed. It is not unusual for papers to require several drafts and possibly multiple rounds of submission, so don't be discouraged by this process. The final dissertation should be adequate to fully cover the aims of the proposed research, including an abstract and a lay summary.

DISSERTATION DEFENSE

Scheduling the Defense. Once the dissertation has been completed and approved by the primary mentor, the oral dissertation defense can be scheduled. Begin scheduling your defense at the beginning of the semester in which graduation is anticipated, especially during the summer, in order to accommodate the travel plans of your committee members. During long semesters, the dissertation defense can be scheduled during the regular departmental seminar, although it is important that a room be available for the closed part of the defense, which immediately follow the public part.

You will need to obtain the **Request for Final Oral Examination** form from the Office of Graduate Studies: **https://gradschool.utexas.edu/academics/forms. If there have been any changes to your Committee members**, please notify the Graduate Coordinator immediately since this requires a petition.

You should submit the final draft of your dissertation, reviewed for technical and grammatical correctness by your primary mentor, to each of your committee members ***at least four weeks before your final defense.*** All members of the committee must sign the Request for Final Oral Examination. The primary mentor and Graduate Advisor cannot sign this document by proxy. By signing, each member acknowledges receipt of a copy of your dissertation draft and agrees to be present at the defense on the scheduled date.

The request must be filed in the Graduate School, along with the vitae, abstracts, signature and title pages for a format check ***at least two weeks in advance of your final defense***. This time is necessary for the Graduate School to process your request and mail the defense report materials, a copy of the abstract, and invitations to the defense to your committee members and graduate program.

By signing the Request for Final Oral Examination, you authorize The University of Texas at Austin to publish your name, major, dissertation title, committee chair, and the date, time, and location of your final oral exam. In the absence of this signature, this information will not be published as a part of the Schedule of Final Oral Exams.

Format of the dissertation Defense. Doctoral students' final oral examinations are open to all members of the University community and the public unless attendance is restricted by the Graduate Studies Committee. Scheduled oral examinations are published on the Graduate School website. Once the date is confirmed, a public announcement should be made inviting those interested to attend. The Graduate Coordinator can help with this announcement. The format of the dissertation defense is similar to the candidacy exam, with some exceptions, as described below:

1. The public session begins with an Introduction by the Primary Mentor
2. Formal oral presentation of the dissertation given by the graduate student
3. Questions from the public audience pertaining to the dissertation
4. Closed session begins – public audience leaves the room or closed session moves to a different room
5. Questions from the committee regarding the dissertation
6. Questions from the committee on any topic relevant to the students' scientific knowledge
7. Deliberation of the committee and decision of the outcome (student is not present)
8. Recommendations from the committee regarding the dissertation and competency to complete the PhD

The outcomes of the dissertation defense may include the following:

- **Pass** – "Pass" requires that both the defense and the document (dissertation or treatise) are acceptable.
- **Re-Defend** - "Re-defend" indicates that the committee is not satisfied with the dissertation or with the oral examination but believes that rewriting may make it acceptable.
- **Fail** – "Fail" indicates that at least one member of the committee has decided that the dissertation is unsatisfactory and may not be rewritten. Committee members should also submit their individual Report on Doctoral Dissertation forms indicating their dissatisfaction. This decision normally results in the termination of a doctoral student's program.

Following the dissertation defense, all committee members sign the Report of Dissertation Committee, even if the member was not present at the defense. Your dissertation cannot be approved by the Graduate School until you have successfully passed your defense and your committee members have signed the Report of Dissertation Defense form and the approval (signature) page of your dissertation. The Report of Dissertation Defense also requires GSC approval (i.e., the signature of the GSC Chairperson). The signed Report of Dissertation Defense is the official recommendation of your committee to the Graduate Dean, who depends upon it to determine your eligibility to receive the doctoral degree. The dissertation defense normally culminates the PhD training, although some time to revise the dissertation and/or prepare papers for publication may be needed following the defense.

PROCEDURES FOR GRADUATION

Candidates for a graduate degree must be registered during the semester or summer session in which they are to receive their degree. Doctoral students must be registered for NTR 999W during the fall and spring semester until graduation and if you need to register during the summer you register for 399W (Note: Students who graduate in the summer or fall cannot participate in the graduation ceremony until the following year). Students should visit the following Graduate Studies web site, **http://www.utexas.edu/ogs/pdn/** to download the necessary forms and check current deadlines. The following steps constitute the usual procedure for completing the degree requirements:

The student should submit the online Doctoral Degree Candidate Form posted at the Graduate Studies web page above, during the third week of the semester in which the degree is to be granted, which also includes a fee that is valid for one semester only. Exact deadlines are specified by the Office of Graduate Studies.

If there have been any changes in the **Program of Work** originally submitted on the Application for Candidacy, the Graduate adviser and GSC must approve such changes and notify the Graduate School of them.

Submission of Electronic Dissertation. All doctoral students are required to submit a copy of their final dissertation in electronic format to the Office of Graduate Studies. Students will have the choice of submitting one paper copy and one electronic copy, or submitting one electronic copy and no paper copies.

Copyright Tutorial. Doctoral students are required to provide documentation of having taken (and having passed a test on) the UT Copyright Tutorial at http://www.lib.utsystem.edu/copyright/ . The Tutorial can be taken any time before turning in the dissertation. It is advised to take it well before that time (early in candidacy), as its goal is to educate the student on the often confusing and constantly changing copyright laws. The Tutorial site provides a test that, after having been taken and passed, provides a Certification of completion. This Certification (or a copy of it) must be turned in by the time of dissertation submission or the dissertation may not be accepted and the student's graduation may be delayed or denied.

Time Limit. All doctoral students are expected to complete the PhD degree within five years. All completed work included in the degree program, at the time of admission to candidacy, **must have been taken within the previous six years**. In the doctoral program, the student's progress will be reviewed by the GSC annually to determine sufficient progress during the previous year.

Graduation. Each semester the Graduate School provides prospective graduates a packet, "Information for Doctoral Candidates," that includes the requirements and deadlines that must be met in order to receive a doctoral degree in that semester. Use the following URL to download the graduation packet forms. http://www.utexas.edu/ogs/pdn/index.html

Requirements for deadlines that must be met to graduate are available at the following Graduate School site: https://gradschool.utexas.edu/academics/graduation/deadlines-and-submission-instructions

CONGRATULATIONS!

At this point, you are on your way to an exciting career as a PhD in Nutritional Sciences. While you are looking toward the future, the connections you've made in graduate school will serve you throughout life. Your fellow graduate students may become your colleagues, supporters, and future collaborators. There is a wonderful life ahead of you – good luck!

APPENDIX A – SAMPLE COURSE PLAN

Suggested Schedule for the Graduate Program in Nutritional Sciences:

	Fall - Year 1	**Type**	**Hours**
	NTR 390.1 Advances in Nutritional Sciences I - Macronutrient Metabolism	CORE	3
	NTR 380K.3 – Experimental Design and Statistics	Elective	3
	Elective Course or NTR 392-Research Hours	Elective	3
	TA training course -on line		-
	Spring - Year 1		
	NTR 390.7 Advances in Nutritional Sciences II – Vitamins and Minerals	CORE	3
	NTR 380K.4 – Advanced Experimental Design and Statistics	Elective	3
	Elective Course or NTR 392-Research Hours	Elective	3
★	PROGRESS TOWARD DEGREE: Research Supervisor must be selected before the start of the 3rd semester.		
	Fall - Year 2		
	NTR 390.9 – Nutrition and Immunology	Elective	3
	NTR 392.13 – Nutrition and Disease Prevention	Elective	3
	Elective Course or NTR 392-Research Hours	Elective	3
	Spring - Year 2		
	NTR 394 Graduate Seminar in Nutritional Sciences	CORE	3
	NTR 390.6 Molecular Nutrition	CORE	3
	Elective Course or NTR 392-Research Hours	Elective	3
★	PROGRESS TOWARD DEGREE: At the end of the second-year students must meet course requirements for admission to candidacy exam. Students must complete required coursework before candidacy exam can be scheduled.		
	Fall - Year 3		
	Additional outside course OR NTR 392 research hours		3
	NTR 392 research hours		3
	NTR 392 research hours		3
★	PROGRESS TOWARD DEGREE: The Candidacy exam must be completed prior to the start of the sixth full semester.		
	Spring - Year 3		
	NTR 999W Dissertation		9
	Fall - Year 4		
	NTR 999W Dissertation		9
	Spring - Year 4		
	NTR 999W Dissertation		9
	Fall - Year 5		
	NTR 999W Dissertation		9
	Spring - Year 5		
	NTR 999W Dissertation		9

APPENDIX B – FUNDING SOURCES

MEANS OF SUPPORT

Primary means of support through the University are through receipt of a Graduate Research Assistantship (GRA) or an appointment as a Teaching Assistant (TA). In addition, there are smaller endowment-based scholarships administered within the department. Appointment to any of the above (at least half-time, except in the case of fellowships) normally qualifies the student for resident tuition rates. Recipients must be full-time students at the time of the appointment.

TEACHING ASSISTANTS

Teaching Assistants are graduate students who perform duties adjunct to regular classroom instruction under the supervision and direction of designated members of the faculty. They may not conduct regular classroom instruction or serve as instructors of record for any instructional activity; they fulfill a variety of roles of assisting faculty members.

Only individuals admitted to the Graduate School without conditions may be appointed as TAs. Students who have enrolled in graduate work at UT must be in good academic standing and making satisfactory progress toward an advanced degree before the appointment becomes effective. (These terms are interpreted by the Graduate School to mean having a 3.00 GPA or better, and having GSC approval of satisfactory progress toward a degree.) TAs must hold bachelor's degree or higher degrees appropriate to the area of service.

Teaching Assistantships for international students are contingent upon passing an Oral English Proficiency Assessment. If the student does not pass this test, he/she will not be allowed to hold the teaching assistantship for the first semester of admission. To qualify for a TA in the second or future semesters, the student must pass the proficiency assessment <u>prior</u> to the beginning of the semester enrolled.

To be eligible for appointment or reappointment as a TA, Assistant Instructor (AI), or GRA, a student may have no more than two grades of temporary incomplete (X), or one grade of X and one grade of permanent incomplete(I) at the time of appointment or reappointment.

Teaching Assistant assignments will be based on teaching needs of the department, as well as academic and professional background of graduate students willing to be TAs. Demonstrated competency in English is required for all instructional appointments. Recommendations are forwarded to the Chair of Nutritional Sciences. Notification to candidates for appointment or reappointment is handled by the Chair of the Department of Nutritional Sciences.

Appointment and reappointment as a TA is contingent upon satisfactory progress toward a degree as defined by the graduate school and demonstrated effectiveness as a TA as demonstrated by student and faculty evaluations. A TA must be registered for at least nine hours during the long-sessions and for three hours during any summer term in which he/she is employed.

A Graduate Teaching Assistantship not only provides financial support but also helps you to gain teaching experience. A TA is expected to carry out the duties attendant to the assigned courses with diligence and professionalism. A TA position will have a specified number of hours associated with it, 10-hour, 15-hour, 20-hour, etc. position. This means that you are being paid with the expectation that you will devote that number of hours per week to your teaching assignment, on average. In addition to the time spent actually teaching your students, you will need to hold regular office hours, prepare for your lectures or labs, prepare materials, meet with the faculty supervisor of the course, and grade reports and examinations.

Meeting your classes and office hours and providing quick turn around on student work that you grade is a serious matter to the Department and the University. If you become ill and will be unable to meet a class or office hour session, you must notify your faculty supervisor as much in advance as possible so that your students are not left abandoned. Failure to carry out your teaching responsibilities is a very serious matter and is dealt with by the Department, the College Dean, and the Graduate School.

FELLOWSHIPS AND RESEARCH ASSISTANTSHIPS

Continuing Fellowships. Each year the Office of Graduate Studies accepts nominations for consideration for Continuing University Fellowships. These nominations are made by the GSC, and these awards are highly prestigious.

Graduate Research Assistantships. Faculty often have research grants from external (non-university) sources to appoint students as Graduate Research Assistants (GRA). Students should contact their supervising professor concerning such appointments. The same basic qualifications that apply to TAs also apply to GRAs.

Travel Awards. These awards provide support for students to attend professional meetings at which they present an original paper or poster based on their research. Students may apply for one travel award per academic year. Preference is given to doctoral candidates who have not previously received an award, and who are nearing graduation and can use attendance at the meeting to explore career opportunities. In addition, attendance to a national meeting will be given priority over a state meeting. Applications are evaluated by the Department of Nutritional Sciences TA/AI & Scholarship Committee. An application can be obtained from the Graduate Coordinator (see sample form in Appendix or go to http://www.utexas.edu/ogs/pdn/pdf/prof_dev.pdf). Deadlines for submission of forms are emailed out each semester by the Graduate Coordinator. Application forms for these awards may be picked up from the graduate coordinator.

Predoctoral Fellowships. The University offers services for preparing predoctoral and postdoctoral applications and other grant writing workshops for graduate students. Fellowships are available from the NIH, ASN, NSF, USDA, DOD, and other funding sources. More information can be found at the Office of Sponsored Projects (https://research.utexas.edu/osp/).

APPENDIX C – ASSOCIATIONS AND ORGANIZATIONS

Graduate Student Associations. The Nutritional Sciences Graduate Student Association (NGSA) was organized in the Fall of 1990. Its goals are to improve communication among the graduate students, staff, and faculty involved in the administration of the Graduate Program in Nutritional Sciences. Representatives are available to take suggestions from students, faculty, and staff on how to improve the operations of the program as it affects graduate students and to enhance the role of the program as a place conducive to collective and individual learning. The representatives will either act on suggestions immediately or take them to the graduate students as a whole at an association meeting. The association is also able to provide input to the graduate student body as a whole through its representative to the Graduate Student Assembly (GSA).

The NGSA sponsors the following events:

- Monthly social events
- Annual research retreat
- Jean Andrews Centennial Faculty Fellowship in Human Nutrition
- Seminar Speaker Science Discussion
- Distinguished Seminar Lecturer

Graduate Student Council

The Dean's Office Graduate Council is a group of student volunteers representing each of the fifteen graduate programs in the College of Natural Sciences. The Council was created in spring 2015 to enhance bidirectional communication between students and the Office of Graduate Education. Together, we are sharing ideas to optimize the graduate school experience for students throughout the College. All students are encouraged to communicate ideas, questions, and concerns to the Council member representing their program. Please share your feedback with your graduate program's representative listed in the following website: https://cns.utexas.edu/graduate-education/graduate-council

APPENDIX D – ADDITIONAL RESOURCES AND INFORMATION

Student records. The university requires graduate students to maintain correct emergency contact information. To update, go to https://utdirect.utexas.edu/apps/utd/all_my_addresses/.

The Graduate Coordinator maintains the official departmental records of graduate students. It is the responsibility of the student to be sure that records are current by providing the following:

- Name
- Address
- Telephone number
- Email address
- Faculty supervisor/lab
- Candidacy status
- Current photograph

Resource libraries. Most of the major reference materials and scholarly journals in the nutritional and biological sciences are available online via:

- https://www.ncbi.nlm.nih.gov/pubmed/
- Main Library (Perry-Castaneda Library)
- The Life Science Library (MAIN 220)
- Mallet Chemistry Library (WEL 2.132)
- http://guides.lib.utexas.edu/howto
- https://guides.lib.utexas.edu/nutrition

Mail. A graduate student mailbox is in PAI 5.20. Departmental and University notices, as well as outside mail received in the department, are placed in this mailbox.

US MAIL address for students:
Department of Nutritional Sciences
The University of Texas at Austin
1 University Station, A-2703
Austin, Texas 78712

Courier service (physical address):
Department of Nutritional Sciences
The University of Texas at Austin
103 W. 24th Street
Austin, Texas 78712

Email. Most notices and information are sent out via e-mail. Students must be sure that their e-mail address is up-to-date and that the graduate coordinator has that address. ***It is essential that each student use an official "utexas.edu" email account. This is the primary way faculty and the university will correspond with students. Other email accounts are subject to being confused as spam by UT filtering systems and may result in your emails being deleted automatically.***

Offices and keys. Office space is normally provided by the supervising professor. All teaching Assistants are provided space for office hours, in PAI 6.04, a code for the keypad can be obtained through the Graduate Coordinator. Keys are the property of the University. Faculty may request keys for students by contacting the Graduate Coordinator and signing a form of authorization. The University Lock and Key Office (Service Building 101) issues keys after a key request has been issued. **When a student completes a degree and leaves the university, they must return all university keys or be subject to a fine.**

Departmental copy machines. Teaching Assistants are allowed only to make copies for the course for which they were hired to assist. Departmental copy machines are available in Painter Hall, Gearing Hall, and the Dell Pediatric Research Institute. Sensitive material like exams should be discarded properly using confidential shredding bins located **Personal copies are not allowed on the departmental copier machines. The copier should be attended to at all times when in use.**

Advanced Computing Facilities. Advanced computing for complex data analysis can be performed using resources provided by the Texas Advanced Computing Center (TACC) environment that includes a comprehensive cyberinfrastructure ecosystem of leading-edge resources in high performance computing (HPC), visualization, data analysis, storage, archive, cloud, data-driven computing, connectivity, tools, APIs, algorithms, consulting, and software. All students have access to TACC's resources that can be found in https://www.tacc.utexas.edu/home.

Career Planning. The University of Texas provides resources for career planning including:

- Non-Academic Job Search provided by the Liberal Arts Career Services but serving all students regardless of discipline
- Campus-Wide Job Board connecting students and alumni with employers
- Career counseling provided by the Vick Center for Strategic Advising
- Career Counseling for students pursuing both academic and non-academic career paths.

Remember, it's never too early to start working on your career path. More details available in https://gradschool.utexas.edu/services-and-resources/career-resources and https://cns.utexas.edu/career-services.

External resources that the University of Texas provides include: Versatile Ph.D. - All UT Austin graduate students are eligible to use the resources of Versatile Ph.D., an online community for non-academic and non-faculty job seekers. Career-Planning tool for the Sciences - Learn how to leverage your expertise into a career through My IDP (Individual Development Plan). ETS Writing Mentor -The Writing Mentor application provides feedback about your writing to help you to make it convincing, well-developed, coherent, and well-edited! ImagnePhD - A free, online career exploration and planning tool for Ph.D. students and postdoctoral scholars in the humanities and social sciences.

Housing. The University Apartments, subsidized rent apartments located off campus on Lake Austin Boulevard, are in high demand. The waiting list is long, so be sure to apply early. Shuttle bus service is available from the University Apartments' three complexes—Brackenridge, Colorado and Gateway—to campus, making the commute easy. You can find more information here: https://gradschool.utexas.edu/services-and-resources/housing.

College of Natural Sciences Policies. These pages provide information about some College and University policies that are particularly relevant for graduate students.

Academic Employment: https://cns.utexas.edu/graduate-education/college-policies/academic-employment
Parental Accommodations:
https://cns.utexas.edu/graduate-education/college-policies/parental-accommodations
Grievance Policies:
https://cns.utexas.edu/graduate-education/college-policies/grievance-policies
University Policies:
https://cns.utexas.edu/graduate-education/college-policies/university-policies

Other resources for Grad Students. The University of Texas and the College of Natural Sciences want all of our students to benefit from supportive, inclusive, and safe classroom experiences. These goals apply to you both as students in our graduate courses, and as Teaching Assistants or Assistant Instructors in our undergraduate courses and labs.

Safe and inclusive campus:
https://cns.utexas.edu/graduate-education/resources-for-grad-students/safe-inclusive-campus

Academic Integrity:
https://cns.utexas.edu/graduate-education/resources-for-grad-students/academic-integrity

Teaching Assistants:
https://cns.utexas.edu/graduate-education/resources-for-grad-students/teaching-assistants

Campus Life:
https://gradschool.utexas.edu/about-us/why-ut-austin/campus-life

Child Care:
https://gradschool.utexas.edu/services-and-resources/campus-services/childcare

Emergency contacts and procedures:
https://emergency.utexas.edu/

Leaves of absence (maternity and other):

https://gradschool.utexas.edu/academics/policies/leaves-of-absence

Other services:
https://cns.utexas.edu/graduate-education/resources-for-grad-students/other-services

APPENDIX E – CANDIDACY PROPOSAL FORMAT

NIH Predoctoral Fellowship (R01) format

Sections (13 pages total not including references and appendices)

- Title Page (1 page)
- Specific Aims (1 page)
- Background and Significance (1-2 pages)
- Preliminary Data/Progress Report (2 pages maximum)
- Research Design and Methods (6 pages)
- References (no page limit)
- Any additional material/information requested by the committee can be attached as an appendix (no limit on number of appendices)

Font

- Use an Arial, Helvetica, Palatino Linotype or Georgia typeface, a black font color, and a font size of 11 points or larger. A Symbol font may be used to insert Greek letters or special characters; the font size requirement still applies.
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Type may be no more than six lines per inch.
- Use black ink that can be clearly copied.
- Print must be clear and legible.

Paper Size and Page Margins

Use **standard size (8 ½" x 11")** sheets of paper.

Use at least one-half inch margins (top, bottom, left, and right) for all pages, including continuation pages. No information should appear in the margins, including the Student's name and page numbers.

Page Formatting

- Use only a standard, single-column format for the text. Avoid using a two-column format since it can cause difficulties when reviewing the document electronically.
- The application must be single-sided and single-spaced.
- Consecutively number pages throughout the application. Do not use suffixes (e.g., 5a, 5b).
- Do not include additional pages between the face page and page 2.
- Do not include unnumbered pages.

Figures, Graphs, Diagrams, Charts, Tables, Figure Legends, and Footnotes

- A smaller type size is acceptable but it must be in black ink, readily legible, and follow the font typeface requirement.

APPENDIX F

EXCERPTS FROM GRADUATE CATALOGS

MASTER OF SCIENCE IN NUTRITIONAL SCIENCES PROGRAM

2008-2010

The Graduate Studies Committee must approve the program of work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances.

A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2011-2013

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2013-2015

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include

at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

2015-2017

The Graduate Studies Committee must approve the Program of Work before the student is admitted to candidacy for the master's degree. Thirty semester hours are required, distributed as follows: (1) eighteen hours in specified nutrition courses; (2) six hours in a minor or supporting field such as biology, anthropology, biochemistry, immunology, educational psychology, curriculum and instruction, health education, public health, pharmacology, or kinesiology; and (3) six hours in the thesis course, involving an original research project. The eighteen hours in nutrition must include
at least three hours in research methods, at least three in research problems, at least three in seminar, and at least six in recent advances; the remaining three hours may be in either research methods or recent advances. A degree program with report is also available, for students seeking a terminal master's degree. In this program, Nutrition 398R and three additional hours in either research methods or recent advances replace the thesis course.

PhD in Nutritional Sciences Program

2005-2011

The doctoral program typically requires four to five years of full-time study. **Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) fifteen semester hours in nutrition, including the following courses with a grade of at least B in each: Nutrition 390 (Topic 1: Advances in Nutritional Sciences I), 390 (Topic 7: Advances in Nutritional Sciences II), and 394 (Topic 1: General Nutrition); (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

2011-2015

The doctoral program typically requires four to five years of full-time study**. Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) Completion of at least 18 hours in recent advances in nutrition and research methods in nutritional sciences, eighteen semester hours in nutrition, including the following courses with a grade of at least *B* in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I),* 390 (Topic 6: *Molecular Nutritional Sciences),* 390 (Topic 7: *Advances in Nutritional Sciences II),* and 394 (Topic 1: *General Nutrition);* **with a grade of B or better in these courses.** (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

2015-2017

The doctoral program typically requires four to five years of full-time study**. Students are expected to meet the following requirements for admission to candidacy by the end of the second year:** (1) completion of courses conditional to admission; (2) Completion of at least 18 hours in recent advances in nutrition and research methods in nutritional sciences, eighteen semester hours in nutrition, including the following courses with a grade of at least *B* in each: Nutrition 390 (Topic 1: *Advances in Nutritional Sciences I),* 390 (Topic 6: *Molecular Nutritional Sciences),* 390 (Topic 7: *Advances in Nutritional Sciences II),* and 394 (Topic 1: *General Nutrition);* **with a grade of B or better in these courses.** (3) six hours of graduate coursework outside nutrition in fields germane to the dissertation research, such as biology, biochemistry, molecular biology, educational psychology, curriculum and instruction, health education, and kinesiology; (4) presentation and defense of a dissertation research proposal and satisfactory response to questions on nutrition and related sciences; and (5) approval by the Graduate Studies Committee of the proposed course plan and proposed dissertation research program. Further supporting work in nutrition or related sciences is usually needed to augment the program. All doctoral candidates must write a dissertation based on the results of their original research and must make a formal oral defense of the dissertation. The Graduate Studies Committee must certify that all of the degree requirements have been completed.

APPENDIX G

OVERVIEW OF NUTRITIONAL SCIENCES COURSEWORK

The following list of courses is designed to help graduate students know what courses are offered by the Nutritional Sciences graduate faculty. Additional information may be obtained from the instructor of each course. Graduate standing is required for registration in any of these courses.

GRADUATE COURSES

The faculty has approval to offer the following courses; however, not all courses are taught each semester or summer session. Students should consult the *Course Schedule* to determine which courses will be offered during a particular semester or summer session. The *Course Schedule* may also reflect changes that have been made to the courses inventory after the publication of this catalog. Unless otherwise stated below, each course meets for three lecture hours a week for one semester.

Nutrition: NTR

380K Research Methods in Nutritional Sciences. One lecture hour and six laboratory hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite:
Graduate standing in nutrition, or graduate standing and consent of instructor.
Topic 1: Experimental Nutrition.
Topic 2: Nutritional Immunology.
Topic 3: Experimental Design and Statistics.
Topic 4: Advanced Experimental Design and Statistics.
Additional prerequisite: Nutrition 380K (Topic 3) or consent of instructor.
Topic 5: Carcinogenesis.
Topic 6: Nutritional Biochemistry

390 Recent Advances in Nutritional Sciences. Three lecture hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite: Graduate standing; and one of the following: Chemistry 339K and 339L, Chemistry
369, equivalent coursework, or consent of instructor.
Topic 1: Advances in Nutritional Sciences I. Required of all graduate students in nutrition.
Topic 2: Carbohydrates and Fiber.
Topic 3: Lipids.
Topic 4: Vitamins and Minerals.
Topic 5: Minerals.
Topic 6: Molecular Nutritional Sciences.
Topic 7: Advances in Nutritional Sciences II. Required of all graduate students in nutrition.
Topic 8: **Clinical Nutrition.** Additional prerequisite: Nutrition 668 or 370 or the equivalent or consent of instructor.
Topic 9: Nutrition Immunology and Cancer
Topic 10: **Geriatric Nutrition and Metabolism.** Study of how aging influences nutrient requirements and metabolism at the biochemical and molecular level.
Topic 11: Nutrition, Cancer, and Development. The role of nutrition in the prevention and treatment of cancer, and the ability of nutrients to affect development and disease.
Topic 12: **Metabolic Syndrome**
Topic 13: **Nutrition and Disease Prevention**
Topic 14: **Transdisciplinary Nutrition and Health**

392 Research Problems in Nutritional Sciences. One lecture hour and six laboratory hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite:
Graduate standing and consent of instructor.
Topic 1: Biochemical Nutrition.
Topic 2: Nutrient Requirements.
Topic 3: Nutrition and Cancer.
Topic 4: Nutrition and Immunology.
Topic 5: Food Sciences.
Topic 6: Clinical Nutrition.
Topic 7: Nutrition Education.

Topic 8: Developmental Nutrition.
Topic 9: Foodservice Systems.
Topic 10: Nutrition and Metabolism.
Topic 11: Obesity.

194, 294, 394. ***Graduate Seminar in Nutritional Sciences***. **Graduate Seminar in Nutritional Sciences.** One, two, or three lecture hours a week for one semester. May be repeated for credit when the topics vary. Prerequisite: Graduate standing and consent of instructor.
Topic 1: General Nutrition. Required of all students.
Topic 2: Clinical Nutrition.
Topic 3: Molecular and Cellular Nutrition.
Topic 4: Nutrition, Immunology, and Disease.
Topic 5: Nutrition through the Life Cycle.

397C, 697C. ***Conference Course in Nutritional Sciences***. For 397C, one lecture hour and six laboratory hours a week for one semester; for 697C, two lecture hours and twelve laboratory hours a week for one semester. May be repeated for credit. Offered on the credit/no credit basis only. Prerequisite: Graduate standing and consent of instructor.

698 Thesis. The equivalent of three lecture hours a week for two semesters. Offered on the credit/no credit basis only. Prerequisite: For 698A, graduate standing in nutrition and consent of the graduate Advisor; for 698B, Nutrition 698A.

398R. ***Master's Report***. Preparation of a report to fulfill the requirement for the master's degree under the report option. The equivalent of three lecture hours a week for one semester. Offered on the credit/no credit basis only. Prerequisite: Graduate standing in nutrition and consent of the supervising professor.

399W, 699W, 999W. ***Dissertation***. Offered on the credit/no credit basis only.

APPENDIX H
ANNUAL REVIEW FORM

Annual review of student progress toward degree

You should review the form with your supervisor. Both you and your supervisor(s) should sign the form upon completion and provide a copy to the Graduate Coordinator.

Looking back

Summarize progress made in your research project during the past year.

Summarize academic and/or professional accomplishments of the past year:
Examples: (Courses completed; Honors/Awards (include internal and external fellowships, professional society awards, travel awards, grants received, etc.); Publications; Patents; Conferences or national/regional meetings attended; Oral and/or poster presentations; Seminar presentations; Public outreach activities.)

Summarize techniques or tasks completed related to research:
Examples: Research methodology; Data collection completed; Data programming learned and applied; Literature searches/background acquired on research topic.

Summarize professional development activities of the past year. Indicate all in which you participated:
Examples: Preparation/revision of an IDP (Individual Development Plan); Attendance at CNS Professional Development or Career Exploration seminars; Utilization of CNS career counseling services; Participation in a CNS professional development elective (e.g., Science Communication Seminar); Participation in a CNS interdisciplinary skills workshop; Non-CNS activities.

Summarize any teaching/mentoring/outreach activities of the past year.

Summarize any other professional activity (*e.g.*, committee membership or other service) in which you took part during the past year.

How successful were you at achieving your prioritized goals for the past year?

How frequently were you able to meet with your supervisor throughout the year?

Have your career goals changed within the last year? If so, please explain why.

Looking ahead

Summarize what progress you expect in your research project next year, along with an estimated timeline.

Describe any additional skills (*e.g.*, research methods, programming ability, *etc.*) that you intend to acquire within the next year to further your academic and professional goals.

Describe any additional activities (*e.g.*, course work, professional development training, internships, networking opportunities, *etc.*) that you plan in order to optimally prepare you for your individual career goals.

Summarize academic and/or professional accomplishments that you anticipate within the next year.

Describe your prioritized research goals for the next year.

Summarize your understanding of what additional progress is needed to graduate.

Describe any modifications of your research plan that may be necessary to ensure graduation within a reasonable and mutually agreed-upon timeframe.

Provide your expected time to graduation.

Student: _____
Date: _____

Supervisor: _____
Date: _____