



AUBURN UNIVERSITY

College of Human Sciences

Department of Nutritional Sciences

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GRADUATE STUDENT

HANDBOOK

NUTRITIONAL SCIENCES

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WELCOME FROM THE FACULTY

We welcome you to your journey of graduate study in the Department of Nutritional Sciences, a part of the College of Human Sciences at Auburn University. This journey will at times be exciting, at other times challenging, but at all times, interesting.

As graduate faculty members, we take our responsibilities very seriously. To succeed in graduate studies, you will have to take your responsibilities very seriously as well. The rewards can be many: a fulfilling career, enhanced understanding of your chosen field, a growing circle of professional colleagues and contacts, and the reward of a high level of personal accomplishment. We encourage you to resolve to set the highest standards for each milestone in your pursuit of your degree. We wish you well in your studies and encourage you to seek us out when questions and problems arise.

STUDENT RESPONSIBILITIES

It is the responsibility of the graduate student to read this document as well as documents on the Auburn University Graduate School webpages (www.grad.auburn.edu) and to abide by departmental and university policies and requirements. *Recognize that in the event of a discrepancy (ies) between policies stated in this Graduate Student Handbook and policies stated by the Graduate School, Graduate School policies take precedent.* Review the Graduate School web pages each semester to learn new policies and policy changes.




*Dr. Doug White,
Associate Professor
of Nutrition
interacting with a
graduate student at
the Boshell Diabetes
Research Day, held
at Auburn University*

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 The Department of
 Nutritional Sciences at
 Auburn University offers
 graduate study leading to
 the Master of Science and
 Doctor of Philosophy
 degrees with an emphasis
 in Nutrition.



GRADUATE STUDENT HANDBOOK

I. GENERAL DEPARTMENT INFORMATION

Program Overview

The Department of Nutritional Sciences, a part of the College of Human Sciences at Auburn University, offers graduate study leading to the Master of Science and the Doctor of Philosophy degrees, with emphasis in NUTRITION. The combination of these respective areas within a single department facilitates integrative studies addressing normal and clinical nutrition, food and health issues. The department emphasizes the integration of knowledge from various fields for the purpose of understanding and developing professional skills for careers in higher education and government, as well as food, healthcare, and industries.

Degrees Offered

The Master of Science (M.S.) degree programs are designed to provide advanced study and research. All M.S. degree thesis programs in the department require a minimum of 30 semester hours. Students may also elect to pursue a non-thesis Master of Science degree. The non-thesis option requires the completion of a scholarly, research project / paper (versus a thesis). The non-thesis option requires a minimum of 33 semester hours. Courses for the M.S. degree (non-thesis option) with an emphasis in NUTRITION may be taken through the Distance Learning Program.

The Doctor of Philosophy (Ph.D.) programs are designed to provide a high level of study and research through an emphasis in NUTRITION. Similar to the Master of Science degree, Ph.D. programs are individually planned to help enable the student to fulfill career objectives. The Ph.D. requires a minimum of 60 semester hours beyond the Bachelor of Science degree and a dissertation describing original research in the student's area of emphasis.

II. GENERAL UNIVERSITY AND GRADUATE SCHOOL POLICIES

This section of the handbook provides information on policies that apply to both master's level and doctoral level graduate students.

Plan of Study

The Plan of Study indicates which courses are required for the degree. The Plan of Study is developed initially by the academic advisor and the student. Once a major professor is chosen, the Plan of Study is developed further and finalized by the major professor, the student, and the student's advisory committee. The plan of study must be completed and approved at least one semester prior to a student's expected graduation. NO STUDENT will be permitted to graduate who fails to submit a plan of study to the Graduate School prior to the semester of expected graduation. Graduation day is the official last day of each semester and, therefore, is the deadline for submitting plans of study for graduation the following semester. Changes in the Plan of Study require the completion of a form. All changes must be provided before the beginning of the final semester. One to three changes may be made by using the simplified "Change in Existing Plan of

Study Form” available at the Graduate School. Four or more changes require a new Plan of Study. The student is responsible for carrying out the planned program and for making any necessary changes.

To complete a Plan of Study, students need to use DegreeWorks. Students need to first log in to AU Access, then click Tiger i to access DegreeWorks. Use the Planner tab to create your Plan of Study. Once your Planner has been created in DegreeWorks, the next step is to notify the Graduate School, using the preformatted email. Once the Graduate School has reviewed and accepted your Planner, we will lock it, print to PDF, and email your committee members that it is ready for their review. Your major professor will communicate the committee’s acceptance or rejection of the Planner back to the Graduate School. Click here for the DegreeWorks Planner tutorial: http://grad.auburn.edu/degree_works.html

Continuous Enrollment Policy

The Continuous Enrollment Policy is effective for all *new* graduate students beginning Fall Semester 2010. It is effective in Fall Semester 2011 for all new *and continuing* graduate students enrolled before Fall Semester 2010. All full- and part-time degree-seeking graduate students must be continuously enrolled. Continuous enrollment is defined as registration in at least two semesters in a given academic year (fall, spring, summer) until the degree is awarded or status as a degree-seeking student is terminated through an official university withdrawal. It is ultimately the responsibility of graduate students to ensure that they are meeting the enrollment provisions of this policy.

Inactive Status

Students who do not register for at least two semesters in a given academic year will be declared inactive. To be re-activated, students must apply for re-activation to the program in which they were enrolled and to the Graduate School. Re-activation is not guaranteed. In order to fulfill the continuous enrollment requirement, students who are re-activated must register retroactively and pay the continuous enrollment fee for all semesters that have elapsed since they were last enrolled - up to a maximum of eight semesters.

Leave of Absence

A student may be granted a leave of absence for medical reasons, family necessity or dependent care, military service, or other approved personal reasons. Students planning to discontinue enrollment for a semester or more must request approval from the Graduate School for a leave of absence. Students may petition for a leave of absence for a maximum of two semesters during the entire program; however, the Graduate School may approve extensions beyond this in certain situations (e.g., for military service obligations extending beyond two semesters). A petition for a leave of absence (or extension), signed by the Graduate Program Officer or department head, must be approved by the Dean of the Graduate School. The Graduate School may request appropriate documentation. The request must be filed and approved *before* the anticipated absence. An approved leave of absence will enable students to re-enter their program without applying for re-activation or owing retroactive continuous enrollment fees. A

student on leave is not required to pay fees, but in turn may not use Auburn University faculty, facilities, resources, or services intended only for enrolled students; receive a graduate assistantship, fellowship or financial aid from the University or take any Auburn courses on the plan of study.

Full Time Status - Semester Credit Load Policies

Graduate students must take 9 credit hours each semester to be considered full time, or graduate students may enroll in GRAD 7@@0 or 8@@0 with concurrent enrollment for a minimum of 1 credit hour of NTRI 7990 Research and Thesis or NTRI 7980 Non-thesis Research, or NTRI 8990 Research and Dissertation to be classified as full-time students.

Domestic students on an assistantship do not have to be full-time students but must be registered for at least one credit hour per semester. International students on an F-1 visa must be full-time (at least 9 hours per semester) during the academic year (August to May). Exceptions must meet criteria established by the Immigration Service. Graduate students who have been awarded an assistantship are expected to be full-time students (enrolled in the appropriate number of courses) and making adequate progress towards degree completion. Graduate students must be signed up for at least one credit hour during all semesters (including summer) in which they are receiving the assistantship.

A maximum course load of 16 hours per semester is permitted (14 hours in the summer). This includes undergraduate courses and NTRI 7990 thesis or NTRI 7980 non-thesis/ NTRI 8990 dissertation hours.

The GRAD 7@@0 and GRAD 8@@0 are used to certify students as full time for financial aid qualification and for loan payback deferment without requiring registration for a minimum of 9 hours. The form must be taken to the Graduate School for action and must be submitted to the Graduate School no later than 12 days prior to the first class day of the following semester. Enrollment in GRAD 7@@0 or 8@@0 requires the completion of a certification available at the Graduate School or on the Graduate School website. Master's students may register for GRAD 7@@0 for a maximum of three semesters; doctoral students may register for GRAD 8@@0 for a maximum of six semesters. Students must concurrently enroll in a minimum of one hour of NTRI 7990, or 7980, or 8990. Students should be engaged full time in the completion of thesis/dissertation research and writing, must be making significant progress toward degree completion, and must not enroll in any didactic course work.

"Incomplete" Grade

A grade of "incomplete" must be removed within six months or it will be recorded permanently as an **F** and the course will have to be repeated. This applies regardless of the student's enrollment status. A student not enrolled during the following six months is not exempt from this rule. Pending removal or recording as an **F**, an "incomplete" is counted as a **C** in determining eligibility for continuing in Graduate School. An "Incomplete" can result in academic probation unless the student has a high enough grade point average. No student may graduate until

“incomplete” grades are removed, and the removal must be completed at least three weeks before the date of graduation, regardless of whether the course is included on the Plan of Study.

Withdrawing from Courses

Prior to 1st day of class: Students may withdraw from any or all classes without special permission or academic penalty. Tuition and fees are *not* charged for these classes and such classes do *not* appear on transcripts.

Day 1-5: Last day to add or drop course for term (5th class day), without a drop fee. If a student chooses to drop a course between Day 6-15, an administrative fee of \$100 is charged.

Day 1 - 15 (Day 1 - 5 in all Summer sessions): In this time period, students (except international students, see below) may withdraw from one or more (but not all) courses without special permission or academic penalty. Tuition and academic fees are *not* charged for classes from which students withdraw in this period, *but* an administrative fee of \$100 is charged. These classes do not appear on transcripts.

Day 16 - midterm (Day 6 - midterm of all Summer sessions): Students (except international students) may withdraw from one or more (but not all) classes in this time period without special permission or academic penalty. Full-tuition, however, must be paid for these classes and each such class appears on the transcript with a grade of WD (Withdrawn).

After mid-term: Withdrawal from courses after mid-semester is allowed only under unusual conditions. To document these conditions, the student's advisor or department head should send a written message (or e-mail) to the Graduate Dean indicating (a) the course(s) from which the student wishes to withdraw, (b) the last day of attendance, (c) the student's grade at the time of the request and (d) the specifics of the unusual conditions. If the Graduate Dean approves withdrawals under such circumstances, a W (Withdrawn) is assigned only when the student is passing the course at the time of withdrawal. Otherwise a grade of WF (Withdrawn Failing) is assigned.

Resign (withdraw from all courses): In order for students to withdraw from *all* of their classes after the beginning of a semester, they must resign *for that semester*. To resign, a student should print this FORM (http://www.grad.auburn.edu/forms/withdrawal_form.pdf). This form is complete when the requested information for each course is noted, all required signatures are obtained, and documentation of the relevant circumstances is attached. When complete, the form should be delivered to the Graduate Dean. *Once a semester has begun, the timing of resignations elicits the same policies regarding tuition, fees, transcripts, and grades as noted above for withdrawal.*

Withdrawal or resignation for international students:

Once classes begin, no international student should withdraw from any course before contacting the International Student Office to verify implications of the withdrawal/resignation for their visa status. International students on an F-1 visa must attend school full-time (at least 9 hours per semester) during the academic year. Exceptions must meet criteria established by the Immigration Service.

Withdrawals and resignations may have implications for students with financial aid or student

loans. For more information about the process of withdrawal or resignation and for their implications for student finances, call Student Financial Services [334-844-4770]. Students with significant chronic physical or psychological issues should consult with The Program for Students with Disabilities regarding withdrawal/resignation at 334-844-2096. More information is available at <http://www.auburn.edu/academic/disabilities>.

Grades and the Graduate Grade Point Average Policy

To receive a graduate degree at Auburn University, a student must earn a cumulative graduate grade point average (GGPA) of 3.0 on a 4.0 scale on all courses carrying graduate credit. The Graduate GPA (GGPA) is calculated on a 4.0 scale (each hour of A equals 4 points, B 3 points, C 2 points, D 1 point, and F 0 points). All grades earned as a graduate student at Auburn University are included in the GGPA except for S/U (satisfactory / unsatisfactory), TD (thesis/dissertation), NN (not graded), CO (cooperative education), NG (not graded), IN (incomplete), NR (no grade reported), and AU (audit) grades. Grades earned in undergraduate or professional courses and grades earned at other institutions, including those accepted for credit in meeting degree requirements, do not count in the calculation of the Auburn University GGPA. All graduate grades earned in different graduate degree programs at Auburn University are included in the GGPA.

No more than nine hours beyond the student's Plan of Study is allowed to obtain the CGGPA. No grade below C (including unsatisfactory grades for courses taken under the S/U option) is acceptable for credit toward a graduate degree. Each graduate course in which a grade below C is received must be repeated at Auburn University whether or not it is listed on the student's Plan of Study. Both the original grade and the grade for the repeated course will be counted in calculating the CGGPA. Courses retaken will not count against the nine-hour limit beyond the student's Plan of Study in obtaining the minimum CGGPA.

Graduation requires a cumulative GPA of 3.0 or higher on a 4.0 scale in graduate courses. Failure to maintain at least a 3.0 GPA will result in academic probation and possible dismissal. Read the section below. See the Graduate School website for Grade Point Average Calculators.

Academic Standing - Probation and Dismissal

Only grades in Auburn University courses approved for graduate credit will be used in determining the overall GPA for continuation in the Graduate School. If at the end of any semester the cumulative graduate GPA (CGGPA) falls below 3.0, the student will be placed on **academic probation**. If the CGGPA remains below 3.0 after the next eleven credit hours of graduate enrollment (both graded and ungraded) or two consecutive terms [excluding the summer term] (whichever comes first), the student will be placed on **academic suspension**. Students on academic suspension may not hold a graduate assistantship. The student may be readmitted only after completion of a remediation plan recommended by the academic unit and approved by the dean of the Graduate School. Course work taken as part of the remediation plan must be completed within two consecutive semesters (excluding the summer term) and may count toward both the student's degree and CGGPA with the recommendation of the department head and the approval of the graduate dean. Upon completion of the remediation

plan, the student must have addressed academic deficiencies and have a CGGPA of 3.0 or above. Once approved by the graduate dean, remediation plans may not be amended or extended beyond the original deadline. If a student fails to complete the remediation plan as approved or if the student earns a grade of C or below while completing the remediation plan, the student will be dismissed from the Graduate School and the designation ACADEMIC DISMISSAL will be placed on the student's official record.

Graduation Requirements

To graduate, students must notify the registrar and graduate school with intent to graduate during the pre-registration period the semester before the expected semester of graduation or no later than the 15th day of classes during the semester of expected graduation.

Graduation Check: Graduate students are also responsible for checking records for compliance with graduation requirements by requesting a graduation check at the Graduate School. The graduation check must be done before the last day of the semester preceding the one in which the student expects to graduate. Graduation check forms may be acquired from the Graduate School web page:

<http://www.grad.auburn.edu/Checklist%20for%20Master%27s%20%28Thesis%29%20Students.pdf>

<http://grad.auburn.edu/cs/doccklst.html>

Research Involving Humans

Auburn University established the Institutional Review Board for the Use of Human Subjects in Research (IRB) to evaluate research for compliance with the guidelines and policies of the U.S. Department of Health and Human Services (DHHS), the Public Health Service, the Food and Drug Administration (FDA) and other federal, state and local regulations. All research in which human subjects are used, whether by faculty, staff or students, must be approved in advance by the IRB, regardless of the source of funding, lack of funding or any other consideration. Research involving human subjects not approved in advance may be disallowed and may incur severe penalties for non-compliance with institutional policy. Information and review forms may be obtained from the Administrator for Special Programs, 307D Samford Hall, 334-844-5966. Collaborative Institutional Training Initiative (CITI) training is required for all graduate students that are involved in research that uses human subjects. See

<http://www.auburn.edu/research/vpr/ohs/resources.htm>

Research Involving Animals

Auburn's Animal Resources Program requires compliance with the Animal Welfare Assurance negotiated with the Office of Protection from Research Risks (OPRR) / National Institutes of Health (NIH). A major part of that Assurance involves the Institutional Animal Care and Use Committee (IACUC) which ensures compliance with the Assurance, the policies of the U.S. Department of Health and Human Services, the U.S. Department of Agriculture and all other federal, state and local regulations concerning care, treatment and use of animals. Activities, whether teaching, research, production or display of animals, and whether the activity is funded

or not, must be approved in advance by the committee. The use of animals for any purpose that is not approved in advance by the IACUC may involve severe penalties for non-compliance with institutional policy and could jeopardize the Auburn's Animal Welfare Assurance filed with the OPRR and the NIH. Information may be obtained from the Director of Animal Resources, 334-844-5667.

III. THE MASTER'S DEGREE PROGRAM

Course Requirements

The Master's Degree thesis option requires a minimum of 30 semester hours of graduate level courses. The Master's Degree non-thesis option requires a minimum of 33 semester hours of graduate level courses. The Non-thesis track in Nutrition is available through both distance education and on-campus classes. Graduate courses are those with course numbers in the 6000s, 7000s, and 8000s.

Required Core Courses for the MS nutrition program (thesis option) include: NTRI 7530 (Note: BCHE 6180 and 6190 or BCHE 7200 may substitute for NTRI 7530 with approval from the GPO and major professor), one graduate statistics course (ERMA 7300 or STAT 7000), NTRI 7500, NTRI 7510, NTRI 7520, NTRI 7050, NTRI 7850, NTRI 7990 (min. of 5 credits) and Electives. A core course may be substituted with another approved graduate course if an equivalent course was taken as part of an undergraduate degree program. These courses are listed in the appendix.

Required Core Courses for the MS nutrition program (non-thesis) include: NTRI 7530 (Note BCHE 6180 and 6190 or BCHE 7200 may substitute for NTRI 7530 with approval from the GPO and major professor), one graduate statistics course ERMA 7300 or STAT 7000, NTRI 7500, NTRI 7510, NTRI 7520, NTRI 7850, NTRI 7980 (min. of 5 credits), and Electives. A core course may be substituted with another approved graduate course if an equivalent course was taken as part of an undergraduate degree program. These courses are listed in the appendix. Students enrolled for distance education should register for courses shown above (for the non-thesis track), which ends with a suffix of D01.

Electives taken (for both thesis/non-thesis options) should include at least 2 of the following courses, if offered and not taken as part of the undergraduate program: NTRI 8970 Advanced Topics in Nutrition and Food Science; NTRI 6820 Nutrition in the Life Cycle; NTRI 6100 Nutrition in Disease Prevention, NTRI 6020 Medical Nutrition I; 6030 Medical Nutrition II; or NTRI 6560 Nutrition and Food Services Management. A core course and/or required elective(s) may be substituted with an approved graduate course if an equivalent course was taken as part of an undergraduate degree program.

Transfer Credits

Graduate credit taken while enrolled as a graduate student at another regionally accredited U.S. institution may be transferred to Auburn University, when recommended by the student's major professor, advisory committee, graduate coordinator, and when also approved by the dean of the Graduate School. Students seeking transfer credit must provide documentary evidence showing the relevance of the course to the student's plan of study and provide an official transcript showing credit earned for the course. The limit of hours of transfer credits is 6 semester credit hours. The credit must be acceptable to the student's advisory committee and be pertinent to the student's Plan of Study. No course on which a grade lower than B was earned may be transferred to Auburn University. Transfer credit must fall within the time limits of the degree –

i.e., these credits must have been earned within six years of the date the Auburn degree is awarded. Additionally, credit will not be allowed if the combined GPA on graduate work taken at other schools is less than 3.0 on a 4.0 scale, nor may transfer credit be used to improve the GPA on courses taken at Auburn University.

Other Department Requirements

All students are required to give a seminar presenting their thesis research / non-thesis project to the department faculty and students prior to graduation. This seminar is not graded and is not part of a class. The seminar is usually scheduled to precede the thesis research or the non-thesis project defense. A thesis abstract should be distributed to faculty and graduate students prior to the thesis seminar. It is the responsibility of the major professor to schedule the seminar and publicize via email the date, time, and location of the seminar to all department faculty and graduate students.

Selection of a Major Professor and Advisory Committee

For all graduate degrees, the committee chair (or one of the co-chairs) must be a graduate faculty member in the program granting the degree. The major professor must be a member of the Graduate Faculty, either Level 1 or 2, to serve as a major professor for a Master's student. The committee is required to have a minimum of two additional faculty members. At least one of the two must be from the department and at least one of the two must be Graduate Faculty, Level 1. Selection of committee members should be done after the selection of the major professor. Affiliate faculty and other scholars not employed by the University may serve on an advisory committee if they hold a terminal degree in the field with the approval of the Dean of the Graduate School. The final appointment of the Major Professor and Advisory Committee occurs when the Plan of Study, available online, is approved by the Graduate School.

Your choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving your selection of graduate courses, helping to select members of your advisory committee, directing your research and mentoring, to name a few. Choose a major professor who is interested in and has knowledge of a topic you want to pursue as a thesis or research problem. Choose a faculty member who can give you an amount of time and the level and type of guidance that is consistent with what you will need as you conduct your research. Meet with several department faculty members before you select a major professor. Talk to second-year students and/or past graduates of the program before selecting a major professor.

The Graduate School Revision of Existing Plan of Study form is needed to change the major professor or a committee member. Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and/or faculty member should inform the department head. A new major professor or committee member will need to be arranged before submission of required forms.

The Thesis Option

The Thesis Topic - The topic selected for the thesis must be approved by the student's major professor and advisory committee. The student conducts the research under the direction of the major professor. The student prepares the thesis under the direction of the major professor.

Thesis Credit Hours - Enrollment in NTRI 7990 may take place at any time the student and the advisory committee deem appropriate. The student must register for a minimum of 5 credit hours of NTRI 7990. No more than 6 hours of NTRI 7990 may be counted toward the Master's degree. The student may register for 1 or more hours of NTRI 7990 at a time but must be registered for at least 1 credit hour each semester that the student is working on the thesis proposal, conducting thesis research, and writing the thesis. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's thesis defense will occur. Typically, students will be registered for a minimum of 1 credit hour of NTRI 7990 during each semester after the first year with the expectation that additional research hours will be required during the final few semesters of the graduate program.

During any one semester, the number of hours of NTRI 7990 in which the student enrolls should reflect the amount of time being spent on the non-thesis project and the degree to which university resources are being utilized. Students may enroll during any one semester for as few as one hour or as many as 6 hours of NTRI 7990. No grade is assigned.

Thesis Format, Submission, and Approval – The graduate student is encouraged to get a Thesis Format Check prior to the Thesis deadline. A complete description of thesis format requirements is available from the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html. Submission of a thesis is defined as the time at which the first complete draft of such is submitted to the major professor for review. The ETD Guide includes sample preliminary pages and templates, which should make it easier for students to format these pages.

Students should consult with their major professor and advisory committee for style guide requirements. Alternately, students may use any of a number of published style guides, in addition to the Graduate School's own ETD Guide. The Graduate School will also accept theses in alternative formats provided that 1) they include the required components in the prescribed order described in the ETD Guide; 2) they are paginated; 3) they have the approval of the student's advisory committee; and 4) they are deemed acceptable for publication on the World Wide Web by the Dean of the Graduate School. Students preparing theses in an alternative format are encouraged to consult with the Academic Evaluator of Theses and Dissertations at an early stage in the preparation of the electronic document.

Students must submit an Electronic Thesis/Dissertation Final Approval form; this form can be found at: http://www.grad.auburn.edu/etd/approval_form.pdf

The Graduate School no longer requires that students submit paper copies of thesis. Graduate

students are advised to consult with their major professor and advisory committee as to whether or not a paper copy will be required. The Ralph Draughon Library no longer binds theses. Students who need bound copies will need to use a commercial binder.

Thesis Deadlines - The Graduate School Calendar lists the deadline for acceptance of the final (final meaning ready for uploading) thesis by the Graduate School each semester. Errors in the final copies may delay graduation.

Thesis Defense - All students are required to give a seminar presenting their thesis research to the department. This seminar is not graded and is not part of a class. The defense of the thesis usually follows the presentation. All students must pass the defense, which may include major and minor areas of study as well as the research and thesis. This examination / defense is usually a two-hour oral examination, but the student's advisory committee also may require a written examination.

The defense / examination should take place no later than the deadline indicated in the Graduate School Calendar. The thesis defense should be open to members of the Graduate Faculty as visitors. Successful completion requires unanimous support of all members of the advisory committee and the submission of the appropriate form (Form 9) to the Graduate School. The major professor should download a copy of form 9 and bring it to the defense. Upon successful completion of the defense, form 9 is signed and must be turned into the Graduate School.

If a student fails the examination, one re-examination may be given on the recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with the approval of the Graduate Council.

Upon successful completion of the final examination, the final electronic copy of the thesis must be submitted to the Graduate School before the degree is conferred (see Graduate School calendar for the deadline).

Time Limitations

All graduate work (courses and thesis research) toward a master's degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the Plan of Study. Should an extension be desired, the request for an extension of time to meet degree requirements must be justified, and accompanied by a proposed schedule for completion and assurance that the student is current in subjects in the Plan of Study.

The Non-Thesis Option

The Non-Thesis Research Project Topic - The research project selected for the non-thesis must be approved by the student's major professor and advisory committee. The student conducts the non-thesis research and writes the report under the direction of the major professor. Students will register for NTRI 7980 (or NTRI 7980-D01 for those students taking courses via distance education) during semesters in which they are working on the research project. The non-thesis research project may involve the writing of a literature review in a specific area of nutrition. The literature review is expected to be at least 30 pages in length (1" margins, 12 font), not including references. Alternately, the non-thesis research project may involve the collection and statistical analysis of nutrition-related data along with the writing of a full-length journal manuscript.

Enrollment in NTRI 7980 may take place at any time the student and the advisory committee deem appropriate. During any one semester, the number of hours of NTRI 7980 in which the student enrolls should reflect the amount of time being spent on the non-thesis project and the degree to which university resources are being utilized. Students may enroll during any one semester for as few as one hour or as many as 6 hours of NTRI 7980. No grade is assigned.

Non-Thesis Research Project Defense - All students must pass the defense, which may include major and minor areas of study as well as the research project. This examination / defense is usually a two-hour oral examination, but the student's advisory committee also may require a written examination. A seminar (that is not graded or part of a class) typically precedes the defense of the research project and is required of all students. The defense / examination should take place no later than the deadline indicated in the Graduate School Calendar. The nonthesis defense should be open to members of the Graduate Faculty as visitors. Successful completion requires unanimous support of all members of the advisory committee and the submission of the appropriate form (Form 8 – Non-thesis Master's Final Examination Form) to the Graduate School.

If a student fails the examination, one re-examination may be given on recommendation of the advisory committee and approval by the Dean of the Graduate School. Further examinations will be allowed only under exceptional circumstances and with the approval of the Graduate Council.

Time Limitations

All graduate work (courses and non-thesis research) toward a master's degree must be completed within a period of six calendar years. The student's time to completion begins with the earliest completed course approved for inclusion in the Plan of Study. Should an extension be desired, the request for an extension of time to meet degree requirements must be justified, and accompanied by a proposed schedule for completion and assurance that the student is current in subjects in the Plan of Study.

Accelerated Bachelor's/Master's Program in Nutrition

Undergraduate students enrolled in the Accelerated Bachelor's / Master's program in Nutrition earn 9 credits towards the Master of Science degree in Nutrition, by taking graduate level versions of required undergraduate courses during the senior year of undergraduate coursework.

Admission qualifications include a minimum overall GPA of 3.4 or above (ungapped), minimum undergraduate credit hours of 45 and maximum credit hours of 96, with at least 24 earned at Auburn University, and a grade of B or higher in NTRI 4820: Macronutrients and NTRI 4830: Vitamins and Minerals.

Admitted students can register for NTRI 6820, NTRI 6020, and NTRI 6030 in lieu of NTRI 5820, NTRI 5020, and NTRI 5030 respectively.

Policies: An Auburn University undergraduate student officially admitted and enrolled in an approved Accelerated Bachelor's/Master's degree plan (ABM) may register for graduate courses that are listed as required or elective courses in the student's ABM plan. Similarly, students officially admitted and enrolled in the Honors College may enroll in a limited number of graduate courses. A maximum of nine hours (in a 30-hour master's program) or 12 hours (in a 36-hour or more master's program) may be counted towards *both* degrees, provided that a grade of B or higher is achieved on all courses used for graduate credit. No courses may be counted for both undergraduate and graduate credit in a program in which the double counting of courses is prohibited by an accrediting agency. The total course load taken at the time the undergraduate student is in a graduate course may not exceed 16 semester hours per semester.

Continuation and Graduation Requirements: Students need to maintain a cumulative GPA of 3.40 or higher; earn a grade of B (3.0) or higher on all double-counted, graduate level courses; and complete the degree requirements within time limits set by the Graduate School and the degree-granting program.

Application for Admission to Graduate School: Students generally take the GRE and apply for admission to Graduate School at the beginning of the senior year. Students must complete the bachelor's degree, be admitted to the Graduate School and the degree program before entering the master's degree program. Admission into the ABM program does not guarantee admission into the Graduate School. Students must still apply for admission to the Graduate School (including submitting the Graduate School application, paying the application fee, and providing transcripts and standardized test scores as required) by the prescribed deadline.

Withdrawal from the ABM Program: Students may withdraw voluntarily from the ABM program at any time. Students must notify, in writing, the graduate program officer and the coordinator/director of undergraduate studies in their respective departments. A copy of the request to withdraw from the program should be sent to the Dean of the Graduate School.

Students who withdraw from the program voluntarily or because they do not meet program requirements will not be awarded graduate credit for double-counted courses.

Tentative Progression Checklist - M.S. degree (Thesis option)

Check with the latest Graduate School* policies

Requirement	Timeline	Comments
Develop tentative Plan of Study	~ 1 st semester of enrollment	Consult with your temporary advisor
Selection of Major Professor	~2 nd or 3 rd semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Select an Advisory Committee	~2 nd or 3 rd semester of enrollment	
Submit Plan of Study to Graduate School	MUST Be at least one semester Prior to the semester of expected graduation	Online form available at GPOST at www.grad.auburn.edu
Develop Thesis research	Topic must be approved by the major professor and advisory committee. Register for at least 1 credit NTRI 7990 thesis proposal is being conducted and written. If required, obtain IRB approval before conducting research	
If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	MUST Be Prior to the semester of expected graduation	Revisions submitted online with GPOST at www.grad.auburn.edu If more than three changes have been made to the approved Plan of Study, the student needs to submit a revised Plan of Study .
Request a Graduation Check through Graduate School's website	MUST be prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at www.grad.auburn.edu
Clear any "Incomplete" Grades	MUST be at least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Notification of the Registrar with the intent to graduate	MUST be during the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	
Notification of the Graduate School with the intent to graduate	MUST be when registering for the final semester	
Enrollment in at least 1 credit during the semester of graduation.	Semester of graduation	If thesis is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 7000 Thesis Completion.
Present Seminar on Thesis Research	Prior to graduation, usually scheduled to precede the thesis research defense meeting.	Seminar is presented to faculty and students.
Submit Form 9 (Thesis Master's Final Examination Form) to Graduate School	See Graduate School calendar for Form 9 submission deadline	Form available online at http://graduate.auburn.edu/gradreports/MS_TExamRpt .
Electronic Submission of Thesis to Graduate School	Semester of graduation	See the Graduate School's Electronic Thesis and Dissertation Guide, and the Thesis Format Check Guidelines at http://www.grad.auburn.edu/etd_guide.html
Graduation	All degree requirements must be completed within six calendar years.	

*Graduate School Website will reflect the most current requirements

Tentative Progression Checklist - M.S. degree (Non-thesis option):

Check with the latest Graduate School* policies

Requirement	Timeline	Comments
Develop tentative Plan of Study	~ 1st semester of enrollment	Consult with your temporary advisor
Selection of Major Professor	~ 2nd or 3rd semester of enrollment	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Select an Advisory Committee	~ 2nd or 3rd semester of enrollment	
Submit Plan of Study to Graduate School	MUST Be at least one semester Prior to the semester of expected graduation	Online form available at GPOST at www.grad.auburn.edu
Develop a Proposal for the Research Project	Topic must be approved by the major professor and advisory committee. Student should register for NTRI 7980 (NTRI 7986 for distance education students) each semester the student is working on the research project. If required, obtain IRB approval before conducting research	
If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	MUST Be Prior to the semester of expected graduation	Revisions submitted online with GPOST at www.grad.auburn.edu If more than three changes have been made to the approved Plan of Study, the student needs to submit a revised Plan of Study .
Request a Graduation Check through Graduate School's website	MUST be prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at www.grad.auburn.edu
Clear any "Incomplete" Grades	MUST be at least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Notification of the Registrar with the intent to graduate	MUST be during the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	
Notification of the Graduate School with the intent to graduate	MUST be when registering for the final semester	
Enrollment in at least 1 credit during the semester of graduation.	Semester of graduation	Non-thesis students requiring only submission of research project register for GRAD 7000 in the semester when the research project is submitted.
Present Seminar on Non-thesis Research	Prior to graduation, usually scheduled to precede the non-thesis research defense meeting.	Seminar is presented to faculty and students.
Submit Form 8 (Non-thesis Master's Final Examination Form) to Graduate School	See Graduate School calendar for Form 8 submission deadline	Form available online at http://graduate.auburn.edu/gradreports/MSTExamRpt .
Graduation	All degree requirements must be completed within six calendar years.	

*Graduate School Website will reflect the most current requirements

IV. THE DOCTOR OF PHILOSOPHY DEGREE PROGRAM

The Doctor of Philosophy is conferred in recognition of the mastery of a special field of learning as shown by the satisfactory completion of a prescribed course of study and investigation, the successful passing of general examinations covering the major and minor fields of study, the preparation of an acceptable dissertation reflecting high achievement in scholarship and independent investigation, and the passing of a final examination on the dissertation and related subjects. The degree is a research degree. It is not conferred merely upon fulfillment of technical requirements, but awarded in recognition of the ability to think and work independently, originally, and creatively in a chosen field.

Degree Requirements

The Graduate School requires a minimum of 60 semester credit hours beyond the bachelor's degree for a doctoral degree. Of these required hours, a minimum of 30 credit hours must be graded (A, B, C) graduate course work at the 7000- and 8000-level. In addition, 21 of those 30 graded hours must be completed while registered as a doctoral student in the Ph.D. program at Auburn University. All doctoral students must also complete a minimum of 30 hours of additional coursework that may include ungraded courses, 6000-level courses, research and thesis hours, and research and dissertation hours. A maximum of 4 semester hours of Research and Thesis from a completed master's program may be counted toward the doctoral requirements. All doctoral students must complete a minimum of 10 hours of research and dissertation (NTRI 8990).

The total number of credit hours that may be transferred from another accredited institution toward a doctoral degree must be less than 50% of the credit hours listed on the Plan of Study. Such transfer credit (1) must fall within the time limits of the degree, and (2) must be approved by the advisory committee and the Dean of the Graduate School.

Core courses required for the nutrition PhD program include: NTRI 7530 (or BCHE 6180 and 6190 or BCHE 7200), STAT 7000 and 7010 or equivalent such as ERMA 7300 and 7310, NTRI 7500, NTRI 7510, NTRI 7520, NTRI 7050, NTRI 8850 (twice), NTRI 8970, and NTRI 8990 (minimum 10 credits). Core courses may be substituted with other approved graduate courses if equivalent courses have been taken as part of a Master's degree program.

All doctoral students must complete a minimum of 10 hours of 8990. Enrollment in NTRI 8990 may take place at any time the student and the advisory committee deem appropriate. During any one semester, the number of hours of 8990 in which the student enrolls should reflect the amount of time being spent on the dissertation and the degree to which university resources are being utilized. Students may enroll during any one semester for as few as one hour or as many as 16 hours of NTRI 8990. No grade is assigned.

Other Department Requirements

All students are required to give a seminar presenting their dissertation research to the

department faculty and students prior to graduation. This seminar is not graded or part of a class. The seminar is usually scheduled to precede the dissertation defense. A dissertation abstract should be distributed to faculty and graduate students prior to the dissertation seminar. It is the responsibility of the major professor to schedule the seminar and publicize via email the date, time, and location of the seminar to department faculty and graduate students.

Selection of a Major Professor and Doctoral Advisory Committee

For all graduate degrees, the committee chair (or one of the co-chairs) must be a graduate faculty member in the program granting the degree. A doctoral advisory committee should consist of at least four members of the Graduate Faculty. The major professor must be a member of the Graduate Faculty, Level 2 to serve as a major professor for a doctoral student. Additional members may include no more than one non-Auburn University faculty member, who must hold the terminal degree in the field. A majority of the Auburn University committee members (i.e. three out of four, if it is a four member committee) is required to have Graduate Faculty level 2. Selection of committee members should be done after selection of the major professor. The final appointment of the Advisory Committee occurs when the Plan of Study is approved by the Graduate School.

Your choice of a major professor is an important one and should not be taken lightly. Many diverse roles may be played by the major professor including counseling, approving your selection of graduate courses, helping to select members of your advisory committee, directing your research and mentoring, to name a few. Choose a major professor who is interested in and has knowledge of a topic you want to pursue as a dissertation or industry based research problem. Choose a faculty member who can give you an amount of time and the level and type of guidance that is consistent with what you will need as you conduct your research. Meet with several department faculty members before you select a major professor. Talk to second-year students and/or past graduates of the program before selecting a major professor. A form, Graduate School Revision of Existing Plan of Study, is needed to change the major professor or a committee member. Students are encouraged to meet with their major professor or the committee member to attempt to arrive at a mutually acceptable arrangement. If negotiations are not successful, however, the student and or faculty member should inform the department head. A new major professor or committee member will need to be arranged before submission of required forms.

The Dissertation

The Dissertation Topic - A dissertation is required of all candidates for the degree of Doctor of Philosophy. The dissertation shall constitute a contribution to knowledge. The dissertation topic selected must be approved by the student's major professor and advisory committee. The student conducts the research under the direction of the major professor. The student prepares the dissertation under the direction of the major professor.

Required Dissertation Credit Hours - The student must register for a minimum of 10 credit hours of NTRI 8990. The student may register for one or more hours of NTRI 8990 at a time, but must

be registered for at least 1 credit hour each semester that the student is working on the dissertation proposal, conducting research for the dissertation, and writing the dissertation. In addition, the student must be registered for at least 1 credit hour during the semester in which the student's final defense will occur. Typically students will be registered for a minimum of 1 credit hour of NTRI 8990 during each semester after the year with the expectation that additional research hours will be required during the final few semesters of the graduate program.

Dissertation Format, Submission, Approval and Deadlines - Graduate students are required to get a Dissertation Format Check. See the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) for format check directions at http://www.grad.auburn.edu/etd_guide.html. For a complete description of format requirements, see the Graduate School's Electronic Thesis and Dissertation Guide (ETD Guide) at http://www.grad.auburn.edu/etd_guide.html.

Students should consult with their major professor and advisory committee for style guide requirements. Alternately, students may use any of a number of published style guides, in addition to the Graduate School's ETD Guide. The Graduate School will also accept dissertations in alternative formats provided that 1) they include the required components in the prescribed order described in the ETD Guide; 2) they are paginated; 3) they have the approval of the student's advisory committee; and 4) they are deemed acceptable for publication on the World Wide Web by the Dean of the Graduate School. Students preparing dissertations in an alternative format are encouraged to consult with the Academic Evaluator of Theses and Dissertations at an early stage in the preparation of the electronic document.

The Graduate School Calendar, in the *Bulletin*, lists the deadline for the acceptance of final dissertation by the Graduate School each semester. "Final" means that the dissertation is approved by the committee, and ready to go to the representative of the Graduate School (outside reader) - see section on "Final Examination for the Doctoral Degree".

The completion of an Electronic Thesis/Dissertation Final Approval Form is required and can be found at: http://www.grad.auburn.edu/etd/approval_form.pdf

The Graduate School does not require paper copies of the dissertation. Graduate students are advised to consult with their major professor and advisory committee as to whether or not a paper copy is required. The Ralph Draughon Library does not bind dissertations. Students who need bound copies will need to use a commercial binder, such as CopyCat.

Residency Requirements

Doctoral students must complete a Certificate of Graduate Residency form available through www.grad.auburn.edu Resident, on-campus study is the foundation for research-based graduate degree programs at Auburn University. Any graduate student enrolled in a degree program culminating in a thesis or dissertation must directly engage in research with the major professor, must have access to the research tools needed for the research activity, must be immersed in the culture of graduate education, must engage in the professional activities of the discipline, and must complete the research activity in a reasonable period of time. Graduation requires the major professor to certify compliance with these requirements. This requirement concerns

academic residency only; it has nothing to do with residency for fee purposes.

Doctoral Examinations

Students in the doctoral program must take and pass two separate examinations, (1) the general doctoral examination, also called the “preliminary examination,” or “preliminary general examination”, and (2) the final examination, also sometimes referred to as the dissertation defense.

The primary purpose of the general examination is to assess the student’s understanding of the broad body of knowledge in a field of study. The examination also affords the advisory committee an opportunity to review the student’s proposed research and understanding of research methods and literature in the chosen field. If the general examination reveals deficiencies in any of these areas, the advisory committee may recommend remedial work, re-examination, or discontinuation of doctoral study.

This first general examination has two parts, a written examination and then an oral examination. The written test is conducted by the student’s advisory committee in the student’s major and minor areas of study. The written portion of the examination does not require approval by the Graduate School. The written portion of the examination is conducted before the oral examination. The oral portion of the examination requires *approval in advance by the Graduate School*. The application form for the general oral examination may be obtained from the Graduate School website under forms. Arrangements for the oral examination must be made by application to the Graduate School *at least one week in advance of the proposed examination date*. The oral examination should be conducted soon after the successful completion of the written examination. Successful completion of the oral examination requires unanimous support of the student’s advisory committee. If the general oral examination is failed, a re-examination may be given on recommendation of the committee and approval by the dean of the Graduate School. Further examinations require exceptional circumstances and approval by the Graduate Council.

Upon the successful completion of the general examination, the student becomes a *doctoral candidate* for the degree, and has four calendar years thereafter to complete all additional requirements. If unable, because of reasons beyond the candidate’s control to complete the requirements on time, the student may petition the Dean of the Graduate School for an extension. Otherwise, the student will revert to the status of an applicant.

The final examination (defense) for the doctoral degree is taken after the dissertation has been completed (except for minor revisions) and has been approved by the student’s advisory committee. At least one semester (preferably more than one) must intervene between the general oral examination and the final (defense) examination. An Outside or University Reader (representing the university’s graduate faculty and the Graduate School) will be appointed to review the dissertation; however, the student’s advisor may request the appointment of the Reader as the dissertation is in its final draft stages. Upon review and approval by the Reader,

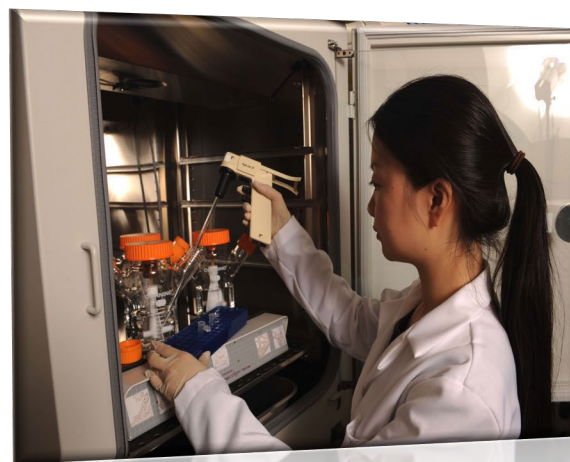
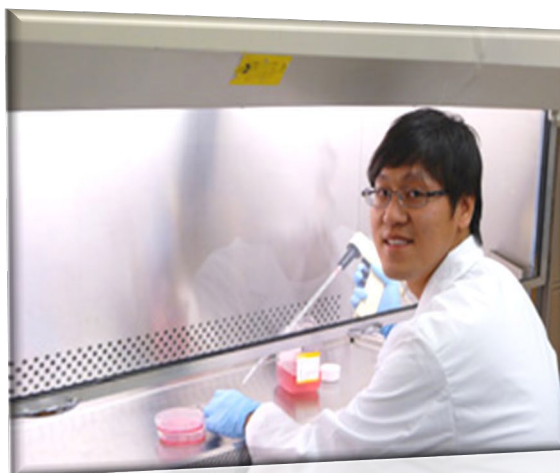
the Graduate School will approve the dissertation and allow the student to submit the required form for the final examination. The application must be filed with the Graduate School at least one week in advance of the desired date for the final examination.

The final examination is administered by the student's major professor and advisory committee as well as the University Reader (who both attends and participates). The examination, which generally is oral but may be both oral and written, includes the major and minor fields of study and a defense of the dissertation. Successful completion requires unanimous support of all members of the committee, including the University Reader. Any member of the Graduate Faculty may attend. If a student fails the examination, a re-examination may be given on recommendation of the advisory committee and approval by the dean of the Graduate School. Further examination requires exceptional circumstances and approval of the Graduate Council.

Upon successful completion of the final examination, the final electronic copy of the dissertation must be submitted to the Graduate School before the degree is conferred (see Graduate School calendar for the deadline).

Time Limitations

A student has four calendar years after being admitted to candidacy to complete all additional degree requirements.



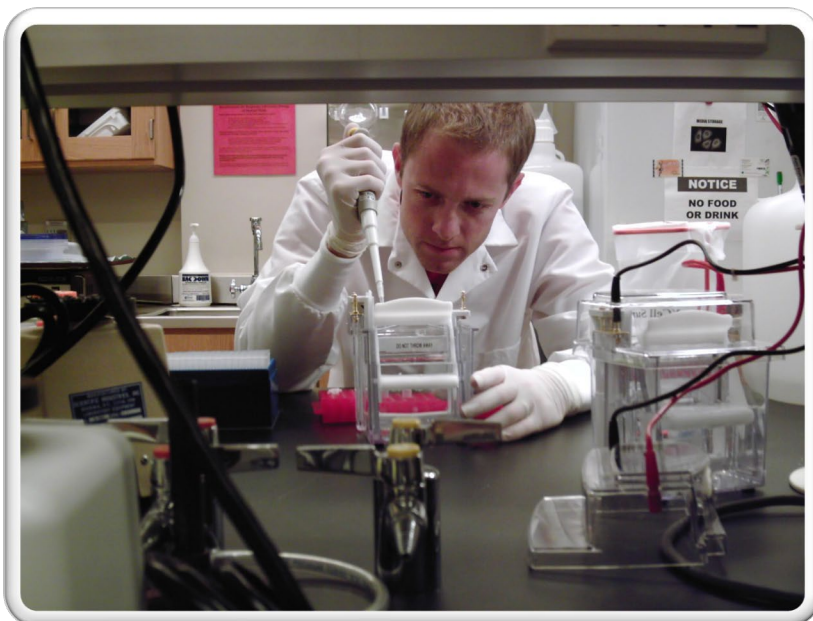
Current broad areas of research in Nutrition at Auburn University include Molecular Nutrition, Nutritional Genomics, Nutritional Physiology, and Community Nutrition.

Tentative Progression Checklist – Ph.D - Check with the latest Graduate School* policies

Requirement	Timeline	Instructions/Notes
Develop tentative Plan of Study	~1 st or 2 nd semester of enrollment	Consult with your temporary advisor
Selection of Major Professor	Recommended by the second year	Official approval of the major professor and advisory committee occurs when the Plan of Study is approved by the Graduate School.
Meet and set up Advisory Committee	Recommended by the second year	
Submit Certification Of Graduate Residency to Graduate School	Form available online at: www.grad.auburn.edu	
Submit a Plan of Study to Graduate School	Recommended by the second year	Form available at GPOST at www.grad.auburn.edu
Develop Dissertation Research Proposal	After completion of course work	Topic must be approved by the major professor and advisory committee. If required, obtain IRB approval before conducting research
Arrange for written general examination with major professor and advisory committee Arrange for oral general examination	Arrangements for the oral exam must be made by application to Graduate School at least one week in advance of the proposed examination date	Submit an Application for General Oral Exam Form, available online at www.grad.auburn.edu The Dissertation Proposal defense meeting may be included as part of the General Oral Examination
Doctoral Candidacy	After successful completion of general written and oral exams	
If no more than three changes have been made to the approved Plan of Study, submit " Revision to Existing Plan of Study " Form to Graduate School.	Prior to the semester of expected graduation	Revisions submitted online with GPOST at www.grad.auburn.edu If more than three changes have been made to the approved Plan of Study, a revised Plan of Study is needed
Request a Graduation Check through Graduate School's website	Prior to the last day of the semester preceding the expected semester of graduation	Submit online at GAAAP at www.grad.auburn.edu
Notify the Registrar with the intent to graduate	During the pre-registration period the semester before the expected semester of graduation, or no later than the 15 th day of classes during the semester of expected graduation	
Notify the Graduate School with the intent to graduate	When registering for the final semester	
Enrollment the semester of graduation	Semester of graduation	If defending dissertation, enroll in 1 credit NTRI 8990; if dissertation is submitted and all graduation requirements are met by the last day of the previous semester, enroll in GRAD 8000 Dissertation Completion Form.

Requirement	Timeline	Instructions/Notes
Clear any "Incomplete" Grades	At least three weeks before the date of graduation	An overall GPA of 3.0 or higher (on a scale of 4.0) is required.
Present Dissertation Seminar to faculty and students.	Prior to graduation, usually scheduled to precede the dissertation defense meeting	
Have a committee-approved draft of dissertation and Doctoral Dissertation First Draft Form Schedule and satisfactorily complete dissertation defense	At least one full semester after the general oral exam	Major professor recommends outside reader to Graduate School Submit an Application for Final Oral Examination, available on line at www.grad.auburn.edu and submit the Dissertation First Submission Approval Form, available on line at www.grad.auburn.edu "First Draft" means a finished, formatted copy ready for publication
Electronic Submission of Final Dissertation to Graduate School	Semester of graduation	See Electronic Thesis and Dissertation Guide and the Format Check Guidelines http://www.grad.auburn.edu/etd_guide.html
Graduation	A student has four calendar years after being admitted to Ph.D. candidacy to complete all degree requirements	

*Graduate School Website will reflect the most current requirements and any changes since the development of this handbook



The Ph.D degree is a research degree. It is not conferred merely upon fulfillment of technical requirements, but awarded in recognition of the ability to think and work independently, originally, and creatively in a chosen field

V. DEPARTMENT/GRAD SCHOOL REQUIREMENTS AND POLICIES

Lines of Authority

There may be times when students have a concern regarding a course, aspects of the graduate program, requirements, assistantship, or other issues. For concerns regarding a course, students should first discuss the concern with the faculty member who is teaching the course. If the concern is not satisfactorily addressed, then the student should bring the concern to the department head. For issues concerning graduate assistantships, start with the faculty member with whom you work, then see, if necessary, the department head. If your issue concerns your program of study, begin first with your advisor, then the department head or graduate program officer.

If you do not know where to begin in order to address the concern, it is recommended that the student start with the graduate program officer or the department head. However, it is the department's policy that concerns always be dealt with directly and by following established lines of authority.

E-mail Policy

Email is considered the official medium for communication with students. All students should check their Auburn University issued email account in a timely fashion and on a regular basis.

Graduate Assistantships

It is expected that graduate students on assistantships will be full time students. All students on a graduate assistantship MUST be registered for at least one hour during each semester of appointment on an assistantship. This policy includes summer semester. All graduate students receiving an assistantship will be evaluated annually by their supervisor(s). The evaluation form may be found in the Appendix D. The purpose of the evaluations is to assess the student's progress toward the degree. Issues of professional and personal development may be considered in determining satisfactory progress toward the degree.

Work-loads for graduate assistants are defined on the basis of a normal teaching load or the equivalent time in other duties as determined by the department head. For example, a one-third work load is one-third of a normal teaching load. It is recommended that graduate students working more than half-time not carry a full academic load.

International graduate students on F1 visas cannot hold a greater than 50 percent work appointment. International graduate students on F2 visas cannot hold a work appointment. Rules for summer terms are different. Please check with the Office of International Education in Hargis Hall.

Graduate students may hold multiple assistantships from one or more units on campus, but together the cumulative appointment should be 0.25, 0.33, or 0.50 FTE, and cannot add up to

more than a 0.50 FTE (20 hours per week appointment). This allows the students the time needed to devote to their academic program.

For new graduate assistants hired after August 15, 2013 to qualify for university payment of full resident tuition (Graduate Tuition Fellowship), the appointee must hold at least a 0.33 FTE graduate assistantship appointment and receive a monthly pay rate of at least \$1566.67 (Banner annual stipend of \$18,800). The appointment must be effective as of the 8th class day of each term (5th class day in summers), as reflected on the EPAF, and must extend through the last day of classes each term. This Fellowship incurs a registration fee each term.

Be aware that there is a policy requiring that all graduate student employees have an approved background report as a condition of appointment. The policy will affect all graduate student employees hired on January 1, 2014 or later, but students should be going through the background check process well before that date. Please see for additional information: http://grad.auburn.edu/cs/background_procedure.pdf

International graduate teaching assistants who are assigned to scheduled lecture or laboratory sections must first be certified in spoken English proficiency. Certification may be attained through a minimum score of 50 on the Test of Spoken English (TSE) offered by the Educational Testing Service or approval by the director of the English as a Second Language Program (ESL). Applicants who hold a baccalaureate degree from an accredited institution whose instruction is in English may be exempted from this requirement. Students who are not native speakers of English must also demonstrate competence in spoken English before being appointed to a GTA or undertaking any other teaching responsibilities. Specifically, such students must receive acceptable evaluations after at least two of the following examinations: (1) The Test of Spoken English (TSE) administered by the Educational Testing Service, with an acceptable score of 50 or better; (2) Evaluation by the Department of Communication Disorders, through its Speech and Hearing Clinic; (3) Evaluation by a representative or committee within the department. If such students have tentatively been offered assistantships but have not passed at least two of the exams above, the offers must be suspended until they have done so, or they must be given assignments that do not require spoken English in a teaching situation. International students need to consult with the Office of International Education for details concerning all aspects of International Education at Auburn University.

Fellowships, Scholarships and Awards

A few fellowships and scholarships are available for graduate students from professional organizations, the College of Human Sciences, and the University. Within the department, graduate students can apply to two competitive graduate research fellowships: Malone Zallen Graduate Research Award and the NTRI Graduate Research Award. The objective of this award is to encourage innovative research, enhance critical thinking, and develop grant writing skills.

The Graduate School also offers a few Student Research Awards which provide partial support for thesis and dissertation research. This award may be used to help support the purchase of

materials and equipment necessary for data collection or for travel (within or outside the United States) for the purpose of conducting research. For more information and guidelines, see <http://www.grad.auburn.edu/forms/guidelines.html>

Graduate Travel Awards, also available through the Graduate School, provide partial travel support for students presenting research results at domestic and international professional meetings. First priority is given to those students presenting results of thesis or dissertation research. Limited funds prohibit support for fieldwork or meetings (e.g. conferences, workshops, etc.) where student research results are not being presented. For more information and guidelines, see http://www.grad.auburn.edu/forms/begin_travel_award.html

VI. DEPARTMENT OPERATIONS AND INFORMATION

Desk Assignments

Shared offices are available for graduate students, with priority for students holding a Graduate Research Assistantship or Graduate Teaching Assistantship. Offices are assigned to students by the Graduate Program Officer.

Key Policy

Keys will be issued to graduate students based on need. Students should meet with the department graduate program officer and/or their major professor to determine what keys they should receive. Once key orders have been obtained, keys are issued through Access Control. All keys must be returned to Access Control before a student graduates.

Email, Computer Access and Use

Graduate students should activate their university account and then go to the AU website for students to synchronize his/her passwords. Notify Mr. Walter Tolbert, phone 4-3788, email tolbewa@auburn.edu with your name, dept. affiliation, and email address. Mr. Tolbert will make sure you get put on the group list to receive departmental emails sent to graduate students.

Mail

Mailboxes for graduate students are found in Room 101 Poultry Science Building. Personal mail such as bills should not be sent to the department.

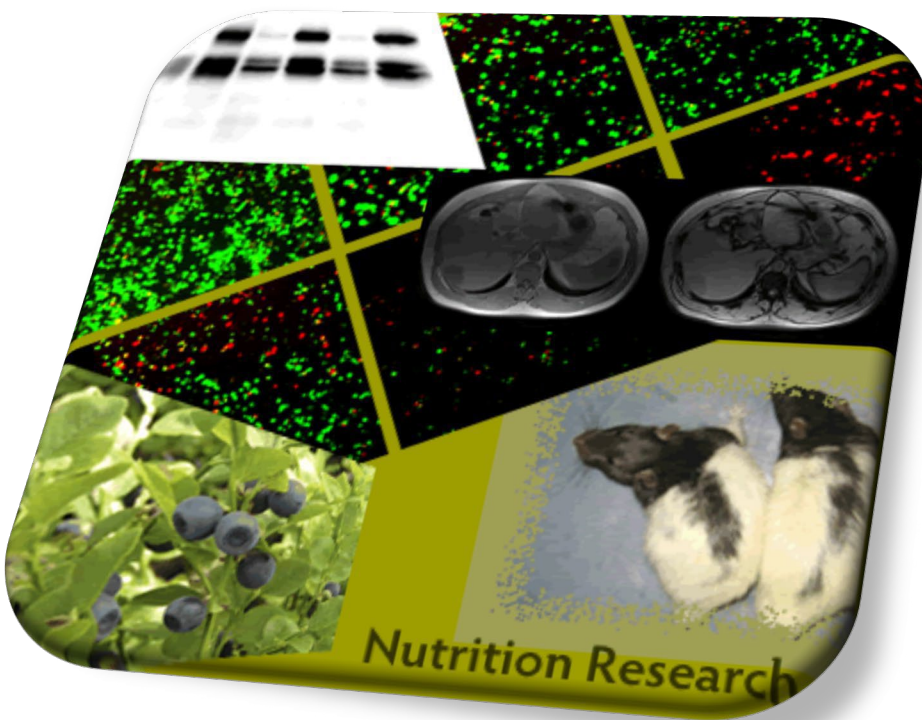
Copying and Fax Machine Use

Students must receive authorization to use the departmental xerox and fax machines. Authorization must be given by a faculty supervisor, major professor, and / or department head.

Laboratory Policies

All students must learn equipment procedures prior to their use. If an equipment use log is kept, please sign it at each use. If a piece of equipment is not working properly, notify the person in

charge immediately. Each student is responsible for cleaning lab areas and glassware/equipment that is used. Equipment or supplies should not be borrowed from another laboratory group without permission. Common supplies that are used should be replaced. Use common courtesy and consideration of the rights of others. Dispose of glass and hazardous materials according to directions given by your major professor or person in charge of the lab.



Nutrition Research

A major research focus in the Department of Nutritional Sciences is the broad area of obesity and diabetes. Graduate students are encouraged to interact with faculty in the department to learn more about these areas of research.

VII. APPENDICES

Appendix A - M.S. Degree Course Requirements

Students may earn a M.S. degree with an emphasis in Nutritional Sciences. Core courses are required in each option. Electives may be selected to allow for specialization in a particular area. Course information for students seeking a Master's degree with an emphasis in Nutrition is outlined below for quick reference. The student is directed to pages 3 - 13 for more specific information.

Required Core* Courses for MS in nutrition (Thesis option)	Credit hours
NTRI 7500 Minerals	3
NTRI 7510 Vitamins	3
NTRI 7520 Macronutrients: Integration and Metabolism	4
NTRI 7530 Human Nutrient Metabolism	4
ERMA 7300 Design and Analysis I [‡]	3
NTRI 7050 Methods of Research	2
NTRI 7850 Research Seminar	1
NTRI 7990 Research and Thesis	Minimum of 5
Electives	Minimum of 5

*Core courses taken as part of an undergraduate curriculum may be substituted with other graduate level courses with approval. A minimum of 30 semester credits is required for the thesis option.

[‡] STAT 7000 Statistics may be substituted for ERMA 7300

Some suggested electives for students in nutrition desiring a **broader understanding of nutrition** (and who have not graduated from Auburn's undergraduate dietetics program) include: NTRI 6820 Nutrition in the Life Cycle (3 credits), NTRI 6100 Nutrition in Disease Prevention (2 credits), NTRI 6560 Nutrition and Food Services Management (4 credits), NTRI 6020 and 6030 Medical Nutrition 1 and 2 (3 credits each).

Some suggested electives for nutrition students desiring a specialization in **sports nutrition** include: KINE 7680 and 7700 Advanced Physiology of Exercise I and II (3 credits each), KINE 8780 Biochemistry of Exercise (3 credits), KINE 6500 and 6550 Exercise Technology I and II: Principles

of Exercise Testing and Interpretation (4 credits each), KINE 6400 Exercise Prescription for Normal and Special Populations (3 credits), and KINE 7750 Advanced Sports Psychology (3 credits).

Some suggested electives for students in nutrition desiring a specialization in ***clinical nutrition*** include: NTRI 6020 – Medical Nutrition I (3), NTRI 6030 – Medical Nutrition II (3), NTRI 6820 – Nutrition in the Life Cycle (3), NTRI 6100 Nutrition in Disease Prevention (2 credits), NTRI 7910 Practicum in Nutrition and Dietetics (variable - Note only 3 credit hours of NTRI 7910 may apply towards the graduate degree), ADED 7600 Nature of Adult Education (3), and ADED 7060 Curriculum and Program Planning (3).

Other recommended courses: NTRI 8970 Advanced Topics in Nutrition (variable), VBMS 7070 Endocrinology (3), BIOL 6220 Introductory Molecular Genetics (4), BIOL 6500 Immunology (3), BIOL 6190 Cell and Molecular Signal Transduction (3), BCHE 7220 Principles of Cellular Molecular Enzymology (3), BCHE 7280 Topics in Biochemistry (1) .

NTRI 7930 Advanced Independent Study (1-3 credits) is also offered – students will need to contact their advisors for more information. Note only 3 credit hours of NTRI 7930 may apply towards the graduate degree.

Appendix B - M.S. Degree (Non-thesis) Course Requirements

Students may earn a M.S. degree with an emphasis in Nutritional Sciences. Core courses are required in each option. Electives may be selected to allow for specialization in a particular area. Course information for students seeking a Master's degree with an emphasis in Nutrition is outlined below for quick reference. The student is directed to pages 3 - 18 for more specific information.

Required Core* Courses for MS in nutrition (Non-thesis option)	Credit hours
NTRI 7500 Minerals	3
NTRI 7510 Vitamins	3
NTRI 7520 Macronutrients: Integration and Metabolism	4
NTRI 7530 Human Nutrient Metabolism	4
ERMA 7300 Design and Analysis I [‡]	3
NTRI 7050 Methods of Research	2
NTRI 7850 Research Seminar	1
NTRI 7980 Non-Thesis Research	Minimum of 5
Electives***	Minimum of 8

*Core courses or electives taken as part of an undergraduate curriculum may be substituted with other graduate level courses with approval. A minimum of 33 semester credits are required for the non-thesis option.

Note: If enrolled for distance education, students need to choose courses that are numbered with an ending suffix of D01.

[‡] STAT 7000 Statistics may be substituted for ERMA 7300

***Electives should include at least 2 of the following: NTRI 8970 Advanced Topics in Nutrition, and for those who have not received a BS degree in dietetics from Auburn University: NTRI 6820 Nutrition and the Life Cycle, NTRI 6100 Nutrition in Disease Prevention (2 credits), NTRI 6020 Medical Nutrition I, NTRI 6030 Medical Nutrition II, or NTRI 6560 Nutrition and Food Services Management. If these courses were taken as part of another program, substitutions are permitted.

Appendix D - Ph.D. Degree Course Requirements

Students may earn a Ph.D. degree with an emphasis in Nutritional Sciences. Core courses are required in each option. Electives may be selected to allow for specialization in a particular area.

Course information for students seeking a PhD with an emphasis in Nutrition is outlined below for quick reference. The student is directed to earlier sections in the handbook for more specific information.

Required Core* Courses for PhD in nutrition	Credit hours
NTRI 7500 Minerals	3
NTRI 7510 Vitamins	3
NTRI 7520 Macronutrients: Integration and Metabolism	4
NTRI 7530 Human Nutrient Metabolism	4
ERMA 7300 or STAT 7000 Graduate Statistics	3 or 4
ERMA 7310 or STAT 7010 Graduate Statistics	3 or 4
NTRI 7280 Lab Methods in Food Science and Nutrition	3
NTRI 7050 Methods of Research	2
NTRI 8850 Doctoral Research Seminar **	1+1
NTRI 8970 Advanced Topics in Nutrition, Dietetics, and Hospitality Management	1 - 6
NTRI 8990 Research and Dissertation	10
Electives	***

*Core course(s) may be substituted if equivalent course(s) have been taken as part of a Master's degree program.

**Student is required to enroll in this class twice for a total of 2 credits for the doctoral degree.

***Elective hours required varies greatly among students, and are planned with the major professor and advisory committee to individualize the student's academic experience and meet professional goals. A minimum of 60 credit hours beyond the Bachelor's degree is required for the PhD degree.

Some suggested electives for students in nutrition desiring a broader understanding of nutrition, (and who have not taken these courses as part of an undergraduate program at Auburn University) include: NTRI 6820 Nutrition in the Life Cycle (3 credits), NTRI 6100 Nutrition in Disease Prevention (2 credits), NTRI 6560 Nutrition and Food Services Management (4 credits), NTRI 6020 and 6030 Medical Nutrition 1 and 2 (3 credits each).

Some suggested electives for nutrition students desiring an emphasis in sports nutrition include: KINE 7680 and 7700 Advanced Physiology of Exercise I and II (3 credits each), KINE 8780 Biochemistry of Exercise (3 credits), KINE 6500 and 6550 Exercise Technology I and II: Principles of Exercise Testing and Interpretation (4 credits each), KINE 6400 Exercise Prescription for Normal and Special Populations (3 credits), and KINE 7750 Advanced Sports Psychology (3 credits).

Other recommended courses: VBMS 7070 Endocrinology (3 credits), BIOL 6220 Introductory Molecular Genetics (4 credits), BIOL 6500 Immunology (3 credits), BIOL 6190 Cell and Molecular Signal Transduction (3 credits), BCHE 7220 Principles of Cellular Molecular Enzymology (3 credits), BCHE 7280 Topics in Biochemistry (1 credits).

Other suggested electives for students in nutrition desiring an emphasis in clinical nutrition include: NTRI 6100 Nutrition in Disease Prevention (2 credits), NTRI 7910 Practicum in Nutrition and Dietetics (variable), ADED 7600 Nature of Adult Education (3 credits), and ADED 7060 Curriculum and Program Planning (3 credits).

NTRI 7930 Advanced Independent Study (1-3 credits) is also offered – students will need to contact their advisors for more information.



*READY TO
GRADUATE?
Graduation check
requests are due at the
Graduate School no
later than the last day
(graduation day) of
the semester PRIOR to
the semester of
graduation.*

Appendix E: Faculty and their Research Interests

Department of Nutritional Sciences Faculty and Staff

GRADUATE FACULTY – NUTRITIONAL SCIENCES

Mehrnaz Abbasi, Ph.D., Texas Tech University; Assistant Professor, Level 1 Graduate Faculty, 102G Poultry Science Bldg., 334.844-3211 (o), 334-844-3268 (fax), mehrnaz.abbasi@auburn.edu

Research interests: Translational and innovative approaches that combine nutrition, genomics, and nanomedicine to prevent and treat nutrition-associated metabolic and chronic diseases (e.g., obesity, diabetes, and cardiovascular diseases, etc.); vitamins deficiency, intakes and supplementation in chronic diseases management; development and application of delivery approaches for improving nutrition-genetic-related health.

Onikia N. Brown, Ph.D., RD, Iowa State University; Associate Professor, Level 2 Graduate Faculty, 102A Poultry Science Bldg, 334-844-3161 (o), 334-844-3268 (fax), onbrown@auburn.edu Research interests: Nutrition education; behavioral and environmental determinants of unhealthy weight gain; diet-related health disparities; cultural relevance in nutrition education; social marketing; development and validation of evaluation tools and educational materials; ethnic minority and low-income populations.

Carol Connell, Ph.D., RD, The University of Southern Mississippi, Extension Specialist and Instructor, Level 2 Graduate Faculty, 101 J Poultry Science Bldg, 334-844-4261 (o), 334-844-3749 (fax), cjc0183@auburn.edu

Research interests: Working with multi-disciplinary teams to assess nutrition and health concerns among rural and/or low-income populations and then develop and test theory-based, community nutrition and physical activity programs for efficacy and effectiveness using mixed methods research. My other research interests include food insecurity, food access, and the intersection of these with health and health disparities both in children and adults.

Laura H. Downey, DrPH, University of Kentucky, Professor, Level 2 Graduate Faculty, 210C Spidle Hall, 334-844-5530 (o), 334-844-3749 (fax), laura.downey@auburn.edu

Research interests: Designing, implementing, and evaluating research-based nutrition education programs; healthy eating social marketing campaigns; and capacity building in program evaluation and public health in Cooperative Extension.

Katie Funderburk, Ph.D., RD. Auburn University; Assistant Director of Federal Nutrition Programs, Level 1 Graduate Faculty, 201 Duncan Hall, 334-734-3149 (o), kem0017@auburn.edu

Research interests: Community nutrition; SNAP-Ed program evaluation; nutrition education for limited resources audiences; policy, systems, and environmental changes to improve food and physical activity access; social marketing; food and nutrition security.

Michael W. Greene, Ph.D., University of Connecticut; Professor, Level 2 Graduate Faculty, 101C Poultry Science Bldg, 334-844-8435 (o), 334-844-3268 (fax), mwgreene@auburn.edu
Research interests: Obesity-linked conditions such as fatty liver disease and certain forms of cancer; mechanisms of insulin resistance; signal transduction; diet-induced animal models of obesity and insulin resistance

Kevin W. Huggins, Ph.D., Wake Forest University; Associate Professor, Level 2 Graduate Faculty, 102D Poultry Science Bldg, 334-844-3296 (o), 334-844-3268 (fax), huggikw@auburn.edu
Research interests: Role of Group 1B phospholipase A2 in diet-induced obesity and insulin resistance; molecular mechanisms related to the development of insulin resistance and diabetes; use of gene-knockout mice to study molecular mechanisms of dietary lipid absorption.

Ramesh B. Jeganathan, Ph.D., University of Madras; Bruno Endowed Professor of Nutrition & Graduate Program Director, Level 2 Graduate Faculty, 101F Poultry Science Bldg, 334-844-3840 (o), 334-844-3268 (fax), jeganrb@auburn.edu
Research interests: Use of animal model of obesity and type 2 diabetes to study the insulin signaling; ubiquitination and trafficking of proteins in insulin signaling pathway; molecular mechanisms responsible for insulin resistance and to provide novel targets for prevention and treatment of type 2 diabetes; linking Alzheimer's disease and type 2 diabetes.

Elaine Fontenot Molaison, Ph.D., RD. The University of Southern Mississippi; Professor, Level 2 Graduate Faculty, 101E Poultry Science Bldg, 334-844-4442 (o), 334-844-3268 (f), elaine.molaison@auburn.edu
Research Interests: Childhood obesity prevalence and trends, racial disparities in childhood obesity, impact of school nutrition wellness policies on health outcomes of students, and utilization of community based participatory research to enhance health and well-being.

Alicia Powers, Ph.D., University of Southern Mississippi, Managing Director, Hunger Solutions Institute, Level 2 Graduate Faculty, 347 Spidle Hall, 334-844-3219 (o), arp0042@auburn.edu
Research interests: Policy, systems, and environmental strategies to increase access to healthy foods for limited resource populations.

Geetha Thangiah, Ph.D., University of Madras; Professor, Level 2 Graduate Faculty, 101B Poultry Science Bldg, 334-844- 7418 (o), 334-844-3268 (fax), thangge@auburn.edu Research interests: insulin and neurotrophin signaling; study the biological, medical, and cultural factors that influence the development of obesity, diabetes, and metabolic syndrome in minority racial/ethnic population.

Doug White, Ph.D., Louisiana State University; Associate Professor, Level 2 Graduate Faculty, 101D Poultry Science Bldg, 334-844-3266 (o), 334-844-3268 (fax), whitebd@auburn.edu
Research interests: Regulation of food intake and body weight including effects of diet on neuropeptides and neurotransmitters that play a role in the development of obesity, and examining how diet interacts with the ability of leptin to regulate energy balance.

EMERITI FACULTY – NUTRITIONAL SCIENCES

Barbara Struempler, Ph.D., Iowa State University; Professor/Extension Nutritionist, Level 2 Graduate Faculty, 207 Duncan Hall, 334-844-2217 (o), 334-844-5354 (fax), struebj@auburn.edu
Research interests: General dietary guidelines for all populations, nutrition and pregnancy; nutrition and breastfeeding; limited-resource population.

Margaret C. Craig-Schmidt, Ph.D., University of Wisconsin-Madison; Emerita Professor, Level 2 Graduate Faculty, 102E Poultry Science Bldg, 334-844-3263 (o), 334-844-3268 (fax), craigmc@auburn.edu
Research interests: Nutritional biochemistry, dietary fats and disease, infant and maternal nutrition, lactation, essential fatty acids, health effects of omega-3 fatty acids, trans-fatty acids.

Robin B. Fellers, Ph.D., R.D., University of Florida; Emerita Associate Professor, Level 2 Graduate Faculty, 102F Poultry Science Bldg, 334-844-3270 (o), 334-844-3268 (fax), rfellers@auburn.edu
Research interests: Commercial and institutional food service management including food safety, food selection, and food security; education research including the relationship of various instructional strategies to learning styles, and computer-assisted instruction; experienced in use of survey and work sampling techniques; descriptive and experimental research designs.

Robert E. Keith, Ph.D., RD., FACSM, Virginia Tech; Emeritus Professor, Level 2 Graduate Faculty 102A Poultry Science Bldg, 334-844-3273 (o), 334-844-3268 (fax), keithre@auburn.edu
Research interests: Various topics related to sports nutrition, diet and exercise; nutritional status of various athletes, nutrition supplements used by athletes

Sareen S. Gropper, Ph.D., R.D., L.D., Florida State University; Professor, Level 2 Graduate Faculty, 102C Poultry Science Bldg, 334-844-3271 (o), 334-844-3268 (fax), groppss@auburn.edu
Research interests: Medical nutrition therapy, weight and body composition changes, nutrient interactions - primarily between antioxidant vitamins and/or trace minerals with application to clinical nutrition, pediatric genetic disorders, obesity, and exercise.

STAFF

Penny Davis, Administrative Support Associate, 101 Poultry Science Building, 334-844-3261 (o), 334- 844-3768 (fax), pcd0018@auburn.edu

Appendix F: ADMINISTRATION

DEAN

Dr. Susan Hubbard, Dean, 210 Spidle Hall, 334-844-3790 (o), 334-844-3749 (fax), hubbasg@auburn.edu

ASSOCIATE DEAN

Stephen Erath, Research and Graduate Studies, 266F Spidle Hall, 334-844- 3236 (o), 334- 844-3749 (fax), sae0001@auburn.edu

OFFICE OF THE RESEARCH ASSOCIATE DEAN

Ellen McManus, Contracts and Grants, 266 E Spidle Hall, 334-844-3797 (o), 334-844-3749 (fax), mcmanc@auburn.edu

Appendix G: GRADUATE ASSISTANTSHIP EVALUATION
(Completed by faculty supervisor)

NAME _____ Banner # _____ DATE _____

ASSIGNED DUTIES: _____

FOR PERIOD OF _____ SUPERVISOR _____

	Unsatisfactory	Needs Improvement	Satisfactory	Very Good	Outstanding
Academic Performance					
Research Productivity					
Initiative					
Attendance					
Attitude/ Cooperation					
Sense of Duty					

Comments on Performance during this period

Recommendations for new academic year

EVALUATOR'S SIGNATURE _____ DATE _____

STUDENT'S COMMENTS

STUDENT SIGNATURE _____ DATE _____

Appendix H: GRADUATE STUDENT EVALUATION

(Completed by major professor, graduate program officer, and/or department head)

NAME _____ Banner # _____ DATE _____

ASSIGNED DUTIES: _____

FOR PERIOD OF _____ SUPERVISOR _____

	Unsatisfactory	Needs Improvement	Satisfactory	Very Good	Outstanding
Academic Performance					
Research Productivity					
Initiative					
Attendance					
Attitude/ Cooperation					
Sense of Duty					

Comments on Performance during this period

Recommendations for new academic year

EVALUATOR'S SIGNATURE _____ DATE _____

STUDENT'S COMMENTS

STUDENT SIGNATURE _____ DATE _____