THE NUTRITION GRADUATE PROGRAM HANDBOOK

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The Nutrition Graduate Program Handbook

What is this Handbook About?

This handbook provides a description of the Nutrition Graduate Program and a summary of its policies and degree requirements. Also included is a list of the graduate faculty and other important information. All graduate students are responsible for reading this handbook and becoming familiar with the policies. Every semester students should review the steps needed to maintain progress toward graduation. The Graduate Student Services and Progress Office provides a list of Degree Completion Steps to keep you on track:

Master’s Plan A

Master’s Plan B

Doctoral Students

Additional important information and policies regarding graduate studies at the University of Minnesota are described in the Graduate School Student Services and Progress (GSSP)

What is the Nutrition Graduate Program?

The interdisciplinary Nutrition Graduate Program at the University of Minnesota draws on faculty, courses, and facilities University-wide. With this approach we offer you the opportunity to tailor a program to your specific interests, using the resources of departments from several University schools and colleges.

Departments or divisions that participate in the Nutrition Graduate Program

- Food Science and Nutrition (College of Food, Agricultural, and Natural Resource Sciences)
- Epidemiology (School of Public Health)
- Kinesiology and Leisure Studies (College of Education and Human Development)
- Biochemistry and Molecular Biology (School of Medicine/College of Biological Sciences)
- Department of Medicine (School of Medicine)
- Family Medicine and Community Health (School of Medicine)
- Psychiatry (School of Medicine)
- Surgery (School of Medicine)
- Hormel Institute

Faculty members bring sponsored grants from the National Institutes of Health, U.S. Department of Agriculture, Veterans Administration, and various food/health industries and commodity groups. Nutrition research opportunities are available in many areas, including dietary fiber, cancer, cardiovascular disease, maternal and child nutrition,
phytochemicals, antioxidants, energy metabolism, exercise and nutrition, obesity and nutrition education.

Although administrative services for the Nutrition Graduate Program are provided by the College of Food, Agricultural and Natural Resources Sciences (CFANS) and the Department of Food Science and Nutrition (FScN), policies and procedures are established by the entire Nutrition graduate faculty and Graduate School.

**What Degrees are Available?**

The Nutrition Graduate Program offers both master of science (M.S.) and doctor of philosophy (Ph.D.) degrees. In addition there is a dietetic internship program for graduate students (U of M–TEP DI Program) which provides the professional experience needed to become a registered dietitian. Further information is in later sections.

**What are the Prerequisites for Admission?**

Nutrition is a biological science. Consequently, it is expected that entering students will have a similar science background to students entering any other graduate biology program. The following courses are prerequisites for the Nutrition program:

- General chemistry
- Organic chemistry
- Introductory biology
- Biochemistry
- Physiology
- Statistics
- FScN 1112, Principles of Nutrition *
- FScN 3612, Lifecycle Nutrition *
- FScN 4612, Advanced Human Nutrition *

*Completion of nutrition courses before admission is highly recommended, but they may be taken after beginning the program

**Fulfilling Requirements for Nutrition Prerequisite Courses**

All students entering the program after Spring semester 2012 need to fulfill the requirements for nutrition prerequisite courses by taking the courses for credit on an A-F basis and receiving a grade of "B" or better. Students who entered the program prior to Spring semester 2012 can fulfill the requirements by 1) taking the courses (on an A-F basis and not on an S-N or audit basis), or 2) by taking the final exam (if cumulative) or all exams (if not cumulative) and receiving a grade of "B" or better. A student who successfully “tests out” of a course may have the prerequisite requirement waived after the Director of Graduate Studies (DGS) receives the result from the course instructor. Students with a bachelor's degree in Nutrition will generally have taken the equivalent of these three courses and will not have to retake them. However, if the DGS determines that a student is lacking in these courses, the student may be required to take them during their graduate
How Do I Get Admitted?

Application information and instructions are available on our website http://fscn.cfans.umn.edu/graduate-programs/application-instructions

After review of your application by the Graduate Studies Committee, applicants that meet the basic admissions criteria are notified they are “admissible” to the program. In order to be formally admitted, admissible applicants must acquire a faculty advisor.

Students accepted into the doctoral program generally already have an M.S. degree. Exceptionally strong students without an M.S. degree are occasionally considered for direct admission to the doctoral program. However, most students without an M.S. degree are admitted into the master’s program. Students enrolled in the master’s program may bypass the M.S. degree and switch to the Ph.D. program if they have the support of their advisor and several conditions are met. See Appendix E for more information regarding a change of status.

How Do I Get an Advisor and Financial Support?

The advisor’s role is to assist their graduate students in planning coursework and supervising their research projects.

Applicants that are found admissible are not automatically assigned an advisor. If you are admissible, your name is added to a list of applicants looking for an advisor which is circulated to graduate faculty. Faculty interested in advising you will contact you directly to discuss their interest and any availability of financial support. Additionally, if you have one or two specific faculty members with whom you would like to work, you may contact them directly to discuss your background and goals. However, please limit your contact to the few faculty members whose work truly interests you. Note that faculty are happy to hear from applicants who share their research interests, but they may not be in a position to accept new students at this time.

If a faculty member offers to advise you without financial support and you agree to those terms, you must not expect that graduate program funding will become available to you at some later date. Instead, you should seek to secure independent funding for the full duration of your graduate studies.

Advisors and funding are limited, and not guaranteed to all applicants deemed admissible. There is no separate application to be completed for assistantships, or list of current advisee openings or faculty with funding, as these vary according to term and faculty member.

Additional Financial Support Resources
What are the Master’s Degree Requirements?
The master’s degree has a minimum of 30 credits, comprised of 14 graduate level course credits in Nutrition, 6 credits in a minor or supporting field outside the major, and 10 thesis
14 Graduate Level Course Credits in Nutrition

- NUTR 8621, Presentation Skills (Fall, 1cr)  Should be taken the first fall semester
  An orientation class taught by the Director of Graduate Studies (DGS)

- Graduate Nutrition core series*
  NUTR 5624 - Nutrition and Genetics (Fall, 2 cr)
  NUTR 5625 - Nutritional Biochemistry (Fall, 3 cr)
  NUTR 5626 - Nutritional Physiology (Spring, 3 cr)
  NUTR 5622 - Vitamin and Mineral Biochemistry (Spring, 3 cr)

*If a student has taken these core course(s) or their equivalents (the equivalence will be evaluated by the Director of Graduate Studies), they must take other courses to achieve the equivalent number of graduate level course credits. These may be from any nutrition course that is 5xxx or 8xxx, or FScN 4622 Nutritional Toxicology, or 6xxx courses if taught through Public Health.

- One 8xxx level course (2 cr.) from the following list (these courses are open to students who have completed two semesters in the program):
  NUTR 8620, Advances in Nutrition (Spring)
  NUTR 8xxx Nutrition and Cancer (every other Fall)

6 Graduate Level Course Credits Outside the Major

- Must include one graduate level Statistics course.
- Students enrolling Fall semester 2015 and later must include one graduate level research methods course (at least 2 cr.). Students can select from a list of recommended courses already offered across the university in consultation with their advisor. See Appendix J for the current list of courses.
- Other courses may be from any field but must be at the 5xxx or 8xxx level. (Exceptions: 6xxx Public Health courses are allowed.)

10 Thesis or Project Credits

- Plan A/thesis students must register for a minimum of 10 Master’s Thesis Credits (NUTR 8777). Plan A requires an original research project to be completed with the results subsequently reported as a thesis. Its purpose is for students to learn how to demonstrate familiarity with the tools of research or scholarship in Nutrition, to work independently and present the results of their investigation effectively. Thesis formatting instructions are available on the Graduate School website http://www.grad.umn.edu/current-students-graduate-student-services-progress/thesis-submission
• Plan B is similar to the Plan A but involves less research. It includes additional coursework and completion of a special project. Plan B/project students must take an additional 10 credits of coursework and/or Independent Study (NUTR 8695). The student’s advisor specifies both the nature and extent of the course and project work necessary to satisfy this requirement. The Plan B project should involve a combined total of approximately 120 hours (the equivalent of three full-time weeks) of work. The independent study form and instructions (NUTR 8695) can be found here: http://fscn.cfans.umn.edu/graduate-programs/student-forms
If a student begins as a Plan A MS student and has taken Master’s Thesis Credits NUTR 8777, these credits do not factor into the total number of credits needed. The student must submit a Registration Exception Request asking to exchange the Thesis Credits for Independent Study Credits in order to reach the minimum of 30 coursework credits.

• Previous theses and Plan B papers are available for review in the FScN Library, room 220. See Sue Winkelman in the reception office, room 225A, to check out items.

Additional Master’s Degree Requirements (Plan A and Plan B)

• The 14 graduate level course credits in Nutrition must be taken on an A/F basis (except NUTR 8621). Biostatistics should also be taken on an A/F basis but the other required courses outside the major can be taken S/N.

• Maintenance of a 2.8 GPA

• In addition to the academic requirements, students are expected to obtain teaching experience. All MS Nutrition graduate students are expected to assist in teaching a course two times.

• Seminar Presentation (A presentation of your thesis or project work at the Graduate Seminar. Nutrition students do not register for the Seminar. It is not graded and usually given during the last semester.)

• Passage of a Master’s Final Oral Exam (see details below and in Appendix C)

• Completion of a Master’s Thesis or project. The department and Graduate School each require a copy of the master’s thesis upon completion. The Department requires a copy of the Plan B paper. Advisors will not sign the Final Examination Report form after the final oral defense for Plan B MS students until they receive the final, revised copy of the student’s Plan B paper. The advisor should ask other committee members to sign the Report form, but retain the form until he or she receives the final, revised copy of the Plan B paper. The student can submit an electronic or hard copy to his or her advisor. The electronic or hard copy of the Plan B paper should be forwarded to the Program Coordinator (Nancy Toedt) to be stored in the Department. If it is a hard copy, it should be spiral bound prior to submitting to the advisor. The Graduate School does
Details about the Master’s Final Oral Exam

Master’s students must pass a final oral exam to complete their degree. Important points regarding the exam are:

- The final exam covers the major and related fields, and may include any work relevant to these fields.

- The examining committee consists of two members from the major field and one from a related field. The committee is chosen by agreement between the student and advisor, but must be approved by the DGS, the College and the Graduate School.

- The student must make the thesis or Plan B project available to the examining committee at least 14 days before the exam.

- The exam is closed, with only the student and the examining committee present.

See this link to determine who is eligible to serve on your examining committee: [http://www.policy.umn.edu/policies/education/education/appointgradcomm.html](http://www.policy.umn.edu/policies/education/education/appointgradcomm.html)

See this link to assign your examination committee members: [http://www.grad.umn.edu/students/examiningcommitteesnew/index.html](http://www.grad.umn.edu/students/examiningcommitteesnew/index.html)

See this link for administrative policy on Master's degree completion: [http://www.policy.umn.edu/Policies/Education/Education/mastersCOMPLETION.html](http://www.policy.umn.edu/Policies/Education/Education/mastersCOMPLETION.html)

Example Schedule for the Master’s Degree

Fall Semester 1
NUTR 8621, Presentation Skills, 1 cr (students should take this course their first fall semester)
NUTR 5625 - Nutritional Biochemistry, 3 cr
PUBH 6450, Biostatistics I, 4 cr
Begin thesis literature review
Begin thesis research

Spring Semester 2
NUTR 5622 - Vitamin and Mineral Biochemistry, 3 cr
NUTR 5626 - Nutritional Physiology, 3 cr
Fulfill 1st Teaching Assistant (T.A.) responsibility
Prepare final draft of literature review

Fall Semester 3
NUTR 5624 - Nutrition and Genetics 2 cr
NUTR 8xxx, 2 cr
Research Methods Course (at least 2 cr.)
Fulfill 2nd T.A. responsibility.
Submit abstract for presentation at national/international meeting

Spring Semester 4
NUTR 8620, 2 cr (if NUTR 8xxx course requirement was not taken fall semester)
Master’s Thesis or Plan B project credits (These should be taken throughout program if student has a RA or TA appointment in order to reach 14 credits each semester.)
Begin writing publication(s)/thesis (Writing may begin earlier.)
Present research at Graduate Seminar
Master’s Final Oral Exam

Outside Major Course Information and Terms Offered
Statistics
PUBH 6450, Biostatistics I (4 cr, fall, spring, every year)
PUBH 6451, Biostatistics II (4 cr, spring, every year)
STAT 5021 Statistical Analysis (4 cr, fall, spring, every year)

Research Methods Course: See Appendix J for the current list of courses. Consult with advisor before choosing a course.

Spring Semester: PUBH 6450/6451 MAY conflict with NUTR 5622
Electives must be taken at the 5xxx or 8xxx level. Exception: FScN 4622 (Nutritional Toxicology) and 6xxx Public Health courses are allowed.

Important Deadlines for Master’s Degree Completion

1. Register every fall and spring semester until your degree is awarded.
2. Complete Annual Student Progress Report every spring semester and discuss progress with advisor.
3. Complete Graduate Degree Plan and Nutrition Milestone Form (Appendix H) at least one semester prior to anticipated graduation.
4. Assign members to master’s final exam committee at least one month prior to exam.
5. Download Graduation Packet up to one semester before Master’s Final Exam.
6. Schedule final exam. Notify the advisor and other members of the Master’s Final Exam Committee at least two weeks in advance that the thesis or Plan B project will be delivered on a particular date. All Exam Committee members must have at least two weeks to read the thesis or Plan B project after it has been delivered.
7. Submit Graduate Application for Degree the first business day of anticipated month of graduation.
8. Obtain signatures for Reviewer’s Report prior to the final exam. (Plan B does not require the Reviewer’s Report.)
9. Submit Reviewer’s Report and Final Examination Report no later than the last business day of anticipated month of graduation.
10. After Master’s Final Exam, make corrections or revisions to the thesis or Plan B project. Submit thesis within six months of the final exam date to GSSP Office and submit one bound copy of the thesis to FScN Student Services in 225J FScN. The Plan B paper does not require a hard cover, but must be in a securely bound material. See page 8 for more information.
11. Perform required Departmental laboratory checkout. Turn in keys.
12. Students are encouraged to schedule an exit interview with the Department Head.

For links to the forms needed for these degree completion steps see:

Master’s Plan A

Master’s Plan B

For answers to frequently asked questions see:
http://www.policy.umn.edu/Policies/Education/Education/MASTERSCOMPLETION_FAQ.html

Time Limit for Earning the Master’s Degree

All requirements for the master’s degree must be completed and the degree awarded within the shorter of five calendar years after initial enrollment in the graduate program. Students who are unable to complete the degree within the time limits described above due to extraordinary circumstances may petition the program and collegiate unit for an extension of up to 12 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition by the deadline. If a petition is approved, the student is notified in writing of the expectations for progress and for the month/year of degree conferral. If the petition is denied, the student is notified in writing that he or she will be terminated from the graduate program upon expiration of the limit. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed. For a petition form see http://www.grad.umn.edu/students/forms/masters/index.html

What are the Doctoral Degree Requirements?

The doctor of philosophy is primarily a research degree. Consequently, it’s heavily focused on the research project and less on coursework. The following research areas are
available in the program:
  - Human Nutrition
  - Nutritional Biochemistry
  - Public Health Nutrition

The Ph.D. degree requires a minimum of 52 credits. If you have a MS in Nutrition from UMN, the Ph.D. degree requires a minimum of 48 credits (14 Graduate Level Nutrition credits and 6 credits outside the major will have already been completed and can be used toward the Ph.D. requirements).

16 Graduate Level Course Credits in Nutrition

- NUTR 8621, Presentation Skills (Fall, 1cr) Should been taken the first fall semester
  An orientation class taught by the Director of Graduate Studies (DGS)

- Graduate Nutrition core series*
  NUTR 5624 - Nutrition and Genetics (Fall, 2 cr)
  NUTR 5625 - Nutritional Biochemistry (Fall, 3 cr)
  NUTR 5626 - Nutritional Physiology (Spring, 3 cr)
  NUTR 5622 - Vitamin and Mineral Biochemistry (Spring, 3 cr)

- Two 8xxx level courses (2 cr.each) from the following list (these courses are open to students who have completed two semesters in the program):
  NUTR 8620, Advances in Nutrition (Spring)
  NUTR 8620 Advances in Nutrition: Fall 2014 topic is Obesity Prevention, from the Molecule to the Bedside (every other Fall)
  NUTR 8xxx Nutrition and Cancer (every other Fall beginning in 2015)

12 Graduate Level Course Credits Outside the Major

- Must include one graduate level Statistics course.
  Students enrolling Fall semester 2015 and later must include one graduate level research methods course (at least 2 cr.). Students can select from a list of recommended courses already offered across the university in consultation with their advisor. See Appendix J for the current list of courses.
- Other courses may be from any field but must be at the 5xxx or 8xxx level.
  (Exceptions: 6xxx Public Health courses are allowed)

Certain course requirements may be deemed met if their equivalents were taken at another institution and the transfer of graduate courses for credit may also be considered when a student submits their Graduate Degree Plan to the DGS for approval.

24 Doctoral Thesis Credits (NUTR 8888)

Additional Doctoral Degree Requirements

- The 16 graduate level course credits in Nutrition must be taken on an A/F basis (except
NUTR 8621). Biostatistics should also be taken on an A/F basis but the other required courses outside the major can be taken S/N.

- Maintenance of a 3.0 GPA
- In addition to the academic requirements, students are expected to obtain teaching experience. All PhD Nutrition graduate students are expected to assist in teaching a course three times.
- Passage of a preliminary written exam (See Appendix C)
- Passage of a preliminary oral exam (See Appendix C)  
  (taken after passage of the preliminary written exam)
- Passage of a final oral exam (See Appendix D)
- Completion of a doctoral thesis

For instructions see [http://www.grad.umn.edu/current-students-graduate-student-services-progress/thesis-submission](http://www.grad.umn.edu/current-students-graduate-student-services-progress/thesis-submission)

**What is the Doctoral Preliminary Written Exam About?**

All Ph.D. students take a preliminary written examination when most or all of their coursework is completed, normally prior to the third semester following completion of the M.S. degree or prior to the beginning of the fifth semester in residence for the Ph.D. The written exam is a test of the breadth of general nutrition knowledge, as well as the ability to integrate and communicate knowledge regarding specific topics. The examination is given once yearly, one to two weeks after the end of spring semester. The student must notify the DGS by March 1 if they intend to take the examination. The examination is a take-home exam and students are given one month to complete it. Results are usually available by the end of July. The exam consists of questions in general nutrition and in the student's area of specialization which may be:

- Human Nutrition *(includes normal and clinical nutrition)*
- Nutritional Biochemistry *(includes nutritional biochemistry, molecular biology of nutrients and physiology)*
- Public Health Nutrition *(students who wish to focus on epidemiology should choose this as their area of specialization)*

For details of the grading and scoring of the exam, consult Appendix C.

**...And Is There an Preliminary Oral Exam as Well?**

A preliminary oral examination is taken after the preliminary written examination but before writing the thesis. The exact scheduling is at the discretion of the student and their advisor. The student must schedule the exam through the Graduate School at least one
week prior to the exam date. (See more information below.)

The student must have an approved degree plan on file prior to taking the preliminary oral exam. Some effort toward the development of a thesis topic also should have been made, although development to the point of data collection is not required.

The examining committee has a minimum of four members, three in the major area, including the research advisor, and one in the field outside the major. University-wide graduate education policy regarding committee membership can be found at: http://www.policy.umn.edu/Policies/Education/Education/APPOINTGRADCOMM.html.

The Documentation of Nutrition Program Milestones Form must be approved by the DGS prior to approval of the examining committee (see Appendix H). The examining committee and its chair are approved by the advisor, committee members, DGS, the College and GSSP after considering the student and advisor recommendations. Generally, the chair of the exam committee will set the specific time-sequence and protocol of the events in the exam. The student should consult with the chair of the exam committee with regard to more specific information.

The goal of the preliminary oral exam is to assess the student's ability for critical thought related to nutrition in the context of a presentation of a research topic. A written Proposed Research Summary must be provided to each examiner two weeks before the scheduled date of the oral exam (see Appendix C for more information). The preliminary oral exam is a challenge for innovative scientific thinking and typically not a test of the breadth of general nutrition knowledge. Since the preliminary written exam does not include questions in the minor or supporting areas, students may expect broad questions related to these. If the preliminary oral examination is failed, it may be repeated once, at the discretion of the examining committee. After successful completion of the preliminary written and oral exams, the student is officially considered a Ph.D. candidate.

For details of the grading and scoring of the exam, consult Appendix C.

See this link to assign members to your preliminary oral exam committee: http://www.grad.umn.edu/students/examiningcommitteesnew/index.html
See this link to schedule your preliminary oral exam: http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctor alcompletion_appa.pdf

So What is the Doctoral Final Oral Exam?

The final oral examination is a defense of the thesis and is scheduled upon completion of the thesis. It must be scheduled through the Graduate School at least one week in advance of the exam date. (See more information below.) The final oral examination consists of a public seminar in which the candidate presents the thesis and to which the scholarly community is invited. It will be publicized by the program coordinator. The examination is limited to the candidate’s thesis subject and relevant areas. A closed meeting between the candidate and the appointed examining committee immediately follows the thesis presentation. The total
exam will not exceed three hours. Upon request, students may also do a presentation at the department seminar near the completion of their degree.

The make-up of the doctoral final oral examination committee is agreed upon by the student and advisor and submitted to the advisor, committee members, DGS, the College and the GSSP for approval. The University-wide graduate education policy regarding eligibility to serve on the doctoral final oral examination can be found at http://www.policy.umn.edu/Policies/Education/Education/APPOINTGRADCOMM.html.

This committee may be composed of the same examiners as the preliminary oral exam, or it may be different. Students must obtain agreement from examiners prior to listing them as committee members. There are a minimum of four members, three from the major area and one from the minor or supporting areas. The chair of the doctoral final oral examination committee may not be the candidate’s advisor or co-advisor. These members are suggested members and the DGS, as well as the Graduate School, are not obligated to constitute the committee as suggested by the student and advisor.

For details of the grading and scoring of the exam, consult Appendix D.

See this link for administrative policy on doctoral degree completion:
http://www.policy.umn.edu/Policies/Education/Education/DOCTORALCOMPLETION.html
See this link to assign members to your final oral exam committee:
http://www.grad.umn.edu/students/examiningcommitteesnew/index.html
See this link to schedule your final oral exam:
http://www.grad.umn.edu/sites/grad.umn.edu/files/doctoral%20phd%20edd.pdf

Example Schedule for the Nutrition Doctoral Degree

Fall Semester 1
NUTR 8621, Presentation Skills, 1 cr (students should take this course their first fall semester)
NUTR 5625 - Nutritional Biochemistry, 3 cr
PUBH 6450, Biostatistics I, 4 cr
Begin thesis literature review
Begin thesis research

Spring Semester 2
NUTR 5622 - Vitamin and Mineral Biochemistry, 3 cr
NUTR 5626 - Nutritional Physiology, 3 cr
Fulfill 1st Teaching Assistant (T.A.) responsibility
Update literature review as needed throughout
Take Written Preliminary Exam

Fall Semester 3
NUTR 5624 - Nutrition and Genetics 2 cr
NUTR 8620, Advanced Topics, 2 cr
Research Methods Course (at least 2 cr)
Submit Degree Plan and Assign members to Oral Preliminary Exam Committee (if successfully passed the written prelim exam)
Fulfill 2nd T.A. responsibility
Submit abstract for presentation at national/international meeting

Spring Semester 4
NUTR 8620, Advanced Topics, 2 cr
PUBH 6451, Biostatistics II, 4 cr
Take Written preliminary Exam if not taken the prior spring semester

Fall Semester 5
Take Oral Preliminary Exam (This may be taken earlier, depending on when the written prelim is taken)
Begin writing publication(s)/thesis
Fulfill 3rd T.A. responsibility
Submit abstract for presentation at national/international meeting

Spring Semester 6
Complete thesis research.
Assign members to Final Exam Committee Complete writing publication(s)/thesis

Outside Major Course Information and Terms Offered
Statistics
PUBH 6450, Biostatistics I (4 cr, fall, spring, every year)
PUBH 6451, Biostatistics II (4 cr, spring, every year)
STAT 5021 Statistical Analysis (4 cr, fall, spring, every year)

Research Methods Course: See Appendix J for the current list of courses. Consult with advisor before choosing a course.
Spring Semester: PUBH 6450/6451 MAY conflict with NUTR 5622
Electives must be taken at the 5xxx or 8xxx level. Exception: FScN 4622 (Nutritional Toxicology) and 6xxx Public Health courses are allowed.

Important Deadlines for Doctoral Degree Completion

1. Register every fall and spring semester until your degree is awarded.
2. Complete Annual Student Progress Report in March every year.
3. Complete Graduate Degree Plan in the second year.
4. Complete Preliminary Written Exam at the end of the first or second year.
5. Assign members to Preliminary Oral Exam Committee at least one month prior to exam. Complete Nutrition Milestone Form (Appendix H) at the same time.
6. Schedule Preliminary Oral Exam at least three weeks in advance. Notify the advisor and other members of the Oral Preliminary Exam Committee at least two weeks in advance that the prelim exam proposal will be delivered on a particular date. All Examining Committee members must have at least two weeks to read the
proposal after it has been delivered. Notify GSSP of scheduled exam at least one week in advance.

7. Submit Preliminary Oral Exam Report to GSSP.

8. Assign members to Doctoral Final Exam committee at least one month prior to exam.

9. Download Graduation Packet up to one semester before Final Exam.

10. Schedule Final Exam. Notify the advisor and other members of the Final Examination committee at least two weeks in advance that the dissertation will be delivered on a particular date. All Examining Committee members must have at least two weeks to read the dissertation after it has been delivered. Notify the FScN Graduate Program Coordinator of the date, time and room of the public portion of the exam so it can be publicized. Notify GSSP of scheduled exam at least one week in advance.

11. Submit Graduate Application for Degree the first business day of anticipated month of graduation.

12. Obtain signatures for Reviewer’s Report prior to the Final Exam.

13. Submit Final Examination Report and the Reviewer’s Report no later than the last business day of anticipated month of graduation.

14. After final exam, make corrections or revisions to the dissertation. Submit dissertation within six months of the final exam date to GSSP Office and submit one bound copy of the thesis to FScN Student Services in 225J FScN.

15. Perform required Departmental laboratory checkout. Turn in keys.

16. Students should schedule an exit interview with the Department Head.

For links to the forms needed for these degree completion steps see:
Doctoral Degree Completion Steps
http://www.grad.umn.edu/sites/grad.umn.edu/files/doctoral%20phd%20edd.pdf

Time Limit for Earning the Doctoral Degree
All requirements for the doctoral degree must be completed and the degree awarded within eight calendar years after initial enrollment to the graduate program. Students who are unable to complete the degree within the time limits described above may petition the program and collegiate unit for one extension of up to 24 months. Students must obtain the approval of their advisor/s and program DGS and submit the petition for an extension at least six months prior to the end of the time limit. If a petition is approved, the student is notified in writing of the expectations for progress and of the month/year of degree conferral. If the petition is denied, the student is notified in writing that he or she will be terminated from doctoral candidacy and from the graduate program upon expiration of the time limit. Under extraordinary circumstances, students may file a second petition for an additional 24 month extension after the first 24 months have expired; however such petitions after the initial extension must be reviewed and approved by the advisor/s, program DGS, and Vice Provost and Dean of Graduate Education. Students who have been terminated under such circumstances may apply for readmission to the program; however, readmission is not guaranteed. For a petition form see
http://www.grad.umn.edu/students/forms/doctoral/index.html
What is The Emily Program - Dietetic Internship program?

The University of Minnesota – The Emily Program (U of M–TEP) Dietetic Internship (DI), formerly known as the U of M Dietetic Internship for Graduate Students (DIGS), began in 1990 to provide an internship opportunity for U of M graduate students in Nutrition who plan to become Registered Dietitians. This accredited program offers non-credit, non-degree, supervised practice experiences designed to prepare graduates with a nutrition/dietetics degree to become eligible for the RD registration exam. The program is a cooperative effort between the Department of Food Science and Nutrition and The Emily Program with administration of the program through the Department of Food Science and Nutrition. Interns work with and are supervised by the department faculty member designated as the Internship Director.

- 15 interns are accepted annually for a 35-week (mid-August to mid-April), unpaid, full-time, competency-based program providing more than 1300 hours of supervised learning, with detailed scheduling and hours determined by the Internship Director and facilities providing the experiences.
- This internship has a concentration area of eating disorders created by integrating a well established dietetic internship with a nationally renowned eating disorder treatment facility to create an innovative, diverse, and well rounded internship experience.
- The alliance with The Emily Program is a collaborative one. The Emily Program is a Twin Cities-based agency that provides comprehensive psychological, nutritional, medical and psychiatric care for individuals with eating disorders. Personalized care is provided with passion, integrity, and respect for clients and one another. In addition to the strong clinical component this partnership offers, other areas for enhanced learning are available, such as, but not limited to:
  o Collaboration with other disciplines and community groups
  o Development and review of educational materials
  o Licensed catering kitchen to provide food service experiences
  o Public relations opportunities such as fundraising and mass media
  o Human resource and facility management experiences
  o Legislative processes and public policy initiatives
  o Development and measurement of outcomes for services
  o Participation in organizational change and planning for goal-setting processes
- Comprised of over 15 rotations, utilizing 35 sites within the Twin Cities metropolitan area under the supervision of highly qualified preceptors, the U of M – TEP Dietetic Internship possesses a remarkable variety of supervised experiences and training opportunities.
  o Affiliations include nine medical centers, four long-term care facilities, 11 foodservice management sites, seven community nutrition locations, and additional involvement within industry and school foodservice.
  o Classes are built into the internship to further enhance the intern’s knowledge in additional specialty areas such as pediatrics and sports nutrition.
Graduates of the internship are eligible to take the Registration Examination established by the Commission on Dietetic Registration. They will also possess additional knowledge and skills as related to our concentration area of Eating Disorders. Additional information can be found at: [http://dieteticinternship.cfans.umn.edu/](http://dieteticinternship.cfans.umn.edu/) The dietetic internship handbook is available for review from the Internship Director.

**RESPONSIBILITIES OF GRADUATE STUDENTS**

*I Hear there is a Weekly Seminar*

All Nutrition graduate students are required to attend seminar weekly unless they have a class or teaching conflict. The seminars are usually held each Wednesday during fall semester and Tuesday during spring semester from 3:30-4:30 pm. They are offered jointly with the Food Science seminar. There are no regularly scheduled seminars during summer or intersession. A schedule of seminar speakers and titles is available on the FScN website. Seminars consist of presentations by faculty members, educators, and professionals within and outside the department, and may include students presenting their thesis or Plan B project work.

M.S. students are required to present a seminar as part of their thesis defense. PhD students may choose to present if they would like. For M.S. Plan A and Ph.D. students, the seminar is a report on the thesis research. For M.S. Plan B students, the seminar describes the independent work done as a project, survey, data analysis, etc.

*What Does It Mean if I have a Registration Hold?*

It could mean one of several things.

- A hold may be placed on your record for various reasons, including late fee payment or non-payment of fees, outstanding library fines and many other possibilities. Check your student record online for details of holds.

- There are time limitations for filing degree plans and annual student progress reports. To avoid warnings, adhere to the time limitations or holds on registration may result.

- Warnings and holds are also issued for a low grade point average or too many incomplete credits. Students must see the Nancy Toedt, the Graduate Program Coordinator for a hold release after meeting with their advisor.

*Are There Course Registration Requirements for Research or Teaching Assistants?*

Students who have a paid 50% Research or Teaching Assistantship should register for 14 credits each semester.
**Who Can Help Me with My Coursework Questions?**

Students work with their advisors for course and degree planning. For additional assistance contact the Director of Graduate Studies (DGS), Marla Reicks mreicks@umn.edu or Graduate Program Coordinator, Nancy Toedt (ntoedt@umn.edu). Sara Cannon (scannon@umn.edu) can assist with questions about registration and permission numbers.

**Can I Transfer Courses to Meet the Requirements?**

The graduate level courses taken at another institution that are determined to be equivalent may be substituted for program courses based on faculty approval and Graduate School guidelines. Students must submit a Graduate Degree Plan form, in consultation with their advisor, to ensure that their course plan fulfills the minimum graduate education and program requirements. A copy of the form is found here: [http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)

Proposed use of transfer credit from other institutions is also included on this form. For information regarding transfer credits policy see [http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html](http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html)

**Who is the Graduate Program Coordinator?**

Nancy Toedt can answer your graduate student questions regarding deadlines, forms, and whom to contact for what. Email her at ntoedt@umn.edu, call 612-624-6753, or visit 225J FSeN for help with these questions and more.

**Can You Get a Nutrition Minor?**

Master’s students in other programs may complete a minor in Nutrition by completing a minimum of the following two courses:

- NUTR 5625 - Nutritional Biochemistry (Fall, 3 cr)
- NUTR 5626 - Nutritional Physiology (Spring, 3 cr)
Taking the following coursework will complete a minor in Nutrition for Ph.D. students in other doctoral programs:

- NUTR 5624 Nutrition and Genetics (Fall, 2 cr)
- NUTR 5625 - Nutritional Biochemistry (Fall, 3 cr)
- NUTR 5626 - Nutritional Physiology (Spring, 3 cr)
- NUTR 5622 Vitamin and Mineral Biochemistry (Spring, 3 cr)
- One 8xxx level course (2 cr.) from the following list (these courses are open to students who have completed two semesters in the program):
  - NUTR 8620, Advances in Nutrition (Spring)
  - NUTR 8620 Advances in Nutrition: Fall 2014 topic is *Obesity Prevention, from the Molecule to the Bedside* (every other Fall)
  - NUTR 8xxx Nutrition and Cancer (every other Fall beginning in 2015)

**Forms, Forms, Forms!**

You need them. Almost all the forms you will need can be obtained via the Graduate School website [http://www.grad.umn.edu/students/forms/index.html](http://www.grad.umn.edu/students/forms/index.html), the FScN website at [http://fscn.cfans.umn.edu/graduate-programs/student-forms](http://fscn.cfans.umn.edu/graduate-programs/student-forms) and One Stop [http://onestop.umn.edu](http://onestop.umn.edu)

**Other Things You Need to Know**

There is additional information that will be useful to you in the future listed in the appendices. Please glance through these so that you are familiar with what type of Information is available. Listed below is the content of the appendices.

A. Nutrition Graduate Faculty Research Interests
B. Important Contact Information
C. The Doctoral Written and Oral Examinations
D. Thesis Requirements and Final Oral Examination
E. Admission to the Ph.D. Program Without an M.S. Degree
F. Information for International Students
G. Graduate School Summary of Procedures from Initial Registration to Graduation
H. Nutrition Milestone Form
I. Frequently Asked Question

**Appendix A**

**Nutrition Graduate Faculty Research Interests**

**TIFFANY R. BECKMAN, M.D., 1998, University of Minnesota, M.P.H., 2003, Assistant Professor of Medicine, Endocrine Division, University of Minnesota, MMC 101, 420 Delaware St. SE, Minneapolis, MN, 55455. Enrolled Member of the Leech Lake Band of Ojibwe, Minnesota**
Chippewa Tribe. Clinical research in the areas of obesity, neuroendocrine regulation of appetite, nutrient sensing in the brain and satiety, hormonal changes after bariatric surgery, with a special interest in obesity in American Indians.

Tel: 612-626-9329, Fax: 612-626-3133, Email: beckm004@umn.edu
Homepage: http://www.umphysicians.umn.edu/physicians_detail_objectnamebeckman_tiffany.html

CHARLES J. BILLINGTON, M.D., 1975, University of Kansas; Professor, Department of Medicine, University of Minnesota, Division of Endocrinology & Diabetes, MMC 101, 420 Delaware St. SE, Minneapolis MN 55455. Brain regulation of appetite and body weight. Obesity pathophysiology and treatment.
Tel: 612-625-9231; Fax: 612-725-2273; Email: billi005@umn.edu

LINDA J. BRADY, Ph.D., 1978, Michigan State University; Professor, Dept. of Food Science and Nutrition. Culture and health and cross cultural engagement. Role of culture in teaching and learning.
Tel: 612-624-9211, Fax: 612-625-5272, Email: lbrady@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/brady.html

TERI L. BURGESS-CHAMPOUX, Ph.D., R.D., L.D., 2006, University of Minnesota; Assistant Professor, Department of Nutrition and Exercise Sciences, St. Catherine University, 2004 Randolph Avenue, St. Paul, MN 55105. Nutrition education research. Application of behavior change theory to evaluate environmental influences of eating behavior. Child and adolescent obesity prevention. Tel: 651-690-8750, Fax: 651-690-6958, Email: tlburgesschampoux@stkate.edu
Homepage: http://stkate.edu/people/tlburgesschampoux

TAMMY BUTTERICK, Ph.D., 2009 University of Minnesota, Dept. of Pharmacology. Adjunct Assistant Professor, Dept. of Food Science and Nutrition, 168 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Research Scientist, Minneapolis VA Health Care System; Minnesota Obesity Neuroscience Lab Group-UMN. Research Focus: Studying the neuroscience of obesity using both in vitro and in vivo model systems. Understanding signaling pathways of neuropeptides and cellular mechanisms mediating energy balance. Tel: 612-467-3309; Email: butte017@umn.edu (preferred method of contact) Mailing and Contact Address: 1 Veteran's Drive Minneapolis, MN 55417. Office location: GRECC, 4L-117, Lab location: 4P-126. Homepages: http://fscn.cfans.umn.edu/faculty_staff/faculty/butterick.html and http://tammybutterick.org/

CHI CHEN, Ph.D., 2004, Rutgers University; Assistant Professor; Dept of Food Science and Nutrition, 330 ABLMS, 1354 Eckles Avenue, St Paul, MN 55108. Application of the mass spectrometry-based metabolomics to investigate the mechanisms of diseases and metabolic events associated with food, nutrients and xenobiotics.
Tel: 612-624-7704, Fax: 612-625-5272, Email: chichen@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/chi_chen.html

XIAOLI CHEN, Ph.D., 1998, University of Georgia; Assistant Professor and General Mills Chair in Genomics for Healthful Foods, Dept. of Food Science and Nutrition, 139 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. The endocrine role of adipose tissue in linking obesity to insulin resistance and type 2 diabetes. Molecular mechanisms of dietary effects on insulin sensitivity. Dietary modulation of adipose tissue remodeling and function.
Tel: 612-626-1220, Fax: 612-626-5272, Email: xlchen@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/chen.html

MARGO P. CLEARY, Ph.D., 1976, Columbia University; Professor, Hormel Institute, University of Minnesota, 801 - 16th Avenue N.E., Austin, MN 55912. Nutrition and Metabolism.
Regulation of body weight. Consequences of dietary and pharmacological intervention on body weight. Body weight and breast cancer/mammary tumor development. Tel: 507-437-9655, Fax: 507-437-9606, Email: clear007@umn.edu or mpcleary@hi.umn.edu

SCOTT J. CROW, M.D., 1988, University of Minnesota School of Medicine; Professor, Department of Psychiatry, F290/2AW 2450 Riverside Avenue, 55454. Psychotherapy and pharmacotherapy treatments for eating disorders and obesity; diagnostic classification and outcome of eating disorders; binge eating in obese individuals. Tel: 612-273-9807, Fax: 612-273-9779, Email: crowx002@umn.edu

A. SAARI CSALLANY, D.Sc., 1970, University of Technical Sciences, Budapest, Hungary; Professor, Dept. of Food Science and Nutrition, 148 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Effect of free radicals and active oxygen species on lipid peroxidation and degradation in animal and human tissues, and their relation to dietary and environmental factors. Functions of vitamin E and other antioxidants and antioxidant enzymes. Tel: 612-624-3683, Fax: 612-625-5272, Email: ascsalla@umn.edu

CARRIE P. EARTHMAN, Ph.D., R.D., 1999, University of Arizona; Assistant Professor, Dept. of Food Science and Nutrition, 269 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Clinical nutrition and medical nutrition therapy. Energy metabolism and body composition in clinical populations. Human clinical studies investigating repletion and monitoring of body cell mass in HIV infection, and other diseases associated with wasting. Nutritional issues with bariatric surgery. Tel: 612-624-9278, Fax: 612-625-5272, Email: cearthma@umn.edu

MYRON D. GROSS, Ph.D., 1985, University of Minnesota; Associate Professor, Dept. of Laboratory Medicine and Pathology, and Adjunct Associate Professor, Division of Epidemiology, MMC 609, 420 Delaware Street SE, Minneapolis, MN 55455. Antioxidants, oxidative damage, and cardiovascular disease. Biomarkers of dietary intake and nutritional status. Micronutrients in health and disease. Dietary factors in breast and pancreatic cancer. Genetic susceptibility in cancer and cardiovascular disease. Tel: 612-624-5417, Fax: 612-273-6994, Email: gross@epi.umn.edu

LISA J. HARNACK, Ph.D., R.D., 1996, University of California at Berkeley; Associate Professor, Division of Epidemiology, 1300 South 2nd Street, Suite 300, Minneapolis, MN 55454. Dietary assessment methodology. Nutrition and chronic disease prevention. Nutrition and cancer. Tel: 612-626-9398, Fax: 612-624-0315, Email: harna001@umn.edu

CRAIG A. HASSEL, Ph.D., 1986, University of Arizona; Associate Professor, Dept. of Food Science and Nutrition, 164 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Cross-cultural engagement with underserved audiences having their own knowledge of food and health that does not correspond to scientific understandings. Tel: 612-624-7288, Fax: 612-625-5272, Email: chassel@umn.edu
SATYA S. JONNALAGADDA, Ph.D., R.D., 1992, Virginia Tech, Principal Scientist, General Mills Bell Institute of Health and Nutrition, 6-100, JFB Technical Center, 9000 Plymouth Ave N, Minneapolis, MN 55427. Benefits associated with whole grains, specifically cardiovascular disease, weight management and digestive health. Tel: 763-764-3939; 612-360-4678, Fax: 763-764-3262, Email: ssjonnal@umn.edu, satya.jonnalagadda@genmills.com

FEKADU KASSIE, Ph.D., Assistant Professor, Masonic Cancer Center, 425 E River Rd Minneapolis, MN 55455. Assessing, using molecular and cellular approaches and preclinical models, the cancer preventive activities of nutritional and non-nutritional agents, identifying their molecular targets and further development of promising chemopreventive agents in clinical studies. Email: kassi012@umn.edu Tel: 612-625-9637

CATHERINE M. FAIRHURST KOTZ, Ph.D., 1993, University of Minnesota; Adjunct Professor, Dept. of Food Science and Nutrition, and Research Scientist, V.A. Medical Center, Geriatric Research, Education and Clinical Center 11G, One Veterans Drive, Minneapolis, MN 55417. Our laboratory focuses on brain sites and substrates mediating energy balance. These investigations involve study of neuropeptides that regulate feeding behavior and energy expenditure, including physical activity. Orexin (hypocretin) is a neuropeptide located in the lateral hypothalamus that affects feeding, sleep patterns and spontaneous physical activity, all of which have an important impact on body weight control. We also study rat models of obesity resistance during aging. The techniques we use include stereotaxic surgery, immunohistochemistry, food intake measurements, physical activity chamber measurements, indirect calorimetry, radioimmunoassay and molecular biology procedures. Tel: 612-467-3312, Fax 612-725-2084, Email: kotzx004@umn.edu Homepage: http://www.neuroscience.umn.edu/ProStu/facprof/kotz.html

U. BEA KRINKE, Ph.D., M.P.H., R.D., L.N., 1998, University of Minnesota; Instructor, School of Public Health, University of Minnesota, 1300 South Second Street, Suite 300, Minneapolis, MN 55454 and Owner, Nutrition Profiles, 429 Wildwood Ave, St. Paul, MN 55110. Nutrition and Aging. Tel: 612-624-8243, Email: krink001@umn.edu

MINDY S. KURZER, Ph.D., 1984, University of California, Berkeley; Professor, Dept. of Food Science and Nutrition, 266 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Dietary regulation of sex hormones. Plant estrogen (soy) and catechin (green tea) exposure and effects. Diet, exercise, cancer, and breast cancer prevention. Healthy Foods, Healthy Lives Institute Director. Tel: 612-624-9789, Fax: 612-625-5272, Email: mkurzer@umn.edu Homepage: http://fscn.cfans.umn.edu/people/faculty/mindykurzer/index.htm

THEODORE P. LABUZA, Ph.D., 1964, Massachusetts Institute of Technology; Professor, Dept. of Food Science and Nutrition. Physical chemistry of foods as related to water activity, glass transition and stability. Kinetics of food deterioration and shelf life prediction models. Process Analytical Technology for the food industry. Use of X-ray crystallography, Differential Scanning Calorimetry and Dynamic Mechanical Thermal Analysis to study physical state changes (amorphous glass, rubbery, crystalline) in foods. Tel: 612-624-9701, Fax: 612-625-5272, Email: tplabuza@umn.edu Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/labuza.html

Complementary and alternative medicine techniques in eating disorder treatment. Eating disorder prevention and education. Tel: 651-379-6133, Fax: 651-647-5135, Email: jcroll@umn.edu

NICOLE LARSON, Ph.D., M.P.H., R.D., 2007, University of Minnesota; Research Associate, Division of Epidemiology and Community Health, School of Public Health, 1300 South Second Street, Suite 300, Minneapolis, MN 55454. Child and adolescent nutrition. School and neighborhood food environments. Obesity prevention. Survey development. Community-based based nutrition interventions. Tel: 612-625-5881, Fax: 612-624-0315, Email: larsonn@umn.edu

MELISSA NELSON LASKA, Ph.D., R.D., 2005, University of North Carolina at Chapel Hill; Assistant Professor, Division of Epidemiology and Community Health, School of Public Health, 1300 South Second Street, Suite 300, Minneapolis, MN 55454. Nutrition and physical activity epidemiology. Environmental and behavioral determinants of excess weight gain. Obesity prevention in adolescents and young adults. Tel: 612-624-8832, Fax: 612-624-0315, Email: nelson@epi.umn.edu

ARTHUR S. LEON, M.D., M.S. 1957, (Biochemistry), 1954, University of Wisconsin; Henry L. Taylor Professor in Exercise Science and Health Enhancement, Dept. of Kinesiology and Leisure Studies, Division of Kinesology, College of Education & Human Development, Room 202 Cooke Hall, 1900 University Avenue SE, Minneapolis, MN 55455. Effects of exercise on coronary risk factors. Tel: 612-624-8271, Fax: 612-625-5272, Email: leonx002@umn.edu. Homepage: http://umn.edu/home/leonx002

ALLEN S. LEVINE, Ph.D., 1977, University of Minnesota; Professor, Depts. of Food Science and Nutrition, Psychiatry, Medicine, and Neuroscience, 225 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Neuropeptidergic regulation of food intake and energy expenditure. Tel: 612-624-3224, Fax 612-625-5272, Email: aslevine@umn.edu. Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/levine.html

LEN MARQUART, Ph.D., R.D., 1986, University of North Carolina; Assistant Professor, Dept. of Food Science & Nutrition, 267 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Whole grains and health. Consumer understanding and factors influencing dietary intake of whole grain foods. Tel: 612-624-3255, Fax: 612-625-5272, Email: lmarquart@umn.edu. Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/marquart.html

DOUGLAS G. MASHEK, Ph.D., 2003, University of Wisconsin, Madison; Assistant Professor, Dept. Food Science and Nutrition, 267 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Cellular and molecular mechanisms that mediate the bioactive properties of fatty acids; role of fatty acids in controlling energy metabolism and disease susceptibility; obesity, diabetes and insulin resistance; liver and adipose energy metabolism. Tel: 612-626-2904, Fax: 612-625-5272, Email: dmashek@umn.edu. Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/mashek.html

Marilyn S. (Susie) Nanney, PhD, MPH, RD. 2004, Saint Louis University School of Public Health, Behavioral Science and Community Health Education; Assistant Professor, Dept. Family Medicine and Community Health, Program in Health Disparities Research: 717 Delaware Street, SE, Suite 166, Minneapolis, MN 55414. Research interests include obesity prevention through nutrition environment and policy approaches, school wellness, community based dietary interventions, and food insecurity/hunger. Tel: 612 626-6794, Email: msnanney@umn.edu

Dianne Neumark-Sztainer, Ph.D., M.P.H, R.D., 1993, Hebrew University-Hadassah, Jerusalem, Israel; Professor, Division of Epidemiology & Community Health, 1300 South 2nd Street, Suite 300, Minneapolis, MN 55454. Adolescent health and nutrition. Psychosocial factors
influencing eating behaviors. Obesity and eating disorder prevention.

Tel: 612-624-0880, Fax 612-624-0315, Email: neumark@epi.umn.edu

DANIEL J. O’SULLIVAN, Ph.D., 1990, University College Cork, Ireland; Associate Professor, Dept. of Food Science and Nutrition, 262 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Molecular analysis of beneficial traits of bacteria used in foods. Studying novel antimicrobial compounds produced by food grade bacteria. Strong interest in probiotic bacteria; specifically, trying to understand what features of bifidobacteria are necessary for competitive survival in the human large intestine.

Tel: 612-624-5335, Fax 612-625-5272, Email: dosulliv@che.umn.edu

Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/o_sullivan.html

MARK A. PEREIRA, Ph.D., 1996, University of Pittsburgh, M.S., 1993, University of Massachusetts; Associate Professor, Division of Epidemiology & Community Health, 1300 South Second Street, Suite 300, Minneapolis, MN 55454. Dietary patterns and etiology of obesity, type 2 diabetes and cardiovascular disease. Interactions between diet and physical activity.

Tel: 612-624-4173, Fax: 612-624-0315, Email: pereira@epi.umn.edu

Homepage: http://www.epi.umn.edu/people/people.asp?ID=195

JOSEPH R. PROHASKA, Ph.D., 1974, Michigan State University; Professor, Nutritional Biochemistry, Dept. of Biochemistry and Molecular Biology, 1035 University Drive, Duluth, MN 55812. Animal models of trace element functions with emphasis on copper biology. Role of copper in development and function of the nervous and cardiovascular systems using biochemical and molecular biological approaches.

Tel: 218-726-7502, Fax 218-726-8014, Email: jprohask@d.umn.edu

Homepage: http://www.med.umn.edu/duluth/Faculty/Prohaska_Joseph.html


Tel: 701-795-8294, Fax 701-795-8230, Email: raatz@med.umn.edu

Homepage: http://www.ars.usda.gov/pandp/people/people.htm?personid=44863

MARLA M. REICKS, Ph.D., R.D., 1985, Iowa State University; Professor, Dept. of Food Science and Nutrition, 168 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Nutrition education research and programming for limited resource audiences. Application of behavior change theory to improve eating patterns.

Tel: 612-624-4735, Fax: 612-625-5272, Email: mreicks@umn.edu

Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/reicks.html

MARY K. SCHMIDL, Ph.D., 1978, Cornell University; Adjunct Assistant Professor, Department of Food Science and Nutrition, 409 Vadnais Lake Drive, Vadnais Heights, MN 55127. Medical foods, functional foods, and dietary supplements and their role and relationship for health, disease, weight control and trauma states.

Tel: 612-481-9216, Fax 612-483-3302, Email: mschmid1@umn.edu

ALICE C. SHAPIRO, Ph.D., R.D., L.N., 1992, Tufts University; Adjunct Assistant Professor, Division of Epidemiology, and Nutrition Research Scientist, Oncology Research Program, Park Nicollet Institute, 3800 Park Nicollet Blvd., Minneapolis, MN 55416. National multi-center clinical trials evaluating the effects of nutrition on cancer incidence and recurrence, especially fat and breast cancer recurrence (WINS), and vitamin E and selenium on prostate cancer incidence (SELECT). Representation of medically underserved populations in clinical trials. The role of
nutrition in reducing the harmful side effects of cancer therapies.
Tel: 952-993-0057, Fax: 952-993-9300, Email: shapia@parknicollet.com or shapi013@umn.edu

SHALAMAR SIBLEY, M.D., 1991, University of Tennessee, M.P.H; Associate Professor of Medicine, Endocrine Division, University of Minnesota, Box 101 Mayo, 420 Delaware St. SE, Minneapolis, MN, 55455. Clinical research in the areas of obesity, diabetes and their complications, with a special interest in the role of visceral adiposity-related renin-angiotensin system abnormalities and early renal injury. Tel: 612-624-5150, Fax: 612-626-3133, Email: sible004@umn.edu

JOANNE L. SLAVIN, Ph.D., R.D., 1981, University of Wisconsin; Professor, Dept. of Food Science and Nutrition, 166 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Human feeding studies including dietary fiber, carbohydrates, and whole grains. Measurement of biological markers relevant to disease prevention.
Tel: 612-624-7234, Fax: 612-625-5272, Email: jslavin@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/slavin.html

CHERY SMITH, Ph.D., M.P.H., R.D. 1994, Indiana University; Associate Professor, Department of Food Science and Nutrition, 161 FScN, 1334 Eckles Avenue, St. Paul, MN 55108. Community nutrition, international nutrition, and population biology. How changes in environment, age, socioeconomic status, and time influence the nutritional status, dietary intake, and health of selected populations. Food pathways. Work primarily with minority populations (Asian, Black Americans, and Native American) and international communities (Sherpas and other global populations).
Tel: 612-624-2217, Fax 612-625-5272, Email: csmith@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/c_smith.html

Tel: 651-779-0554, Fax: 651-770-2165, Email: splet004@umn.edu

DAVID D. THOMAS, Ph.D., 1975, Stanford University; William F. Dietrich Professor, Dept. of Biochemistry, Molecular Biology, and Biophysics, 5-124 Nils Hasselmo Hall, 312 Church St., Minneapolis, MN 55455. Structural dynamics of muscle proteins using spectroscopic probes. Therapeutic development for heart failure, muscular dystrophy, and diabetes.
Tel 612-625-0957, Fax: 612-624-0315, Email: ddt@umn.edu. Homepage: http://umn.edu/home/ddt
SABRINA TRUDO, Ph.D., R.D., 2005, University of Washington. Assistant Professor of Foods and Health, Dept. of Food Science and Nutrition, 265 FScN. Effects of bioactive food components on carcinogen metabolism (biotransformation or detoxification enzymes). Influence of genetics on carcinogen metabolism and response to dietary intervention.
Tel: 612-625-1785; Fax: 612-625-5272; Email: speter@umn.edu
Homepage: http://fscn.cfans.umn.edu/faculty_staff/faculty/s_peterson.html

CHUAN FENG WANG, M.D., Ph.D., 1998, University of Minnesota; Adjunct Assistant Professor, Dept. of Food Science and Nutrition, and Research Scientist, V.A. Medical Center, One Veterans Drive, Minneapolis, MN 55417. Central regulation of energy balance. Role of brain derived neurotrophic factor (BDNF) in the hypothalamus on energy intake and expenditure. The mechanisms via which BDNF regulates energy balance.
Tel: 612-467-5543, Fax: 612-725-2093, Email: cwang@umn.edu
Appendix B

Important Contact Information

**Director of Graduate Studies in Nutrition**
Dr. Marla M. Reicks, Professor
mreicks@umn.edu 168 FScN, St Paul Campus Ph: 612-624-4735

**Graduate Student Services**
Nancy Toedt ntoedt@umn.edu or fscngad@umn.edu 225J FScN, St. Paul campus Ph: 612.624.6753

**Department of Food Science and Nutrition**
fscn.cfans.umn.edu
Sue Winkelmann
Executive Administrative Specialist – general department information, keys, meeting room scheduling
swinkel@umn.edu 225A FScN, St. Paul campus Ph: 612.624.1290

Dorit Hafner
Administrative Director hafne005@umn.edu FScN 225C Ph: 612-624-4789

**Undergraduate Student Services**
Sara Cannon scannon@umn.edu Ph: 612.624.4787
Permission numbers, Independent Study, Course/classroom scheduling

**Accounting Office:**
Jackie Lee, Principal Accountant - budgetary matters
leexx079@umn.edu 330 Haecker Hall Ph:612.624.3440

Sue Merrin, Accountant - payroll and health insurance
smerrin@umn.edu 225A FScN St. Paul campus Ph: 612.624.4289

**Graduate School/GSSP**
www.grad.umn.edu

**Graduate School/GSSP Questions:** gssp@umn.edu

**International Student and Scholar Services**
http://www.isss.umn.edu/
190 Hubert H. Humphrey Center, Minneapolis campus Ph: 612.626.7100

**Office of Student Health Benefits**
http://www.shb.umn.edu/index.htm
410 Church Street SE, N-321 BHS, Minneapolis campus

**Graduate Assistant Employment Office**
http://www1.umn.edu/ohr/gae/
gainfo@umn.edu, Donohowe Bldg, 319 15th Ave SE, Minneapolis Campus Ph: 612.624.7070

**Graduate Assistant Insurance Office**
http://www1.umn.edu/ohr/gae/benefits/index.html

**One Stop** (search for everything U of MN)
http://onestop.umn.edu/

**Registration**
http://onestop.umn.edu/registration/index.html

**Financial Aid**
http://onestop.umn.edu/finances/index.html
Parking and Transportation Services [http://www1.umn.edu/pts/](http://www1.umn.edu/pts/)

**Opportunities for Student Involvement**
- Student Representative for Food Science faculty meetings. See DGS if interested.
- COGS [http://www.cogs.umn.edu/](http://www.cogs.umn.edu/)

**Mutual Rights and Responsibilities of Faculty and Graduate Students: Guidelines**
[http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPD.html](http://www.policy.umn.edu/Policies/Education/Education/DOCTORALPERFORMANCE_APPD.html)

**Student Conduct Code**

**Office for Student Conduct and Academic Integrity** [http://www.oscai.umn.edu/](http://www.oscai.umn.edu/)

**Student Conflict Resolution Center** [http://www.sos.umn.edu/](http://www.sos.umn.edu/)

**Managing Nepotism and Personal Relationships**
[https://policy.umn.edu/hr/workplacerelationships](https://policy.umn.edu/hr/workplacerelationships)

**FERPA regulations** [https://asr.umn.edu/node/335](https://asr.umn.edu/node/335)
Appendix C

The Doctoral Preliminary Written and Oral Examinations
See also the Graduate Student Services and Progress (GSSP) office
http://www.grad.umn.edu/students/index.html

Preliminary Written Examination

Ph.D. candidates take a preliminary written examination when most of all of their coursework is completed, normally prior to the third semester following completion of the M.S. degree or prior to the beginning of the fifth semester in residence for the Ph.D. The examination is given once yearly, one to two weeks after the end of spring semester. The student must notify the DGS in writing by March 1 if he or she intends to take the written examination. The examination is a take-home exam with one month to complete. The exam consists of an examination in general nutrition and an examination in the student's area of specialization:

1. Human Nutrition (for students who wish to focus on normal and clinical nutrition)
2. Nutritional Biochemistry (for students who wish to focus on nutritional biochemistry, molecular biology of nutrients and physiology)
3. Public Health Nutrition (for students who wish to focus on epidemiology)

Three questions are to be answered for each of the two examinations (general nutrition and the area of specialization). The student must demonstrate a level of competence greater than expected from examinations written in courses and should demonstrate ability to synthesize material and solve problems. Students may not discuss questions with other students or look at answers to previous exams. It may be repeated once.

Grading
Whenever possible, answers will be given to the author of the question for grading. For each question that has been attempted, the DGS will appoint a secondary grader. Student names are not associated with a particular answer. Answers will be graded by both the author and the secondary grader, and these two scores averaged for the final grade to be used in determining the examination outcome, except where the outcome of the examination is close to a pass or fail. An exam will be re-graded only if the individual's total score for the exam (not individual questions) is below a Pass. A third grader's scoring will be used only in cases where the total score is below a 4.0 but above 3.5. In such a case an average of the three graders' scores for all questions will be used in determining the average score for the examination.

Scoring
Each answer will be evaluated according to the following scale:
1. Totally unacceptable performance for a Ph.D. candidate in Nutrition at the University of Minnesota.
2 - Missed most of the major points in answering the examination.
3 - Just below acceptable performance for a Ph.D. candidate.
4 - Just acceptable performance for a Ph.D. candidate.
5 - Good performance.
6 - Very good performance for a Ph.D. candidate.
7 - Expected performance level of University faculty.
8 - Professional level performance expected of an established expert in the area in question.

Passage
A student must answer three questions in the general nutrition section and three questions in the area of specialization, for a total of six questions. To pass the examination, the student must achieve an average score of 4.0 on five out of six questions. The DGS will notify the student of the examination results, generally by the end of July. Any disagreement with the examination results can follow standard Graduate School grievance procedures.

After passing the preliminary written examination, the student may then request a date for the preliminary oral examination, assuming that his or her Ph.D. program has been filed according to the regulation of the Graduate School described previously.

If the preliminary written examination is failed, it may be repeated once. The examination must be repeated at the next regularly scheduled offering of the examination.

Plagiarism
Although the written exam is a take-home exam, it is assumed that the work you turn in is entirely your own. If you use another person’s ideas, you must give them credit through the proper use of quotation marks and/or citations. It may be considered plagiarism if you do not do this. Although this may occasionally be unintentional, it is nevertheless unacceptable and considered a serious offense. Any student who plagiarizes will automatically fail the written exam. Please see http://oscai.umn.edu/content/plagiarism for a thorough discussion of the definition of plagiarism and University of Minnesota policies.

Preliminary Oral Examination
The preliminary written examination is followed by the preliminary oral examination. The exact scheduling is at the discretion of the student and their advisor. If the preliminary oral examination is failed, it may be repeated once, at the discretion of the examining committee.

Timing of Exam
The preliminary oral exam is scheduled at a time in the student's doctoral program when the majority of course work has been completed and the preliminary written exam has been passed. Some effort toward the development of a thesis topic also should have been made, although development to the point of data collection is not intended.
Exam Committee
This committee has a minimum of four members, three in the major area, including the research advisor, and one in the minor or in the supporting areas. This committee and its chair are approved by the advisor, committee members and the DGS after considering recommendations from the student and his or her advisor. Generally, the chair of the exam committee will set the specific time-sequence and protocol of the events in the exam. The student should consult with the chair of the exam committee with regard to more specific information about this.

General Emphasis
The goal of the preliminary oral exam is to assess the student's ability for critical thought related to nutrition in the context of a presentation of a research topic. A written Proposed Research Summary will be provided to each examiner two weeks before the scheduled date of the preliminary oral exam. The preliminary oral exam is a challenge for innovative scientific thinking and typically not a test of the breadth of general nutrition knowledge, which is a goal of the written exams. Since the preliminary written exam does not include questions in the minor or supporting areas, students may expect broad questions related to these.

The general assessments in this Ph.D. oral exam are:
- Comprehension of nutritional science as it is related to the proposed thesis topic.
- Problem solving ability.
- Communication/oral skills.

Proposed Research Summary
The exact length and format of the Research Summary will be determined after discussions among the student and their advisor and committee chair. It is generally recommended that the written summary should be a brief (5-10 pages plus references, double-spaced) to assist the examiners in understanding what the student proposal is for their thesis research, and why they feel the project is significant. It may include ongoing thesis research and should cover the following:

1. Research hypothesis
2. Background and nutritional significance
3. Proposed research methods
4. Preliminary data, or proposed data to be collected, its interpretation and its significance

Oral Presentation
The student is expected to prepare a 15-20 minute oral presentation with power point slides. The material presented is generally the same as that in the Research Summary. The exact length and format of the student’s oral presentation will be determined after discussions between the student and his or her advisor. In order to allow for sufficient time for questions from the committee members, it is recommended that no more than about 30 slides be prepared.
See this link to assign members to your preliminary oral exam committee:
http://www.grad.umn.edu/students/examiningcommitteesnew/index.html
See this link to schedule your preliminary oral exam:
http://policy.umn.edu/prod/groups/president/@pub/@policy/@esl/documents/policy/doctoralcompletion_appa.pdf
Appendix D

Thesis Requirements and Final Oral Examination
For Master’s and Doctoral Students

See also the Graduate Student Services and Progress (GSSP) office
http://www.grad.umn.edu/students/index.html

Final Oral Examination

The final oral examination is a defense of the thesis and is scheduled on completion of the thesis.

- For master’s students, the final exam consists of a student presentation of their thesis research or project followed by questions from faculty examiners. Master’s students present research findings as part of the weekly graduate seminar. The University-wide graduate education policy regarding Master’s degree completion can be found at http://www.policy.umn.edu/Policies/Education/Education/MASTERSCOMPLETION.html

- For doctoral students, the final oral examination consists of a public seminar in which the candidate presents the thesis to the appointed examining committee and scholarly community (generally one hour). It will be publicized by the program. Contact Nancy Toedt, the Graduate Program Coordinator 2-3 weeks before the exam with the date, time, room and title. A closed meeting between the candidate and the appointed examining committee immediately follows the thesis presentation. The examination is limited to the candidate’s thesis subject and relevant areas. The University-wide graduate education policy regarding doctoral degree completion can be found at http://www.policy.umn.edu/Policies/Education/Education/DOCTORALCOMPLETION.html

- For both MS and PhD students, the total exam will not exceed three hours.

Examining Committee

The student and advisor agree on recommendations for an appropriate examining committee for the final oral examination. Students must consult with possible examiners prior to recommending them for committee membership. The University-wide graduate education policy with respect to eligibility to serve on this committee can be found at http://www.policy.umn.edu/Policies/Education/Education/APPOINTGRADCOMM.html.

For the master’s exam, there are three members, two from the major area and one from the minor or related area. These are suggestions and the DGS, as well as the Graduate School, are not obligated to constitute the committee as suggested by the student and advisor.

See this link to assign your examination committee members:
http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

See this link and click on #3 to receive the forms you will need for your Master’s Exam:
Plan B:
http://www.grad.umn.edu/sites/grad.umn.edu/files/MastersB.pdf

For the doctoral exam, there are a minimum of four members, three from the major area and one from the minor or supporting areas. For doctoral students, some continuity between oral and thesis defense committees is recommended as is ongoing communication regarding thesis progress with the committee members.

See this link to assign members to your final oral exam committee:
http://www.grad.umn.edu/students/examiningcommitteesnew/index.html

See this link to schedule your final oral exam (Number 7 and 8):
http://www.grad.umn.edu/sites/grad.umn.edu/files/doctoral%20phd%20edd.pdf
Appendix E

Admission to the Ph.D. Program Without an M.S. Degree

Generally, admission to the Ph.D. program is reserved for students who have already received an M.S. degree and display evidence of high academic achievement as determined by faculty evaluating the student for admission. The following criteria have been approved by the Nutrition graduate faculty for admission directly to the Ph.D. program without an M.S. degree (March 18, 1991, modified 2002):

For new applicants:
Student must have a 3.5 GPA and other evidence of high academic achievement as determined by the presiding graduate studies/executive committee. Successful applicants will generally have had some undergraduate research experience with publications or abstracts at national meetings.

For current MS students:
Student must apply for Change of Status after having made sufficient progress toward their research objective/M.S. degree (usually at least 15 credits) in addition to having a high GPA (at least a 3.5). To apply for Change of Status see: http://www.grad.umn.edu/admissions/cos/index.html. There is a $75 application fee. The applicant creates a new username and fills out a new application entering information in the required (starred) fields, a personal statement explaining the reasons the applicant seeks to change status to the PhD and a description of his or her research experience. The department also requires a letter from the advisor summarizing evidence of a student’s aptitude and ability to do research and indicating that he/she will advise the student in the PhD. Other letters of recommendation can be submitted but they are not required for the application to be reviewed. After the application is reviewed by members of the Nutrition Graduate program faculty, the applicant is notified of the result. This process may take up to one month.
Appendix F

Information for International Students

International students have special needs and certain different requirements from students who are U.S. citizens. It is the responsibility of international students to learn about these requirements and insure that they are met. Consequently, it is highly recommended that all international students take advantage of the services offered by the International Student and Scholar Services (ISSS).

The ISSS can be contacted as follows:

International Student and Scholar Services
University of Minnesota
190 Hubert H. Humphrey Center
301-19th Ave. S
Minneapolis, MN  55455
Phone:  612-626-7100
Fax:  612-626-7361
E-Mail:  isss@tc.umn.edu
http://www.isss.umn.edu

The ISSS can provide you with information on numerous topics, including:

- Immigration regulations
- Financial aid
- Temporary housing
- Classes for improving English
- Useful announcements and alerts (e.g. changes in immigration laws, taxes, and special events)

A map showing directions to the ISSS is provided on the following page.
Directions to the **International Student and Scholar Services (ISSS)**

![Map of the University Campus showing the location of the Hubert H. Humphrey Center](image)

**The Hubert H. Humphrey Center**
Appendix G

Graduate School Summary of Procedures from Initial Registration to Graduation

Degree Completion Steps Masters Plan A
http://www.grad.umn.edu/sites/grad.umn.edu/files/MastersA.pdf

Degree Completion Steps Masters Plan B
http://www.grad.umn.edu/sites/grad.umn.edu/files/MastersB.pdf

Completion Steps PhD
http://www.grad.umn.edu/sites/grad.umn.edu/files/doctoral%20phd%20edd.pdf

Registration Requirement

Students are required to enroll every semester (fall and spring) from the time of matriculation until degree conferral. Students will be required to seek readmission if they do not register every fall and spring term.

Please see this link for registration options for students who have completed their coursework but have not yet passed their final exam (e.g. GRAD 999 and Advanced Status):
http://onestop.umn.edu/special_for/SpecialRegistrationCategoriesforGraduateProfessionalStudents.html

More information about GRAD 999 registration can be found on page 42.

The Change of Status/Readmission Application
http://www.grad.umn.edu/admissions/readmission/index.html must be filed by all students who have been admitted to and registered in the Graduate School and are seeking readmission or a change of major or degree objective. (See more information about Change of Status on page 36).

Students who are not able to maintain active status are strongly encouraged to consult with their Director of Graduate Studies, advisor, and relevant offices to determine whether requesting a leave of absence is the most appropriate course of action. Students who do not have an approved leave of absence and are not continuously enrolled may experience negative consequences related to academic, visa, financial aid, and other student issues. For more information see
http://www.policy.umn.edu/Policies/Education/Education/GRADSTUDENTLEAVE.html
Appendix H

Student Name __________________      MS or PHD ________       Date _________________

DOCUMENTATION OF NUTRITION GRADUATE PROGRAM MILESTONES

I. TA requirement (fill out a or b)

a. For students advised by FScN faculty members:

<table>
<thead>
<tr>
<th>Course and date</th>
<th>Instructor signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>M.S. students: 2 semesters</td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
</tr>
</tbody>
</table>

Ph.D. students: 3 semesters

b. For students advised by non-FScN faculty members, describe teaching experience obtained during graduate program:

*************************************************************************************************************

II. Undergraduate course requirements: (fill out a or b)

a. I have a bachelor’s or master’s degree in nutrition from ______________________

b. I took the following courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Students entering the program after Spring semester 2012 need to take the courses for credit on an A-F basis and receive a grade of &quot;B&quot; or better. Students entering the program prior to Spring semester 2012 can 1) take the courses (on an A-F basis), or 2) take the final exam (if cumulative) or all exams (if not cumulative) and receive a grade of &quot;B&quot; or better.</th>
<th>Signature of instructor and date OR attach transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>FScN 1112</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FScN 3612*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FScN 4612*</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*For students seeking DPD verification, FScN 3612 and 4612 must be taken for credit.

*************************************************************************************************************

III. For master’s students only: seminar presentation:

Planned semester of presentation ____________________

Planned semester of graduation ______________________

*************************************************************************************************************

IV. Advisor Signature and date ____________________________

*************************************************************************************************************

This page, fully filled out and signed, must be provided to the DGS with the degree program form for MS students and oral prelim committee workflow form for doctoral students. The DGS will not sign these forms until all requirements above are documented (or occasionally plans to fulfill them are documented). MMR 08/12
Appendix I

Frequently Asked Questions

*What courses will fulfill the 14 credits in graduate level nutrition courses required for a master’s degree?*
Any course in nutrition that is 5xxx or 8xxx taught through FScN, or 6xxx or 8xxx taught through Public Health will fulfill this requirement.

*Are certain courses recommended?*
Speak to other grad students and your advisor for course recommendations.

*Can I transfer credits from my undergraduate program into my graduate program?*
Courses completed before the official awarding of a bachelor’s degree may not be used towards a graduate degree.

*Can I transfer credits from previous graduate coursework into my graduate program?*
Students must submit a Graduate Degree Plan form, in consultation with their advisor, to ensure that their course plan fulfills the minimum graduate education and program requirements. A copy of the form is found here: [http://policy.umn.edu/forms/otr/otr198.pdf](http://policy.umn.edu/forms/otr/otr198.pdf)
Proposed use of transfer credit from other institutions is also included on this form. For information regarding transfer credits policy see [http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html](http://www.policy.umn.edu/Policies/Education/Education/GRADCREDITDEGREE.html)

*Do I have to take all courses for a grade (A/F basis), or can I take some courses pass/fail?*
The Graduate School states that 2/3 of all course credits (this does not include thesis credits) must be taken on an A/F basis. The Nutrition Graduate Program also requires that specific required courses be taken A/F (see page 5 of the *Handbook*).

*How many times can I register for GRAD 999?*
Graduate students may register for up to four semesters of GRAD 999 while continuing to work on a thesis or Plan B project. A hold will be placed on the student’s registration after four semesters of GRAD 999. In order to register for each additional semester of GRAD 999 in excess of four, the student will be required to get the approval of the Director of Graduate Studies (DGS). The DGS will confer with the student’s major adviser to determine whether the student is making progress towards completion. If the student demonstrates that he or she is continuing to work on a thesis or Plan B paper and has a plan to complete the degree, the hold on the student’s registration will be removed and the student will be allowed to register for GRAD 999. The CFANS Scholarly Work Contract must be completed outlining all requirements that must be fulfilled during the semester, and filed in the student’s graduate program file.
Appendix J

Suggested Research Methods Courses to Meet Requirement

ANSC 5091 Research Proposals: From Ideas to Strategic Plans (3 cr;) The students will go through a step-by-step process that starts by choosing and defining a research idea, then proceeding to do literature reviews and to the development of hypothesis, aims, objectives and a research strategy. The aim of this course is to provide students with tools to understand the structure of scientific reports and proposals, literature searches and basic data interpretation. The student will learn about different research approaches and how to achieve consistency in their research projects. The student will be guided in how to begin and develop a written research proposal that will satisfy the requirements of their advisors, institution and funding organizations.

NURS 8173. Principles and Methods of Implementing Research. (3 cr; Stdnt Opt. [S] SAPH 8173. Prereq-8114 or other 8xxx grad research methods course, 2 grad stat courses) Integrates scientific, statistical, and practical aspects of research. Inter-relationships among design, sample selections, subject access, human subjects requirements, instrument selection and evaluation, data management, analyses plans, grant writing, and research career issues. Field experiences required.

PUBH 6341 - Epidemiologic Methods I (3.0 cr [max 6.0 cr]; Prereq-AHC student or #; A-F only, fall, every year) Subject matter science, research methodology. Study designs applied to human populations. Randomized trials. Four types of observational studies: cohort, case-control, cross-sectional, ecological. Causal inference, bias, effect modification.

PUBH 6617 - Practical Methods for Secondary Data Analysis (3.0 cr; Prereq-Public health [MPH or certificate] student or epidemiology PhD major or #; fall, every year) Introduction to methods for finding, transferring, and processing existing data sources. Focuses on practical approaches to pre-statistical data processing and analysis with STATA using a PC with an MS Windows operating system. Complex survey samples, other survey biases.

PUBH 6803 - Conducting a Systematic Literature Review (3.0 cr; Prereq-Basic knowledge of epidemiology; OPT No Aud, spring, every year) Developing skills built on evidence-based practice. Draws on staff of Minnesota Evidence-based Practice Center.

PUBH 6806 - Principles of Public Health Research (2.0 cr; Prereq-Pub hlth or grad or professional school student or #; fall, every year) Evaluation of public health research literature and planning for independent research projects. Formulation of research question, research design, sampling techniques, use of research concepts, and data analysis. Data collection techniques, including questionnaires, interviews, and data analysis.