

GRADUATE STUDENT HANDBOOK

GRADUATE PROGRAM IN NUTRITIONAL SCIENCES

DEPARTMENT OF
NUTRITIONAL SCIENCES

The Pennsylvania State University

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OUR SCIENCE, YOUR HEALTH
Penn State Nutritional Sciences

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I. PREFACE

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

II. MISSION AND GOALS

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

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

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

III. POLICIES

A. ADMISSION

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

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

B. ORIENTATION

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

- student/faculty luncheon or social;
- overview of policies and expectations of the GPNS and of graduate students;
- introduction to the ethics requirement;
- discussion with current students in the GPNS;
- information on student membership in professional organizations;
- orientation to policies regarding human subjects, animal care, radiation safety and biohazards;
- research overviews by graduate faculty or current graduate students.

C. REGISTRATION

Students are strongly encouraged to pre-register for courses for the forthcoming semester. Pre-registration allows for reasonable enrollment estimates to prevent course cancellations. Students should plan their academic schedules in consultation with their advisor/research mentor and/or doctoral committee. *Students must register for at least one (1) credit of Nutrition (NUTR) 596, 600, 601, 610 or 611 each semester in which they will be using faculty expertise (planning, conducting research, writing, analyzing data, rewriting or defending).*

D. GRADING

Most courses are graded A, A-, B+, B, B-, C+, C, D or F. Any grade below a "C" is not considered to be a passing grade for a required course. R grades are available routinely for NUTR 590, Colloquium; NUTR 594, Research Topics; NUTR 596, Individual Studies; NUTR 600, PhD Research; and NUTR 601, PhD Dissertation. 597 courses should be graded on the A, B, C, etc., system. If an R grade is desired for a 597 course, special permission must be obtained from the Graduate School.

Deferred Grades

The use of deferred grades should not be abused. The Graduate School policy notes that if work is incomplete at the end of a semester because of extenuating circumstances, the instructor may report DF in place of a grade, which will appear temporarily on the student's record. It is not appropriate to use the DF either casually or routinely to extend a course beyond the end of the semester or to extend a course for a student who has failed so that the individual can do extra work to improve the grade. Required work should be completed and the DF resolved as soon as possible once assigned, but must be resolved (i.e., the course must be completed) no later than 12 weeks after the course end date as noted on the Registrar's Schedule of Courses. A deferred grade that is not resolved before the end of this period automatically converts to an F, unless an extension to a specified date is agreed upon by the instructor and student that allows for a completion deadline longer than 12 weeks. A memo with a justifying statement and the agreed-upon date must be submitted by the instructor to the Office of Graduate Enrollment Services in order to request an extension. If a course (e.g., perhaps NUTR 596) is really designed to require a year rather than a semester, a request can be submitted to The Graduate School to allow an 'R' grade for the first semester (or both semesters). Note that in such a case, the student must enroll for two (2) continuous semesters of the course. A final grade can be issued at the end or it can remain an 'R'.

E. FINANCIAL CONSIDERATIONS

Assistantships

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

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

For those on a departmental assistantship, a standard stipend, set by the university each year, is paid per semester (Fall and Spring) for a Grade 14, half-time assistantship which carries a remission of tuition and fees. A portion of some, but not all, stipends may be tax-exempt. At the time a student is offered financial support, there should be a notification letter that the assignment is considered a commitment for at least one (1) year; it is assumed that research assistantships involve commitment to complete research with the professor making the offer. As a requirement of receiving a half-time assistantship, a student must devote 20 hours per week *beyond personal dissertation research and required coursework (including the TA requirement)* to research being done in their mentor's lab during the entire fall and spring semesters. If the mentor pays the student during the summer, then this requirement applies to the summer sessions also. This work usually extends from the first day of registration until the date of graduation. The details of each assignment are determined by the supervisor, advisor or research mentor. At a minimum, students are expected to be available throughout the entirety of each semester (days off for undergraduate students do not translate to days off for graduate students). Failure to be available during the entirety of each semester may result in termination of the appointment.

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

Graduate students are given desk space when possible, usually in the mentor's lab, and are assigned a mailbox.

Summer Tuition

Graduate assistants paid for two (2) semesters on departmental assistantships or university research grants are eligible for tuition assistance for up to nine (9) graduate credits for Summer session. The Summer Tuition Assistance Program (STAP) does not apply to undergraduate courses, such as courses supporting completion of the Didactic Program in Dietetics nor is it to be used for courses that are not necessary for your degree. Students supported on outside or external research funds are not eligible for university tuition support in the Summer session. Announcements about the STAP are distributed in the Spring semester. Students should apply as soon as possible for STAP funds as they may run out.

Fellowships

University graduate fellowships are limited in number and are very competitive. Students with GRE scores above 166 (verbal) and 155 (quantitative) and grade point averages above 3.8 are generally competitive for University graduate fellowships. Nominations are completed by the Professor-in-Charge of the GPNS. Other fellowships are often available from professional societies and other external agencies. Students can find information on these programs from society websites, funding agencies and/or from their advisors/research mentors. Students are highly encouraged to work with their advisor to seek out and apply for such funding.

Work Study

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

Loan Fund

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

F. SEMINAR POLICY

All graduate students in the GPNS are expected to attend the weekly GPNS Colloquium. Up to 2 colloquia may be missed in a semester. If additional colloquia are missed, the student is responsible for finding another seminar to attend; this must be done within 2 weeks of the missed seminar. After attending that seminar, the student must write a short summary of the seminar including the topic covered and what the student learned and send it via email to the PIC (Dr. Murray-Kolb) and the Administrative Assistant (Ms. Mary Balboni) within 1 week of attending the alternative seminar. *A maximum of 3 alternative seminars may be attended and count as a substitute for attending the Nutritional Sciences colloquia within a given semester (exceptions to this can be made but the student must first discuss with the PIC).*

In addition, Master's degree candidates are required to take 2 credits of NUTR 520 and 1 credit of NUTR 551 as indicated in the Master's degree requirements (see pages 13-14). PhD students must complete 2 semesters of NUTR 520 (typically done in the first year) and, subsequently, they must complete 2 semesters of NUTR 551 (years 2 and 3). In addition, as a requirement to graduate, all doctoral students must give a seminar during the GPNS Colloquium.

The availability of travel funds for graduate students is contingent upon consistent attendance at Colloquium.

G. TRAVEL TO MEETINGS

Financial support for travel to scientific meetings is a privilege and is considered a reward for meritorious performance. Its purpose is to further the education of the graduate student. The number of trips, if any, and the amount of support for each trip will be at the discretion of the advisor, the PIC of the GPNS or the Department Head. *Priority will be given to those students making a presentation at the scientific meeting.* A graduate student seeking departmental funding for travel to a professional scientific meeting must initiate such a request by completing and submitting a formal Travel Request Form to the Administrative Assistant to the GPNS (a Travel Request Form can be obtained from Appendix H or the Administrative Assistant to the GPNS). The Administrative Assistant will pass the request on to the PIC of the GPNS. Applications will be accepted on a rolling basis and funding depends on available resources. Requests may be denied by the Department Head or the PIC. The request for funding must be approved in advance of the travel; no retroactive requests will be considered. The following guidelines will apply:

- there will be no travel funding from the Department for first-year graduate students;
- as resources allow, the level of funding for second-year students and beyond will be:
 - post-qualifying exam PhD students – up to \$500
 - post-comprehensive exam PhD students – up to \$750
- department funding will be available to PhD students only 2 times during their tenure, unless extreme circumstances are presented. Requests for travel funds from Master's students will only be considered under extreme circumstances and Master's students will not receive funding more than once (if at all) during their tenure.
- department funding will be available only to post-qualifying exam students and beyond who are in good academic standing and who have a consistent record of attendance at the departmental colloquium;
- preference for funding will be given to graduate students who are presenting at the scientific meetings and to more senior students who have not previously received travel funds;
- students who receive departmental support for their travel to professional scientific meetings will:
 - a. attend sessions throughout the scientific meeting, not limited to those in which the student is presenting;
 - b. actively "network" with scientists and students in their area of research (informal group discussions, hallway conversations, sessions arranged for graduate students to meet speakers, departmentally organized receptions and meetings, etc.);
 - c. submit (via email) a written report to the PIC of the GPNS on the significant findings learned in the meeting's scientific sessions (no more than 2 pages) within 2 weeks of the student's return;
 - d. engaging in non-conference activities, such as visiting local tourist sites, may only be done on the students' own time, either before or after the meeting, using personal resources. A violation of this policy is a violation of use of university funds. Any student who intends to lodge with family or friends in the local areas should discuss such arrangements with their advisor and inform the PIC of the GPNS.
- additional resources from the College and The Graduate School should not be expected. Students are encouraged to apply for travel funds available from sources outside of the department, such as professional societies. Students should discuss travel funds with their advisors.
- travel funds available from a student's academic advisor are to be negotiated between the student and advisor.

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

H. TEACHING ASSISTANT POLICY

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

Required Training in Order to be a TA

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

Graduate students for whom English is a second language must meet English communication standards as required by The Graduate School before serving as a Teaching Assistant. Nutritional Sciences recommends that you take this training during your first year. These requirements may be found at <https://aplmg.la.psu.edu/programs/about-the-aeocpt>.

Expectations and Duties of TAs

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

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

TA duties may include the following activities within the time constraints outlined above:

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

Course Credit for TAs

Each student assigned as a TA will enroll in NUTR 602 for 2 credits for at least one of the TA semesters (both semesters, if the TA assignments are both before the comprehensive exam). If the second TA semester is completed after the comprehensive exam, the student should register to audit NUTR 602 after consulting with the PIC. The student must notify the Graduate Administrative Assistant (Mary Balboni) so that appropriate documentation of the experience can be obtained. The instructor of record will be responsible for assigning a NUTR 602 letter grade for the TA at the end of the semester in which the TA requirement has been completed, or for verifying that the student successfully completed the TA NUTR 602 audit if the second TA semester is completed post-comps. *The instructor of record will also provide a letter of formative evaluation to the assigned TA by the end of the semester.* If the TA assignment also fulfills a Didactic Program in Dietetics course requirement, the instructor of record will provide a letter of documentation of course completion to the Didactic Program in Dietetics Director (Dr. Mary Dean Coleman-Kelly) by the end of the semester.

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

I. ETHICS TRAINING

Every graduate student at The Pennsylvania State University is required to fulfill an ethics training during his/her graduate program. All students in the GPNS will complete this requirement during their first year in the program (prior to 2018, the students were required to obtain SARI credits). **Doctoral students must complete the requirements (may be concurrently enrolled in the course) prior to taking their Qualifying Examination** while Master's students must fulfill the requirements in order to graduate. There are 2 components to the ethics training:

- Complete the Responsible Conduct of Research (RCR) module through the Collaborative Institutional Training Initiative (CITI) (<https://citi.psu.edu/>). Quizzes must be completed with an 80% passing rate. Print the "Completion Report" and provide a copy of this report to the Administrative Assistant to the GPNS.
- RISE 597 will be offered during the Spring 2020 semester. All first year students in the GPNS are required to register for and pass this course.

J. OFFICE FOR RESEARCH PROTECTIONS

The Office for Research Protections (ORP) ensures that research at the University is conducted in accordance with federal, state, and local regulations and guidelines that protect human participants, animals, students, and personnel involved with research. Phone: 814-865-1775; Email Address: ORProtections@psu.edu; Website: <http://www.research.psu.edu/orp>.

K. NUTRITION GRADUATE STUDENT ASSOCIATION

Graduate students entering the GPNS are automatically members of the Nutrition Graduate Student Association (NGSA). This organization provides a vehicle to students for communication in the program. Several educational and social activities are sponsored by this organization, in addition to providing a means through which graduate students may express views about the policies and procedures of the GPNS. Each year, approximately four to six (4-6) students serve in leadership positions for the NGSA. The NGSA communicates with the College of Health and Human Development Graduate Student Council by representation on this college-level committee. Each year, the Department Head appoints a faculty member to serve as the Faculty Advisor to the NGSA.

L. MINOR

A student minoring in Nutrition at the PhD level must meet the 15 credit "Core Courses" requirement (see page 15). A member of the GPNS faculty must be a member of the student's thesis or doctoral committee.

M. LEAVE OF ABSENCE

The Graduate School, at present, has no policy on leaves-of-absence but guidelines can be found at: <http://gradschool.psu.edu/graduate-education-policies/gsad/gsad-900/gsad-906-graduate-student-leave-of-absence/>. Depending upon the source of funding, a graduate student may be permitted to miss the Summer session without being considered as having a leave-of-absence. However, after an absence of 1 or more Fall or Spring semesters, the Graduate School must have a completed "resume study form" submitted at least 1 month prior to the semester that the student wishes to return [e.g., if student misses the Fall semester or any portion of it, student must apply to resume study 1 month prior to the Spring semester]. If a student does take a leave-of-absence, that amount of time must be included in the time limit for completing the degree.

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

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

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

If a student must take an unpaid leave of absence that extends for no more than one calendar year, the student must submit a request in writing to the PIC of the GPNS. The student must also provide a written certification of illness from a health care provider and written permission by the graduate student for a University Health Services physician to contact the certifying health provider. Such a leave would not guarantee that assistantship funding would be available when the student returns to full-time graduate work. However, the GPNS will not count this leave against the student's time to degree. The graduate student, in coordination with the PIC of the GPNS, will notify The Graduate School in writing of the approval of the leave of absence, its circumstances and its duration. Before a leave of absence is discussed and approved for an international graduate student, the advisor and PIC of the GPNS will contact the International Scholars Office to ensure consistency with federal regulations.

N. CHANGING OPTIONS

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

O. ANNUAL REVIEW

Progress in the program will be evaluated annually for all GPNS students (see Appendix I for the form to be used in the evaluation process). The evaluation process takes place at the end of the spring semester each year, as follows:

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

P. PROGRAM DISMISSAL

When the Program's PIC, on the advice of the student's research committee determines that a student must be dismissed for unsatisfactory scholarship, the student must be given advanced notice, in writing. This notice will advise the student of the reason(s) for dismissal. Examples of reasons for dismissal include, but are not limited to, inability of the student to maintain a B (3.0) level grade point average, failure to successfully complete the Qualifying Examination or the Comprehensive Examination, inability to meet scholarly goals and objectives required for attainment of the PhD or MS degree, unsatisfactory academic or research progress as assessed by the advisor during the annual review or exceeding the time limitation for the PhD degree [within 8 years from the date of the completion of the Qualifying Examination].

Upon receipt of this notice of unsatisfactory performance, the student has the opportunity to seek a review of this decision. If the student desires such a review, the student must, within 10 days of receipt of the notice, submit a written proposal to the GPNS PIC.

IV. DEGREE REQUIREMENTS

Listed below are the requirements for the MS and PhD degrees in the GPNS. The graduate student and the student's research committee may request of the PIC of the GPNS that a course substitution be allowed. (*Please note that as of July 1, 2011, the GPNS no longer offers the MEd degree.*)

A. MS DEGREE

The MS degree requires a minimum of 30 credits of course work including 6 credits of research (NUTR 600).

MS Degree Course Requirements

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

1. Core courses (14 credits)
 - a. Regulation of Nutrient Metabolism I (4 credits) – NUTR 501
 - b. Regulation of Nutrient Metabolism II (3 credits) – NUTR 502
 - c. Readings in Nutrition Fall Semester (1 credit) – NUTR 520
 - d. Readings in Nutrition Spring Semester (1 credit) – NUTR 520
 - e. Seminar in Nutrition (1 credit) – NUTR 551
 - f. 500 Level Courses (4 credits) – choose from NUTR 506 (AN SC 506), 508, 511, 513, 514 (VB SC 514), 515, 532, 533, 534, 583, 597X

2. Supporting courses (6 credits)
 - a. Three credits in 1 or more courses from 1 or more of the following areas:
 - College or extension teaching – Agricultural Education 530, Agricultural College Teaching; Higher Education 546, Principles of College Teaching; NUTR 602, Supervised Experience in College Teaching.
 - Writing – ENGL 418, Advanced Technical Writing and Editing; EDTHP 580, Improving Educational Writing
 - Logic or philosophy of science – Philosophy 410, Philosophy of Science; Philosophy 510, Advanced Topics in Philosophy of Science.
 - Foreign language; Education Testing Service competency in French or Spanish; Graduate School competency in other languages.
 - Computer applications.

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

 - b. Statistics (3 credits) – STAT or HDFS

3. Electives (4 credits) – 400 or 500 Level Courses – for example, NUTR 451, 452, 453, 456, 506, 508, 511, 513, 514, 515, 532, 533, 534, 583, 597X or other appropriate courses in BBH, BMB, HDFS, KINES, etc.

4. Thesis Research – NUTR 600 (minimum of 6 credits, R Grade = Satisfactory). If work is unsatisfactory, a letter grade must be given.

MS Thesis Committee

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

MS Student's Defense

A final examination is required of all candidates. This examination will include an oral presentation of the thesis research and an oral defense session and will be administered by the candidate's graduate Thesis Committee. A written thesis is required of all MS students. The oral presentation of the thesis must be announced to all faculty and students at least 1 week in advance, as this seminar is required to be open to the public per The Graduate School policies. Both the student and advisor/research mentor are responsible for assuring that a complete draft of the thesis is given to the committee at least 2 weeks before the scheduled date of the final oral examination. **All members of the Thesis Committee and the student must be physically present at the final examination.** A favorable vote of at least two-thirds of the Master's Thesis Committee is required in order to pass the final examination. The written thesis is not approved until changes requested by the committee have been made and approved. Upon completion of the Master's final examination, the Thesis Committee should sign and date the Completion of Thesis Form and submit this form to the Graduate Administrative Assistant to the GPNS.

B. PhD DEGREE

- a. **Students are admitted on a provisional basis pending satisfactory completion of the Qualifying Examination** designed to assess the student's potential and academic preparation for doctoral study. For students with a MS degree, the examination must be taken before earning 24 graduate credits beyond the MS degree or before completing 3 semesters of enrollment, whichever comes first. For the student who is admitted directly into the PhD program (without receiving the MS degree), the examination may be taken after 18 graduate credits beyond the baccalaureate are earned, but must be taken prior to completing 3 semesters or before having earned 24 graduate credits. The student must be registered as a full-time or part-time degree student for the semester in which the Qualifying Examination is taken. Students may complete the Qualifying Examination in the Summer session (note that both oral and written portions must occur BEFORE July 31 if taken in the summer), only if they have been enrolled as a full-time student in the previous Spring semester (Summer sessions do not count toward the semesters of enrollment in relation to the completion of the Qualifying Examination.)

- b. A **Comprehensive Examination** will be administered to PhD candidates at least 2 semesters before the scheduled dissertation defense or final examination. At least three members of the PhD committee (including the thesis advisor) must be physically present at the comprehensive exam. After the Comprehensive Examination, doctoral students enroll in NUTR 601 or 611 which is considered to be a full-time student. Please see the Recommended Schedule for Doctoral Students (pages 23-24).

PhD Degree Course Requirements

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

1. Core Courses (18 credits)
 - a. Regulation of Nutrient Metabolism I (4 credits) – NUTR 501
 - b. Regulation of Nutrient Metabolism II (3 credits) – NUTR 502
 - c. Readings in Nutrition Fall Semester (1 credit) – NUTR 520
 - d. Readings in Nutrition Spring Semester (1 credit) – NUTR 520
 - e. Seminar in Nutrition (2 credits) – NUTR 551; starting in the 2nd year, must be taken twice (NUTR 534 (Ingestive Behavior) may be substituted for NUTR 551, once)
 - f. Nutritional Epidemiology (3 credits) – NUTR 583
 - g. 500 Level Courses (4 credits) – choose from NUTR 506 (AN SC 506), 508, 511, 513, 514 (VB SC 514), 515, 532, 533, 534, 597X, or other courses as approved by the PIC or department head

2. Additional Courses (minimum of 12 credits)

Course credits in nutritional sciences or related fields are required in addition to the core courses. An example of an additional course would be in statistics or another root discipline, such as biobehavioral health, microbiology, immunology, genetics, sociology, psychology, food science, human development and family studies, etc. At least five (5) credits must be at the 500 level. Examples of courses include NUTR 451, 452, 453, 456, 506, 508, 511, 513, 514, 515, 532, 533, 534, 597X; STAT 501, 503, 511, 513, 551, etc.

A minimum of 3 credits of statistics must be taken – STAT or HDFS

The selection of additional courses should be tailored to the individual graduate student’s interests, relying on the advice of his/her advisor and Doctoral Committee. The Doctoral Committee should be formed within one year of completion of the Qualifying Examination.

3. Seminar

In addition to NUTR 520 and 551 (listed in 1 c, d, e above), all students in the GPNS must attend the weekly GPNS colloquium (see “Seminar Policy” on page 6 for details). Each student must also present his/her dissertation research to the department as part of the GPNS Colloquium series after completion of the comprehensive exam but before completion of the dissertation defense (students will not be allowed to schedule their dissertation defense until they have presented their colloquium).

4. Communications Requirement (minimum of 2 credits for those admitted Fall 2015 and later) A candidate for the PhD degree in the GPNS must satisfy the communications requirement *before*

taking the Comprehensive Examination. The manner in which the communications requirement is satisfied must be approved by the student's Doctoral Committee.

- a. Two to 3 credits in 1 or more courses taken post-baccalaureate as part of the PhD requirements from 1 or more of the following areas:
 - College or extension teaching – Agricultural Education 530, Agricultural College Teaching; Higher Education 546, Principles of College Teaching; NUTR 602, Supervised Experience in College Teaching.
 - Writing – ENGL 418, Advanced Technical Writing and Editing; EDTHP 580, Improving Educational Writing
 - Logic or philosophy of science – Philosophy 410, Philosophy of Science; Philosophy 510, Advanced Topics in Philosophy of Science.
 - Foreign language; Education Testing Service competency in French or Spanish; Graduate School competency in other languages.
 - Computer applications.

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

Doctoral Committees

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

At least one regular member of the Doctoral Committee must represent a field outside the candidate's major field of study in order to provide a broader range of disciplinary perspectives and expertise. This committee member is referred to as the "Outside Field Member." In cases where the candidate is also pursuing a dual-title field of study, the dual-title representative to the committee may serve as the Outside Field Member (this is not the case when the advisor is representing both the major field and dual-title field).

Additionally, in order to avoid potential conflicts of interest, the primary appointment of at least one regular member of the Doctoral Committee must be in an administrative unit that is outside the unit in which the dissertation/performance advisor's primary appointment is held (i.e., the advisor's administrative home; in the case of tenure-line faculty, this is the individual's tenure home). This committee member is referred to as the "Outside Unit Member." In the case of co- advisors, the Outside Unit Member must be from outside the administrative home(s) of both co- advisors. In some cases, an individual may have a primary appointment outside the administrative home of the student's dissertation advisor and also represent a field outside the student's major field of study; in such cases, the same individual may serve as both the Outside Field Member and the Outside Unit Member. If the candidate has a minor, that field must be represented on the committee by a "Minor Field Member." Further details can be found at <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-600/gcac-602-phd-committee-formation/>.

The student is responsible for having the Doctoral Committee Appointment Signature Form completed (including the signature of the PIC), after which the student must submit this form to the Administrative Assistant to the GPNS. This form may be obtained from the Administrative Assistant to the GPNS.

PhD Student's Defense

The GPNS policies require PhD students to present a seminar on their research before their oral defense or final examination (see #3 under PhD Degree Course Requirements above). This should be scheduled by the student and Chair of the Doctoral Committee (i.e., advisor) in coordination with the GPNS Colloquium Chair for that particular academic year. The seminar must be announced to all faculty and students at least 1 week in advance as this seminar is required to be open to the public per The Graduate School policies. The colloquium does not have to cover the entirety of the dissertation but must include at least portions of the student's dissertation research findings.

In addition to the colloquium, a final examination is also required of all PhD candidates. This examination will include an oral presentation of the entire dissertation research project and an oral defense session and will be administered by the candidate's Doctoral Committee. There will be a question and response period which will relate in large part to the dissertation but, may cover the candidate's entire program of study because a major purpose of the examination is also to assess the general scholarly attainments of the candidate. At least 3 members of the Doctoral Committee (including the advisor) must be physically present at the final examination. The doctoral student must also be physically present at the examination. Additional members of the committee can be present electronically, as outlined by the Graduate School. Permission must be obtained by written letter to the graduate school for participation via distance of a committee member (requests must be submitted to the dean of the Graduate School for approval at least 2 weeks prior to the date of the examination. A written dissertation is required of each PhD student.

The student is responsible for completing and submitting the Examination Request Form for the Final Oral Examination to the Administrative Assistant to the GPNS. This form may be obtained from the Administrative Assistant to the GPNS. The Graduate School requires at least 2 weeks advance notice for the preparation of the final examination paperwork. Please see the Administrative Assistant to the GPNS for a Final Oral Exam Checksheet to review requirements that need to be met before scheduling your final oral exam. After receipt of the Examination Request Form for the Final Oral Examination by The Graduate School, the Report of Doctoral Final Oral Examination Form and Electronic Thesis and Dissertation Form will be sent by The Graduate School. The student is responsible for having the Report and (eTD) forms completed and for submitting these forms to The Graduate School.

Both the student and advisor are responsible for assuring the completion of a draft of the dissertation and for adequate consultation with members of the Doctoral Committee well in advance of the oral presentation/final examination. Major revisions to the dissertation should be completed before this final examination. The dissertation should be in its final draft (with appropriate notes, bibliography, tables, etc.) when it is distributed to committee members. Both the content and style should be correct and polished by the time the dissertation draft is in the hands of the committee. The Graduate School requires at least 2 weeks between the delivery of the *final draft* of the dissertation to committee members and the final examination. If a committee member finds that the final draft is not correct and polished with respect to content and style, it is the responsibility of the committee member to notify the advisor at least 1 week in advance of the final oral examination date. A favorable vote of at least two-thirds of the committee is required in order to pass the final examination. *The dissertation is not*

approved until changes requested by the committee have been made and approved.

C. QUALIFYING EXAMINATION POLICY

1. Objectives of the Qualifying Examination
 - a. To determine whether the student has the basic capacity for pursuing the Doctoral Program in Nutrition.
 - b. The Qualifying Examination should be fair, consistent, and equitable for all students, regardless of background.
 - c. To evaluate the student's strengths and weaknesses relative to specific areas of Nutrition.
 - d. The Qualifying Examination should be diagnostic and prescriptive in nature with the desired outcome being the identification of strengths and weaknesses. To follow up this process, the examination committee would then identify mechanisms to correct those weaknesses prior to the Comprehensive Examination.
 - e. To evaluate the English competency of the candidate, as required by the Graduate School (please refer to Appendix E).

2. Who Should Take the Qualifying Examination and When Will It Be Offered
 - a. For students with a MS degree, the Qualifying Examination must be taken prior to earning 24 graduate credits **OR** prior to completing 3 semesters, whichever comes first.
 - b. For those admitted directly into the PhD Program (without receiving the MS degree), the Qualifying Examination may be taken after 18 graduate credits beyond the baccalaureate are earned, but must be taken prior to completing 3 semesters **OR** before having earned 24 graduate credits. The student must be registered as a full-time or part-time degree student for the semester in which the Qualifying Examination is taken (students may complete the Qualifying Examination in the Summer session, only if they have been enrolled as full-time students in the previous Spring semester; if taking in the Summer, both the written and oral components must be accomplished by July 31).
 - c. The Qualifying Examination will be administered by the Qualifying Examination Committee and students will take it at the end of their first year (exceptions can be requested for someone who comes in without a nutrition background or someone who starts mid-year). Students will have approximately 4 weeks to complete the written portion. The oral portion will be scheduled approximately 1 week after the written portion is due.

3. Nature of the Qualifying Examination and Who Will Give It
 - a. A Qualifying Examination (QE) committee will be formed each year (appointed by the GPNS PIC and Department Head), selected to represent the breadth of knowledge in the major. The QE committee will be comprised of 3 tenured or tenure track faculty from within the GPNS, each representing one of the following areas: public health/applied, basic science, epidemiology.
 - b. The QE committee will choose 3 papers from the primary literature (one to represent each of the above 3 areas) and will also develop questions for the students to answer (the questions will be the same for all 3 papers).
 - c. Students can use any resources except for people (they may not consult with anyone)
 - d. A written report on the student and his/her performance over the first year in the program will be requested prior to the examination from each student's mentor; the committee will take into consideration the information provided by the mentor before making a final decision.
 - e. Written and oral English competency will be determined by the QE committee based upon a combination of the student's performance during the oral and written candidacy exam, along with evaluations from the instructors of Nutr 501, 502, and 520. If remediation is deemed

necessary for either oral or written skills, it is to be assigned by the QE committee and the student will receive a Provisional Pass. Once English competency has been deemed adequate, then a full pass will be granted by the QE committee in consultation with the PIC. If remediation is not deemed adequate, then the student will be dismissed from the program. **English competency must be deemed adequate before the comprehensive exam can be scheduled.**

- f. The QE committee will make the decision on pass/fail/fail with option to retake the exam for each student; the decision is based on the majority vote (if the vote is split between the 3 options, the decision will be “fail with the option to retake”).
 - g. All students will be notified in writing of the outcome of their performance on the oral and written components of the Qualifying Examination. The memo will outline the strengths and weaknesses of their performance. A copy of the memo needs to be retained by the Administrative Assistant to the GPNS.
 - h. If the student is deemed deficient and a provisional pass has been determined, then remediation efforts, including possible course work must be recommended to address this area. These efforts may entail a course, assigned readings, or other projects. The committee should seek to set a 9 to 12 month deadline to decide whether these weaknesses have been addressed. A second Qualifying Examination should not be given in the case of a provisional pass unless there is an extreme circumstance. Under no circumstances will a student be allowed to proceed to the Comprehensive Examination without express approval from the committee that all requirements have been met. The QE Committee will complete the Qualifying Examination Report Form. This form may be obtained from the Administrative Assistant to the GPNS and the completed form should be given to him/her. The Administrative Assistant to the GPNS will then complete and submit the appropriate form to The Graduate School.
4. Suggested Subject Matter in Which Knowledge May be Tested
- a. The baseline level of knowledge should be at the advanced undergraduate level of nutritional sciences and will be evaluated in both written and oral components.
 - b. The examination should explore the ability of the student to do integrative thinking. For example, being able to discuss a nutrient’s role in biochemical pathways, as well as public implications and clinical outcomes.
 - c. Example Basic Science Category Topics
 1. Homeostasis
 2. Metabolism
 3. Physiology of nutrient digestion and absorption
 4. Classical nutritional deficiencies
 5. Fundamentals of nutrition research
 - a. Mean, standard error, standard deviation, coefficient of variation, variance, degrees of freedom
 - b. Correlation, regression
 - c. Tests of significance, ANOVA
 - d. Research Design
 6. Current issues
 - d. Example Applied/Public Health Category Topics
 1. Dietary standards
 2. Food guides
 3. Major food sources of nutrients
 4. Nutritional status assessment
 5. Nutrient needs and dietary modification through the life cycle

D. COMPREHENSIVE EXAMINATION POLICY

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

Graduate students will be required to take a Comprehensive Examination with 2 components, one written and the other oral. The structure of the written component is established by the Comprehensive Examination Committee and may include preparation of a research proposal on a topic that is not the topic of the student's dissertation proposal, preparation of a review article, a closed book written examination or variations on these options. The oral component will be scheduled to be held within 1 to 2 weeks of the written examination. The oral component is not restricted to the topics addressed in the written component. The examination format is agreed upon by all members of the Committee and is not chosen solely by the primary mentor. If the student's committee feels that the student's performance has been adequately assessed, they may truncate the process before the completion of the 3-hour period. If the examination is passed, the student continues in the program; if the exam is failed, the student's program is terminated. A two-thirds favorable vote by the members of the committee is required to pass. Results of the examination are reported to the Office of Graduate Student Programs and will be entered onto the student's official record. The student is responsible for having the appropriate form completed by the Comprehensive Examination Committee. This form may be obtained from and must be submitted to the Administrative Assistant to the GPNS.

At least 3 members of the Comprehensive Examination Committee, including the student's advisor, must be physically present at the oral examination (thus, for a 5-person committee, 2 could participate via distance). Permission must be obtained by written letter to the graduate school for participation via distance of a committee member (the PIC will submit the written request but the student must notify the PIC of the need for this). No more than 1 member may participate via telephone; a second member could participate via video conference. The student must be physically present at the Comprehensive Examination.

Composition of Committee Members

Note that the comprehensive examination committee and the dissertation committee are comprised of the same people and referred to as the Doctoral Committee. The minimum number of members is 4 (students sometimes have 4 members for their comprehensive exam but then add 1 more member for the dissertation committee). Two members must be from the major field; 1 member must be from outside of the major field; the fourth and fifth members can be inside or outside the major field (at least 4 must be members of the Penn State Graduate Faculty). Additionally, the primary appointment of at least one regular member must be in an administrative unit that is outside the unit in which the dissertation advisor's primary appointment is held. This committee member is referred to as the Outside Unit Member.

E. POLICY ON TRANSFER OF CREDITS

The policy of the GPNS is identical to that of The Graduate School:

<http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-300/gcac-309-transfer-credit/>. A maximum of 10 credits of high-quality graduate work done at a regionally accredited institution may be applied toward the requirements for the Master's degree. Approval to apply transfer credits toward a degree program must be granted by the student's academic advisor and The Graduate School Assistant Director of Admissions. Other conditions are specified in the Graduate Degree Programs Bulletin. A student in a doctoral program may also apply for credits to be transferred as specified in the Graduate Degree Programs Bulletin. The bulletin states:

"Students may transfer up to a maximum of 10 credits of high-quality graduate work done at a regionally accredited institution to a Penn State graduate program. These credits must be above and beyond any credits used toward a conferred degree from an external institution. Credits that have been applied toward the degree requirements for a previous degree, whether at Penn State or elsewhere, may not be applied to degree requirements for a graduate degree at Penn State. A graduate program has the option of not transferring any credits from an external institution but can evaluate credits taken (even credits used towards a degree) and make exemptions to required courses or substitute courses, etc., for a Ph.D. graduate program. These exemptions are done at the department level. Additional criteria include:

- 1) MUST have been earned at an accredited institution, 2) MUST be of "A" or "B" grade value ("B-" grades are not acceptable; pass-fail grades are not transferable unless substantiated by former institution as having at least "B" quality), (3) MUST appear on an OFFICIAL graduate transcript, and (4) MUST be earned within the five (5) years prior to the date of registration to a degree program at Penn State."

The advisor must submit the request for transfer of courses, along with necessary transcripts, to the PIC of the GPNS for evaluation.

V. RECOMMENDED SCHEDULE FOR GRADUATE STUDENTS

A. MS Students

Before First Semester Begins

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

First Semester (Year 1)

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

Second Semester (Year 1)

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

Third Semester (Year 2)

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

Fourth Semester (Year 2)

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

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

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

B. PhD Students

Before First Semester Begins

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

First Semester (Year 1)

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

Second Semester (Year 1)

1. Complete formal course work, including NUTR 520 (seminar credit) and research credits as appropriate.
2. Complete Qualifying Examination (end of the first year).
3. Upon successful completion of Qualifying Examination, discuss your Doctoral Committee with your advisor and appoint within 1 year of passing Qualifying Examination.
4. Discuss TA course requests with advisor and PIC of the GPNS during annual evaluation. Complete on-line FERPA training.
5. Complete ethics training (online and required course) and/or any other required training as needed.

Third Semester (Year 2)

1. Complete formal course work, including NUTR 551 (seminar credit) and research credits as appropriate.
2. Complete Qualifying Examination, if not already completed.
3. Establish your Doctoral Committee, if not already completed; have meeting to discuss and develop dissertation research topics and plan of action for preparing research proposal and to discuss progress in course work and future courses necessary for completion of degree.
4. Complete Teaching Assistant experience (NUTR 602) credits, if appropriate.
5. Define dissertation research topic and begin preparing research proposal (see Appendix D).
6. Prepare for Comprehensive Examination.

Fourth Semester (Year 2)

1. Complete formal course work to complete plan of study, including NUTR 551 (seminar credit) if not already completed in Third Semester (Year 2); complete research credits.
2. Complete Teaching Assistant experience (NUTR 602) credits, if appropriate.
3. With advisor and Doctoral Committee (same as Comprehensive Exam Committee), discuss format and date for Comprehensive Examination (often completed during the summer after Year 2 or during the beginning of year 3).
4. After Comprehensive Examination, schedule and hold Doctoral Committee meeting to discuss research progress and set a date for completion of research proposal meeting.

Fifth Semester (Year 3)

1. Complete any final course work (if Comprehensive Examination has already been completed, you must ask permission from the PIC to take courses other than research credits with the exception of NUTR 551 (seminar credit), 1 credit of which must be completed during the 3rd year; complete research credits.
2. Complete Teaching Assistant experience (NUTR 602) credits, if not completed.
3. Complete Comprehensive Examination, if not completed.
4. Schedule and hold Doctoral Committee meeting to present research proposal (comprehensive exam must be passed first).

Sixth Semester (Year 3)

1. Complete any final course work (if Comprehensive Examination has already been completed, you must ask permission from the PIC to take courses other than research credits), including NUTR 551 (seminar credit) if not already completed in Year 3; complete research credits.
2. Complete Teaching Assistant experience (NUTR 602) credits, if not completed.
3. Complete Comprehensive Examination, if not completed.
4. Once Comprehensive Examination is completed, schedule and hold Doctoral Committee meeting to present research proposal.

Seventh Semester and Beyond (Year 4 and Beyond)

1. Complete research credits and dissertation research.
2. Write dissertation document, revising as needed with advisor.
3. Schedule public research seminar (as part of the GPNS Colloquium).
4. Schedule final oral defense with Doctoral Committee, at least 2 weeks in advance of the final defense date (and after the colloquium has been given).
5. Prepare final draft of dissertation, in format required by advisor, and distribute to Doctoral Committee at least two 2 weeks in advance of the final examination date.
6. Make all needed changes to the dissertation and turn in a final, completed copy.
7. Graduate.

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

VI. Appendices

Appendix A: Program Faculty - <https://hhd.psu.edu/nutrition/graduate-program/faculty>.

Appendix B: Suggested Course List

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

AG	400	Biometry/Statistics in the Life Sciences	NUTR	451	Nutrition Through the Lifecycle
AN SC	420	Animal Nutritional & Feed Technology	NUTR	452	Nutritional Aspects of Disease
AN SC	427	Milk Secretion	NUTR	501	Regulation of Nutrient Metab I
AN SC	506	Ruminology	NUTR	502	Regulation of Nutrient Metab II
BMB	400	Molecular Biology of the Gene	NUTR	583	Nutritional Epidemiology
BMB	401	General Biochemistry	NUTR/AN SC	506	Ruminology
BMB	402	General Biochemistry	NUTR	508	Critical Readings Molecular Nutr
BIOL	428	Population Genetics	NUTR	511	Maternal and Child Nutr
BIOL	437	Histology	NUTR	513	Atherosclerosis & Nutrition
BIOL	472	Mammalian Physiology	NUTR/VB SC	514	Prostaglandins & Leukotrienes
BIOL	473	Laboratory in Mammalian Physiology	NUTR	515	Mathematical Modeling
EDTHP	580	Improving Educational Writing	NUTR	520	Readings in Nutrition
ENGL	418	Advanced Technical Writing and Editing	NUTR/HD FS	532	Childhood Obesity
FD SC	400	Food Chemistry	NUTR/HD FS	533	Adult Obesity
FD SC	410	Chemical Methods of Food Analysis	NUTR/FD SC	534	Readings in Ingestive Behavior
HD FS	516	Methods of Res in Human Dev	NUTR	551	Seminar in Nutrition
HD FS	517	Multivar Change and Human Dev	NUTR	597	Special Topics
HD FS	518	Applied Statistics Lab (section 002 only)	STAT	480	Introduction to SAS
HD FS	519	Stat Analy in Human Dev	STAT	500	Applied Statistics
HD FS	523	Data Analysis in Dev Research	STAT	501	Regression Methods
HD FS	530	Longitudinal Structural Equation Model	STAT	502	Analy Variance/Design Exprmnts
MICRB	410	Principles of Immunology	STAT	505	Applied Multivariate Stat Analysis
NUTR	425	Global Nutrition Problems	STAT	509	Design & Analy of Clinical Trials
NUTR	445	Nutrient Metabolism I	STAT	511	Regression Analysis/Model
NUTR	446	Nutrient Metabolism II			

Appendix C: Standing Committees of the GPNS

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

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

Graduate Student Grievance Committee. Three faculty members appointed by the PIC and 1 student elected by the NGSA will constitute the committee. The committee will meet as required. Guidelines for addressing grievances are presented here. Graduate School guidelines can be found here: <http://gradschool.psu.edu/graduate-education-policies/gcac/gcac-800/gcac-802-procedures-for-resolution-of-problems/>.

1. A student with a grievance should refer to the "Resolution of Problems" procedures in the

Graduate Degree Programs Bulletin. For any problem arising within the GPNS, the student is encouraged to file a grievance with the GPNS's Graduate Student Grievance Committee before approaching The Graduate School about the issue. The Chair of the Graduate Student Grievance Committee will be announced at the beginning of each academic year and can be obtained from the PIC of the GPNS.

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

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

Appendix D: Research Proposal Guidelines

A research proposal must be prepared and typed by each graduate student for review by their Dissertation Committee. The purpose of this proposal is to solicit feedback from individual committee members early in the process of developing a research plan and to provide a mechanism for the student and committee members to meet as a group to discuss the plan, while fully recognizing constraints that individual mentors may have in directing the research. There is no "pass" or "fail" involved in this discussion. It is simply an opportunity for the committee and student to meet and discuss the dissertation plan. In addition, it is important to recognize that the proposal, much like a grant, is just that: a proposal. The actual research direction may need to change as initial data are collected, analyzed, and discussed. The proposal should be largely the work of the graduate student and will not be written by the advisor.

This proposal should not be the same proposal used to fulfill the Comprehensive Examination requirement. This proposal should be distributed to the student's Dissertation Committee (preferably at least 1 week in advance), and the proposal should document the reason(s) why the work is important, how the work is novel and should demonstrate that the proposed research can be accomplished within the time frame of the degree. Students should state a hypothesis in the proposal. A general format to follow is provided here. Submit the signed Research Proposal Meeting form (see Appendix J) to the GPNS Administrative Assistant after meeting with your committee members.

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

2. Research Plan

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

A. Specific Aims

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

B. Background and Significance

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

C. Research Design and Methods

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

D. Timetable

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

3. References

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

4. Budget

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

5. Consultants/Collaborators

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

Appendix E: English Competency for Graduate Students in the GPNS

A. Assessment of English Competency

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

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

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

In addition to these means of assessing English competency, during the first year, the student will be required to take 2 semesters of NUTR 520, presenting seminars as required as well as NUTR 501 and 502. The student's English competency will be evaluated by the instructors to determine, in part, if specific courses are required to improve spoken English competency. If the instructors identify a deficiency in verbal English skills, they will inform the PIC of the GPNS and the student's advisor that remediation is necessary. The PIC of the GPNS will discuss remediation with the student's advisor and Qualifying Examination Committee.

B. Improving English Competency of Students with Deficiencies

If the expected level of competence is not demonstrated, the Qualifying Examination Committee will recommend remediation, which may include specified courses for which a grade of B or better will be required. Courses such as ENGL 418 could be taken to improve written competency. In addition, the student might be required to take 2 additional semesters of NUTR 520, presenting additional seminars, during the second year in the program. The student also will have the opportunity to improve his/her oral communication skills by taking NUTR 551, Seminar, which also is a requirement of the GPNS.

C. Attainment of English Competency

After completion of the recommended remedial work, attainment of English competency by those students with deficiencies will be determined by the student's MS Thesis Committee or the PhD Qualifying Examination Committee in consultation with the PIC of the GPNS. If the student's committee believes that English competency has not been attained, the student will be dismissed from the GPNS.

Appendix F: MS Course Requirements and Checklist**Course Requirements**

DATE COMPLETED

1. Core courses (17 credits)

NUTR 501, Regulation of Nutrient Metabolism I, 4 credits

NUTR 502, Regulation of Nutrient Metabolism II, 3 credits

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

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

NUTR 551, Seminar, 1 credit

NUTR 583, Nutritional Epidemiology, 3 credit

500-level courses to achieve 4 credits

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

2. Supporting courses (6 credits)

Writing/communication courses (Course: _____), 3 credits

Statistics, Course: _____, 3 credits

3. Electives (4 credits)

400-level or 500-level courses to achieve 4 credits

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

4. Thesis Research credits (minimum of 6 credits)

NUTR 600, Credits: _____

NUTR 600, Credits: _____

NUTR 600, Credits: _____

NUTR 600, Credits: _____

Total (30 required course credits minimum): Credits: _____

Checklist

DATE COMPLETED

1. Core courses completed

2. MS Thesis Committee appointed

3. Thesis Research Proposal Approved by Thesis Committee

4. Public Oral Defense of Research & Final Exam with Thesis Committee

Appendix G: PhD Course Requirements and Checklist**Course Requirements**

DATE COMPLETED

1. Core courses (18 credits)

NUTR 501, Regulation of Nutrient Metabolism I, 4 credits

NUTR 502, Regulation of Nutrient Metabolism II, 3 credits

NUTR 520, Readings in Nutrition, Fall semester, 1 credit (Year 1)

NUTR 520, Readings in Nutrition, Spring semester, 1 credit (Year 1)

NUTR 551, Seminar, 1 credit (Year 2)

NUTR 551, Seminar, 1 credit (Year 3 or 4 if not done in Year 3)

NUTR 583, Nutritional Epidemiology, 3 credits

500-level courses to achieve 4 credits

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

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

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

Course: _____, Credits: _____

3. Seminar

Colloquium attendance every semester

4. Communications requirement (minimum of 2 credits)

NUTR 602, 2 credits or other course, Course: _____, 2 credits

Other requirement as determined by Doctoral Committee

5. Dissertation research credits

NUTR 600, Credits: _____

NUTR 600, Credits: _____

NUTR 600, Credits: _____

NUTR 600, Credits: _____

NUTR 601, Credits: _____ (post-comprehensive exam)

NUTR 601, Credits: _____ (post-comprehensive exam)

NUTR 601, Credits: _____ (post-comprehensive exam)

NUTR 601, Credits: _____ (post-comprehensive exam)

Checklist

DATE COMPLETED

1. Begin formal course work; prepare plan of study with advisor _____
2. Complete human subjects, animal care and use, laboratory safety training
Submit certificate(s) of completion to advisor and Administrative Assistant
to the GPNS _____
3. Complete FERPA training for Teaching Assistant experience
Submit certificate of completion to the Administrative Assistant
to the GPNS _____
4. Discuss Teaching Assistant experience with advisor/instructor of record _____
5. Qualifying Examination completed
Complete internal Qualifying Examination Report Form and
submit to Administrative Assistant to the GPNS _____
6. Doctoral Committee appointed _____
Complete Doctoral Committee Appointment Signature Form
and submit to Administrative Assistant to the GPNS
Dissertation Research Proposal Approved by Doctoral Committee _____
7. Doctoral Committee meeting in Year 2 _____
8. Doctoral Committee meeting in Year 3 _____
9. Doctoral Committee meeting in Year 4 _____
10. Doctoral Committee meeting in Year 5, if needed _____
11. Teaching Assistant experience completed (in Year 2 or 3) _____
Instructor-of-record to complete written evaluation _____
12. Core courses completed _____
13. Comprehensive Examination scheduled _____
Notify PIC of the GPNS and submit Examination Request for the Comprehensive
Examination Form to Administrative Assistant to the GPNS _____
14. Comprehensive Examination completed _____
Submit Report Form to Administrative Assistant to the GPNS _____
15. Dissertation Proposal Meeting completed _____
Submit signed Proposal Meeting Form to Administrative Assistant
to the GPNS _____
16. Colloquium Presentation of Dissertation Research _____
Coordinate with PIC of the GPNS and Chair
of GPNS Colloquium _____
17. Intent to graduate notification entered via LionPath _____
18. Oral Defense of Research and Final Examination with Committee _____
 - a. Schedule date and submit Examination Request for the Final Examination Form to
Administrative Assistant to the GPNS _____
 - b. Submit Results of Final Oral Examination Form and eTD Form to The Graduate School _____

Appendix H: Travel Grant Application**Nutrition Graduate Student Travel Grant Application**

 Applicant's Name

 PSU ID #:

 Previous Support: Yes _____ No _____

 Purpose of Travel:

 Paper Presentation:

Oral: _____ Poster: _____ Title: _____

 Name of Conference:

 Location of Presentation :

 Dates of Travel (Inclusive):

Year in graduate program: _____

Degree: PhD _____ MS _____

Post-comprehensive status: _____

Post-candidacy status: _____

Estimated Budget for Conference:

1. Transportation Costs: _____ (modes of transportation: _____)
 2. Lodging: _____
 3. Food: _____
 4. Abstract submission fee: _____
 5. Registration: _____
 6. Other: _____
- TOTAL Estimated Expenses: _____

Indicate where expenses that are NOT covered by the Departmental contribution (if any) will be charged:

BUDGET/SOURCE OF FUNDING: _____ cc: _____

Name of Grant if applicable: _____

End date of Grant: _____

NOTE: Approved funds will be reimbursed via ERS report to offset actual expenses!

To be completed by Professor-in-Charge:

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

I recommend this student receive travel funds based on his/her record and the current status of his/her research.

 Signature of Professor-in-Charge

 Date

Appendix I: Annual Evaluation-Student Form

GPNS STUDENT ANNUAL EVALUATION

Student:

Advisor:

Degree goal (PhD, MS):

Semester in Program:

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

Please complete and provide to your advisor with a copy of your most recent transcript and CV prior to meeting with him/her to discuss.

PhD PROGRAM REQUIREMENTS	Date Completed (leave blank if not yet completed)	Anticipated Completion
Core course: NUTR 501		
Core course: NUTR 502		
Core course: NUTR 520 (1 cr, 1 st semester)		
Core course: NUTR 520 (1 cr, 2 nd semester)		
Core course: NUTR 551 (1 cr year 2)		
Core course: NUTR 551 (1 cr year 3)		
Core course: 500-level courses (minimum 4 cr)		
•		
•		
Stats course (minimum 3 cr):		
Additional courses: (minimum 12 cr, at least 5 of which are 500-level)		
•		
•		
•		
•		
Oral and Written English Competency: Acceptable rating by Qualifying Examination Committee, or, remediation completed		
Communications requirement (minimum 2 cr):		
RISE 597 (1 credit)		
FERPA Training (must complete before teaching)		
TA experience 1		
TA experience 2		
Qualifying Examination		
Doctoral Committee established		
Comprehensive Exam (end of 2 nd year/beginning of 3 rd year)		
Research Proposal Meeting		
Colloquium Presentation		
Dissertation Defense		

On a separate page please complete the following:

- When did you last meet with your committee?
- Describe progress you have made in the past academic year toward thesis/dissertation *research*
- Describe progress you have made in the past academic year toward non-thesis/dissertation *research*
- If you TAed this year, provide a brief description of that experience
- Provide the full citations for any of the following that you published or prepared during the past fiscal year (July 1 – June 30).
 - a. Peer-reviewed research articles
 - b. Reviews
 - c. Book chapters
 - d. Papers-in-progress (only include if a significant draft has already been completed)
 - e. Public presentations – oral, poster
 - f. Abstracts
 - g. Non-peer-reviewed publications
- Additional comments & goals for next year

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

Please meet with your student to discuss his/her progress. Sign and forward this form, the transcript and CV to Mary Balboni (mbm145@psu.edu). The pic will then meet with the student and place a copy of the final signed form in the student's file.

Overall evaluation of research and academic progress:

	Superior	Satisfactory	Unsatisfactory	Inadequate Opportunity to Observe	Not Applicable
Thesis Research					
Non-Thesis Research					
Academic Progress					

Advisor comments & goals for next year (*please remember that, for first year students, these notes will be shared with the Qualifying Examination Committee and they will consider them when evaluating each candidate*):

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

Progress on data collection:

Manuscripts/Abstracts:

Presentations:

Additional Comments:

Signatures Required

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

Print name _____ Signature _____

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

Print name _____ Signature _____

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

Print name_Laura E. Murray-Kolb_____ Signature _____

Student: I confirm that I met with the PIC to discuss progress.

Print name _____ Signature _____

Appendix J: Research Proposal Approval Form

Research Proposal Meeting Form

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

Student name (<i>Print</i>)	Student (<i>Signature</i>) and (<i>Date</i>)
-------------------------------	--

Advisor (<i>Print</i>)	Advisor (<i>Signature</i>) and (<i>Date</i>)
--------------------------	--

Committee Member (<i>Print</i>)	Member (<i>Signature</i>) and (<i>Date</i>)
-----------------------------------	---

Committee Member (<i>Print</i>)	Member (<i>Signature</i>) and (<i>Date</i>)
-----------------------------------	---

Committee Member (<i>Print</i>)	Member (<i>Signature</i>) and (<i>Date</i>)
-----------------------------------	---

Committee Member (<i>Print</i>)	Member (<i>Signature</i>) and (<i>Date</i>)
-----------------------------------	---

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

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

VII. MISCELLANEOUS

A. Registration Reminders

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

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

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

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

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

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

B. Community Resources for Graduate Students

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

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

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

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

Centre County Faith Centre, www.faithcentre.info; 814-355-0880 (phone)

State College Interfaith Mission, www.ihs-centrecounty.org 814-234-7731 (phone)

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

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

State College Area Food Bank, www.scfoodbank.org, 814-234-2310 (phone)

Penn State Lion's Pantry, <https://thelionspantry.psu.edu/>

Campus Resources:

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

C. Resources for Reporting Wrongdoing and Suspected Child Abuse

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

Reporting a crime:

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

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

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

* The University-wide designated sexual harassment resource person for students: The Gender Equity Center: <https://studentaffairs.psu.edu/genderequity>.

* Information on sexual assault services:
<https://studentaffairs.psu.edu/health-wellness/medical-services/services/sexual-assault-services>.

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

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

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

The following University offices also are available:

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

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

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

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

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

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

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

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