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WELCOME FROM THE FACULTY

Graduate school is your vehicle, not your destination. We understand that.

The future of the Department of Nutrition at the University of Tennessee (UT) depends collectively on the talent and vision of its students, faculty, and staff. We recognize that our vision and goals reach well beyond our classrooms and laboratories. Our success is defined, in part, by the impact that our students and alumni make on the health of our population and the advancement of our science. The field of Nutrition is dynamic in both research and application, and its importance to the global community continues to grow. Our faculty value the potential brought by each new class of graduate students to nutrition research and practice. We take pride in maintaining strong, well-funded research programs with focus areas in both cellular and molecular nutrition and public health nutrition. In addition, we engage in our own research and policy efforts, and thus we recognize our responsibility to introduce graduate students to the highest circles of professionalism in the discipline, which includes scholarship and public involvement.

We warmly welcome you to the Graduate Program in the Department of Nutrition at UT. This Handbook is your “user’s guide” to all graduate programs in the department and to key requirements of the UT Graduate School. Please consult this Handbook frequently, as it contains all of the departmental policies and guidelines which apply to your graduate school experience.
INTRODUCTION

In order to serve the mission and vision of the Graduate School and preserve the integrity of Graduate Programs at UT, information related to the process of graduate education in each department is to be provided for all graduate students. Based on Best Practices offered by the Council of Graduate Schools, it is important that detailed articulation of the information specific to the graduate degrees offered in each department/program be disseminated.

This Graduate Handbook does not deviate from established Graduate School Policies noted in the Graduate Catalog but rather provides the specific ways in which those policies are carried out within the Department of Nutrition.

PURPOSE OF THE HANDBOOK

The purpose of this document is to present the policies and procedures pertaining to graduate nutrition study in the Department of Nutrition. The policies and procedures documented here are specific to the Department, but are also consistent with those of the College of Education, Health and Human Sciences and UT. Because this Graduate Student Handbook (hereafter referred to as the Handbook) is revised annually, it contains information that is more current than the UT Graduate Catalog. However, though this Handbook may include changes in departmental programs that are not yet in the Graduate Catalog, the Graduate Catalog remains the final word and students are encouraged to review both documents and discuss any discrepancies with their major professor.

The Handbook contains a number of important hyperlinks related to policies and procedures. These hyperlinks may be directly accessed from within this document by clicking on the hyperlink associated with the document or webpage.

Graduate students are expected to be aware of and satisfy all regulations governing their work and study at the university. Graduate students should review the following documents and websites: Hilltopics Student Handbook (Academic Standards of Conduct), the University of Tennessee Graduate Catalog, Graduate Student Appeals, and Graduate Student Assistantships.

This Handbook contains information for both graduate students and faculty. Forms that must be completed are available from the UT Graduate School, the appendices of this Handbook, or online at the Office of Graduate Admissions.

All issues related to graduate administration are overseen by the Departmental Director of Graduate Studies, Dr. Guoxun Chen, 865-974-6257. Graduate program administrative details are overseen by the Graduate Program Coordinator, Ms. Pam Cash, 865-974-6237. Specific questions related to Public Health Nutrition or Community Nutrition should be directed to the Director of the Public Health Nutrition Graduate Program, Dr. Marsha Spence, 865-974-6265; issues related specifically to the Dietetic Internship (DI) should be directed to the DI Director, Ms. Karen Wetherall, 865-974-6256. General concerns may also be directed to the Department Head, Dr. Jay Whelan, 865-974-6237.
The degree programs that are covered in this Handbook include the MS and PhD in Nutrition (with degree tracks in Cellular and Molecular Nutrition and Public Health Nutrition/Community Nutrition) and the Dual MS-MPH degrees. Please refer to the Handbook and the Graduate Catalog for the specific minimum course requirements and the policies and procedures pertaining to each degree program. Any discrepancies between these two documents should be discussed with the major professor.

Graduate students should keep this Handbook readily available; please take it to any planning conferences that you have with your faculty advisor or graduate committee members.

The Handbook reflects a continuing process and its contents represent long-standing policies as well as more recent changes. Recommendations for the Handbook's improvement are welcome and they may be presented to your advisor, other members of the faculty, or members of the Department's Graduate Committee.

We hope you enjoy your graduate studies; this Handbook has been compiled to facilitate the process.
I. DEPARTMENT MISSION AND NUTRITION GRADUATE PROGRAMS

A. Department Mission, Vision, and Core Values Related to Diversity

1. General Mission: The Department of Nutrition seeks to promote an understanding of the science of nutrition for the enhancement of the physiological and social well-being of individuals, families and communities. This is accomplished primarily through research and education.

2. Vision: Achieve national recognition in academic excellence as a leading research and graduate program which prepares professionals to assume leadership roles in nutrition sciences, dietetics and public health nutrition.

3. Core Values:
   The Department:
   • supports the continuous quest for academic achievement through teaching, research, and service through collaboration among diverse faculty, staff, students, communities, families and youth.
   • believes in the development of tomorrow’s leaders, who are culturally competent, represent an array of diverse populations, and are capable of working collaboratively with underrepresented groups, upon entering the workforce.
   • believes that the classroom is a safe environment, which welcomes individuals from diverse backgrounds and promotes ideas and discourse around issues of diversity in which all ideas are respected, met with open-minds, and are void of preconceived notions.
   • is committed to fostering professionals who are dedicated to the elimination of health disparities through identifying quality preventive and treatment services and improving underrepresented populations’ access to enhanced education through student and faculty led research using University, community, and government resources for the benefit of the scientific community and as a means of positively affecting healthcare that will benefit society.

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1 “Underrepresented groups refer to, but are not limited to, groups based on race, ethnicity, geographic location, gender, disability status, etc. who are underrepresented in a field of study.” Progress on the 2005-2010 National Plan for Maternal and Child Health Training (p.3). Maternal and Child Health Bureau. October 2010. Accessed on August 3, 2019. Available at: https://www.aucid.org/docs/lend/mchtraining_progress05-10_rep_report.pdf.

2 Elimination of Health Disparities as defined by Healthy People 2020: “Race or ethnicity, sex, sexual identity, age, disability, socioeconomic status, and geographic location all contribute to an individual’s ability to achieve good health. It is important to recognize the impact that social determinants have on health outcomes of specific populations. Healthy People 2020 strives to improve the health of all groups.” Healthy People 2020. Accessed on August 3, 2019. Available at: http://www.healthypeople.gov/2020/about/disparitiesAbout.aspx.
4. Nutrition Philosophy

Nutrition is the systematic study of the science of nutrition from the cellular level to the application of nutrition principles in policy development, application, and evaluation.

The nutrition major prepares professionals to serve the public as health professionals, researchers, and policy-makers. The curricula in nutrition qualify graduates for teaching and/or research positions in colleges, universities, government, and industry. Other graduates serve as nutrition professionals and consultants in national, state, and local public health agencies; governmental health agencies; community organizations; health care delivery systems; non-profit agencies; and corporations. Nutritionists need to have a strong background in chemistry, biology, and other natural sciences. Those in public health nutrition also must have a fundamental knowledge of public health, social and behavioral sciences, and educational philosophy and practice.

A nutrition student interested in graduate study and research attains depth in nutrition science and uses electives to build strength in nutrition and related fields. Advanced courses typically include macro- and micronutrient metabolism, biochemistry and physiology, research methodology, and statistics or biostatistics. Those interested in community and public health nutrition emphasize public health and social/behavioral sciences and education; students also complete concurrent and block field experiences during their graduate studies. Those interested in basic and experimental sciences emphasize cellular and molecular laboratory-based approaches.

Nutrition graduate students should possess the following competencies:

- Demonstrate understanding and knowledge of the science of nutrition, nutrition research methodology, and professional ethics;
- Assess and evaluate nutritional needs and problems of target populations;
- Communicate nutrition information to the public;
- Function effectively as professionals in the field of nutrition in educational institutions, health agencies, or industry.
- Ability to write specific aims and a research strategy for a grant; and
- Ability to attain entry level nutrition related employment (e.g. assume teaching, research, or public health nutrition duties in higher education, industry, and government or in health agencies that require Master's-level nutritionists).
Upon completion of the Ph.D. Degree, graduates should, in addition to the above competencies, possess the following competencies:

- Demonstrate comprehensive breadth and depth of knowledge and understanding of the science and profession of nutrition; the ability to interpret, critique and synthesize research literature in nutrition;

- Ability to apply comprehensive knowledge and understanding of research methodology in the field of nutrition; communicate and disseminate research findings; write specific aims and a research strategy for a grant proposal and to submit an application/grant proposal for research funding; and

- Ability to assume high level administrative, teaching, or research duties in institutions of higher education and in industry, government or health agencies that require doctoral-level nutritionists.

B. Nutrition Graduate Programs

The Department’s graduate degrees at the Master and Doctoral levels can be completed with an emphasis in Cellular and Molecular Nutrition (MS or PhD) or Public Health Nutrition (MS)/Community Nutrition (PhD). The MS in Nutrition (Public Health Nutrition Concentration) can be obtained independently or combined with the MPH in Public Health for dual MS-MPH degrees. The Department also offers an accredited Dietetic Internship Program.

1. The Cellular and Molecular Nutrition (CMN) Concentration focuses on the biochemical, cellular, genetic and molecular basis of the role of diet in optimizing health and in preventing and treating chronic disease, obesity, diabetes, cancer and cardiovascular disease. This program concentrates on:

- Defining the molecular basis of diet-disease relationships;
- Identifying novel genes and genetic polymorphisms involved in chronic diseases, resulting in the development of novel intervention targets;
- Determining the effects of dietary patterns and/or specific nutrients on gene expression and function; and
- Determining the effects of genotype on individual nutritional needs.

Ultimately, research in the CMN program area is directed towards optimizing diet for the prevention and management of these chronic and individualizing approaches to compensate for specific genetic or inter-individual differences in cellular function, resulting in “tailoring” based upon genetic profile(s).

a. The Public Health Nutrition (MS)/Community Nutrition (PhD) Program’s mission helps to support the Department’s mission and vision, but is specific for its programmatic emphasis.
Public Health Nutrition (PHN)/Community Nutrition (CN) mission: To promote an understanding of public health nutrition, including assessment, policy development, and assurance, for the enrichment of the physiological and social well-being of individuals, families, and communities.

The PHN/CN Program’s goals are as follows:

- Prepare public health nutrition leaders who are sensitive to the impact of cultural diversity in fulfilling human nutrition needs of individuals, families, and communities, and, particularly, the maternal and child population;

- Develop public health nutrition research, instructional programs, and field experiences which integrate nutrition science, public health, and social/behavioral sciences and education, consistent with health objectives established for the state, region, and country;

- Develop and strengthen a public health research thrust which focuses on addressing the nutritional needs of the maternal and child population;

- Ensure excellence in education and training through evaluation at regular intervals of the curriculum, instructional quality, and concurrent and block field experiences;

- Expand cooperative relationships with both federal, state, and local health agencies and the public and private sectors to foster public health nutrition research; and

- Continue to provide and evaluate continuing education interventions for public health nutritionists.

b. The DI Program’s mission also is supportive of the Department’s overall mission and vision and may be of interest to students from either CMN or PHN. This program has additional requirements, so is not available to all graduate students. However, interested students should direct their inquiries to the DI Director, Ms. Karen Wetherall, 865-974-6256.

Dietetic Internship Program Mission: To develop practitioner skills for entry-level dietitians who are able to assume leadership roles to improve and maintain the nutritional care of diverse individuals, families and communities within the national and global populations.

DI graduates should possess competencies to:

- Be competent entry-level dietitians; and

- Be leaders and participate in community service.
II. GENERAL DUTIES AND RESPONSIBILITIES OF FACULTY AND ALL GRADUATE STUDENTS

Faculty in the Department of Nutrition are responsible for research, teaching, and service, as described in the UT *Faculty Handbook* and the Department of Nutrition By-laws. Teaching includes designing, implementing and evaluating courses at the undergraduate and graduate levels, and advising both undergraduate and graduate students. Teaching can include on-campus instruction as well as distance learning strategies. Specific responsibilities of graduate student advising are detailed in Section III, E of this *Handbook*. Faculty are responsible for research/scholarship/creative activities that make intellectual and creative contributions within and across disciplines. Faculty disseminate their research through professional presentations and publications, secure funding for their research efforts, and mentor undergraduate and graduate students in research. Service responsibilities of faculty include department, college, and university governance and service to their disciplines and to the community.

Graduate students are responsible for knowing the rules and regulations of the University’s Graduate Council and departmental requirements. The Department of Nutrition’s graduate programs have requirements beyond the minimum established by the Graduate School. Students are expected to keep up-to-date on curricular rules and regulations by visiting the Graduate School website regularly and meeting with their graduate committee.

A statement of graduate students’ rights and responsibilities is printed on the student’s admission status form. Additional copies are available from the Office of Graduate Admissions and Records.

As detailed in the *Graduate Catalog* and *Hilltopics* academic integrity is a responsibility of all faculty and students. This includes intellectual integrity, academic honesty and avoidance of plagiarism. Plagiarism is a serious offense, which involves using the work of others without giving appropriate credit or acknowledgement. All members of the academic community are expected to summarize, paraphrase, and quote sources appropriately. There are a variety of resources available on how to avoid plagiarism through the University Libraries. Nutrition students are strongly encouraged to review these resources, so that they can write effectively and confidently, and with the knowledge that they have appropriately credited their resources. All members of the academic community are responsible for being familiar with and following the code of honesty.

III. GENERAL POLICIES

The UT *Graduate Catalog* contains the UT policies that are applicable to all graduate students. The catalog is revised on a yearly basis.

The policies outlined in this *Handbook* have been adopted by the Department of Nutrition and are the departmental means for fulfilling UT guidelines and policies until changed by the Department or University. However, though this *Handbook* may include changes in departmental programs that are not yet in the *Graduate Catalog*, the *Graduate Catalog* remains the final word and students are encouraged to review both documents and discuss any discrepancies with their
major professor. Students typically follow the Graduate Catalog for the year in which they entered the program and as agreed upon by the student’s graduate committee. If the Graduate Catalog is revised after they enroll, the student has the option of remaining with the original requirements or selecting the Graduate Catalog year with the new revisions, Faculty, graduate students, and staff are accountable for the policies and procedures detailed in these documents.

A. Admission - General Procedure

1. MS and PhD
   University graduate student admission requirements can be found here. Information regarding special admission categories, such as non-degree, conditional, probationary, or readmission, also can be found in the UT Graduate Catalog.

   Applying for the MS or PhD program is completed online. Information about these programs, and links to the online graduate application and additional documents are located on the Department of Nutrition webpage.

2. Dual MS-MPH
   A coordinated dual program, leading to both the MS in Nutrition (PHN concentration) and the Masters in Public Health (MPH), is available (dual MS-MPH). This program allows students to complete both degrees in less time than would be required to earn both degrees independently. Students applying for the dual MS-MPH program file separate applications for the MS and for the MPH Programs. The MPH degree is administered by the Department of Public Health. These students must be admitted to both the MS Program and the MPH Program to pursue the dual MS-MPH.

   If a student is admitted and enrolled in either the MS in Nutrition (PHN Concentration) or the MPH, but decides to apply for the dual program, then s/he must file a “Request for Change of Graduate Program” to the second program. The student should follow the instructions on the Graduate School’s website for Change of Program. It is important to indicate on the form that the new application is for the dual program. Once admitted to the second program, the student immediately should notify the Director of Public Health Nutrition and his/her/faculty adviser. This is to ensure proper advising and program management.

   Students enrolling in the dual program, but who later consider dropping one of the two degrees, should work very closely with their major advisor as reverting to only one degree will introduce unexpected issues that could impact their progress depending on the student’s specific program (i.e., thesis vs. Project option and/or DI). Therefore, it is imperative that students explore their situation with their major advisor as soon as they are considering taking this action.

3. Dietetic Internship
   Students in the DI Program must be enrolled in a Nutrition MS or PhD program in the Department of Nutrition and meet Didactic Program in Dietetics (DPD) requirements established by the Accreditation Council for Education in Nutrition and Dietetics.
Prospective students who are interested in applying for this program, but who have not completed DPD requirements are encouraged to consult with the Department’s DPD Director, Dr. Melissa Hansen-Petrik, 865-974-6264, to explore the potential for completing coursework prior to and/or during graduate study in the Department. Students must complete program requirements for at least a MS degree in the Department of Nutrition at UT to be eligible to receive the DI Program completion documentation necessary to sit for the Commission on Dietetic Registration exam. No other classes, except thesis/dissertation credit hours, may be taken during the internship.

4. Masters Bypass Procedures
Admission to the doctoral programs in the Department of Nutrition has, in the past, generally required a masters degree. However, exceptional students with demonstrated research ability may apply directly to the doctoral program without having first completed a masters degree. The Masters Bypass is for bachelor level students who apply for the PhD program prior to completing a masters degree OR for masters level students who exhibit extraordinary promise for success in the doctorate program after originally being admitted to the MS program.

Masters Bypass Criteria and Procedures for Bachelor Students
Students who wish to bypass the master’s program and apply directly to the PhD program, must, at a minimum, meet the following:

a) Satisfactory completion of all pre-requisite courses necessary for admission into the master’s program with a B or better,
b) An undergraduate GPA of 3.5 or better upon completion of the bachelor’s degree,
c) Previous research experience in private or public settings.

Permission to accept a bachelor student into the PhD program via the Masters Bypass, must be obtained by the Department Head and the Director of Graduate Studies.

Masters Bypass Criteria and Procedures for Enrolled Masters Students
Students who enter the Public Health Nutrition or Cellular Molecular Nutrition programs as a master student and wish to bypass the masters and move into the doctoral program, must, at a minimum, meet the following:

a) An average GPA of 3.5 or better after completion of at least 18 credit hours, excluding independent or directed study courses.
b) Demonstrated research ability by disseminating research findings as an author on a manuscript submitted for publication and/or a presenter at a national scientific meeting (either oral presentation or poster) prior to manuscript submission or previous research experience in private or public settings.

After completion of at least 18 credit hours, an MS student who is interested in the Masters Bypass, must complete the Request to Bypass the MS Degree form, which includes obtaining all committee members’ signatures to acknowledge their support of the bypass. The completed form is submitted to the Director of Graduate Studies along with the student’s curriculum vitae, graduate transcripts, and a letter of support from the student’s major professor. The letter of support should include the student’s academic and research achievements and describe in detail how the student has demonstrated the
potential to conduct independent, doctoral-level research. If a student is in the MS-MPH dual program, the Request to Bypass the MS Degree may not be submitted until after the student has completed his/her interdisciplinary and block field experiences. After receipt of the Request to Bypass the MS Degree form and related documents, the Graduate Program Director will convene a committee that will consist of the Department Head, the Graduate Program Director, the Public Health Nutrition Program Director, and enough additional faculty members so that each concentration in the department is represented by two faculty members. The student’s faculty advisor will not be part of the committee. The committee will review the documents, meet to discuss the request, and will render a decision within two weeks. If the student is granted the Masters Bypass, he/she should submit an application for admission to the Department of Nutrition’s doctoral program no later than the semester after the bypass is granted.

Please check this Handbook for admission requirements for each departmental program as listed in the Table of Contents.

B. Orientations

Information on the University’s graduate student orientation can be found here. In addition, the Department of Nutrition hosts an orientation for all new graduate students prior to classes beginning each Fall semester. In addition, the CMN, PHN/CN, and DI Programs host orientations for new respective students and dietetic interns during the same time period. Further, all incoming graduate students participate in the Interactions that Make a Difference: Increasing Cultural and Linguistic Awareness, Knowledge, and Skills workshop prior to classes beginning, in support of the Department’s commitment to cultural and linguistic competence and diversity.

C. Liability Insurance, Substance Abuse, & Criminal Background Check

The Department of Nutrition trains graduate students to become research, community, and clinical food and nutrition professionals through didactic and experiential learning opportunities. During many of these experiences, graduate students will interact with people from the community. To protect the community, the Department requires all graduate students who will be engaging in service learning/research projects that involve direct contact with the public (i.e., concurrent or block field experiences, courses with service-learning components and/or the DI have the following assurances prior to participation:

1) Liability insurance
2) Tennessee Bureau of Investigation background check
3) 10-panel drug and alcohol screening test

The costs of the insurance, background check, and drug and alcohol screening are the sole responsibility of the graduate student. For students who participate in community-based activities and experiences (including but not limited to all public health nutrition and community nutrition students, and dietetic interns), all assurances listed above must be completed upon entering the program in the Fall semester of the first year, and must be
maintained for all years in which field experiences are occurring. Students will be provided with information regarding the assurances at the graduate student orientation. A student who has any criminal incident on his/her/their background check and/or has a positive drug and/or alcohol screening (showing the presence of drugs or alcohol) will NOT be allowed to complete ANY experiential learning component described above for at least 1 year, which may substantially delay the student’s graduation and/or may result in the student being unable to complete the requirements for graduation from the program, including the Dietetic Internship Program. Please see Appendix VII for the Department of Nutrition’s Substance Abuse & Criminal Background Check Policy Statement.

D. Initial Enrollment

1. Upon arrival at UT, graduate students should report to the Graduate Program Coordinator, Ms. Pam Cash, 865-974-6237, to complete an information card for the Departmental file. The faculty advisor identified on the student’s letter of admission has been carefully selected based on a match between student and faculty member regarding common research and career interests with the student and the faculty member's qualifications and availability (see pages 43-44 of the Handbook and the Department’s webpage for a description of research interests of faculty members). This faculty member should serve as the permanent major professor under most circumstances. If a student wishes to discuss this change with their major professor and change advisors or concentrations (CMN or PHN/CN), it is the responsibility of the student to contact other faculty to determine if an opening is available. It is important to note that not every faculty will have an opening for new students, and that a change in concentration may increase the length of time that it takes to fulfill the degree.

The steps to be followed in confirming a student's faculty committee are as follows:

   a. Within the first year for a MS student and 18 months for a PhD student, a student should work with their major advisor in selecting their committee members.

   b. Student submits the departmental "Committee Formation Form" (see Appendix) to the Departmental Director of Graduate Studies after consultation with their faculty advisor and selected committee members. This plan should be submitted at any time before completion of the first 18 and 27 semester hours used toward the degree at UT for Masters and Doctoral degree students, respectively.

   c. Departmental Director of Graduate Studies indicates approval or disapproval of the Plan and returns the original form to the student and a copy is retained in the student’s departmental file. The student is responsible for distributing copies of the form to all committee members.

   d. If disapproved, the student must submit a revised Plan. Reasons for disapproval may include the following:
1) Faculty member requested has overload of responsibilities.

2) Faculty members requested do not adequately represent area of student's interest and would not be appropriate for program planning and subsequent evaluation of student.

e. In addition, for doctoral students, the student must submit a "Recommended Doctoral Committee Appointment" form (see Appendix). This same form is also used to revise a doctoral committee.

f. In the event of a change in their major advisor and/or committee members, the student must complete and give a new "Committee Formation Form" to the Departmental Director of Graduate Studies after consultation with the new advisor and/or committee members.

E. Advising
UT has an online registration system available here.

1. The advising process involves responsibilities of both the advisee and the advisor or major professor. Responsibilities of the advisee are as follows:

a. Contact the faculty advisor/major professor to schedule an appointment prior to registration for classes for the subsequent semester.

b. Consult the University registration webpage. This site also has a link to the Timetable of Classes.

c. Consult the University Graduate School webpage. This site provides information on procedures and deadlines for graduation. In particular, students have found the Graduation Information for Graduate Students and Steps to Graduation very helpful.

d. Notify the faculty advisor/major professor and the Graduate Program Coordinator of any change in address or telephone number.

2. Responsibilities of the major professor are as follows:

a. Schedule advising appointments when contacted by the advisee.

b. Assist the advisee in the development of a plan of study that is commensurate with the advisee's background, interests, and goals that comply with the approved curricula and policies.

c. Provide guidance to the advisee on selection of committee members.

d. Assist the advisee in meeting Graduate School requirements and deadlines.
e. Provide guidance in the development of a research project suitable for either a Master's thesis or doctoral dissertation.

f. Coordinate written and oral examinations, as required by the specific programs in which the advisee is a candidate, i.e., comprehensive Master's examination, oral examination for Master's thesis and doctoral dissertation, and comprehensive doctoral examination.

F. General Requirements for Completion of Degrees:

For a complete description, see the current Graduate Catalog for “Degree Program Requirements”.

Master's students, who declare the project option, must pass a written comprehensive examination, complete a culminating experience, and if in the PHN program, a written analytical paper is also required. Therefore, for project, PHN students, the combination of the Block Field Experience (NUTR 515) and the Analytical Field Paper (NUTR 519) fulfills the requirements of the culminating experience and the written analytical paper. Dual MS-MPH students who declare the project option must pass a written comprehensive examination in both Nutrition and Public Health to receive the dual degree. MS students who declare the thesis option must pass an oral examination on their thesis research in Nutrition. Dual MS-MPH students who declare the thesis option must pass an oral examination on their thesis research in Nutrition and a written comprehensive examination in Public Health. More detailed information is provided in Sections III and IV.

Students planning to pursue a PhD degree are required to pass a combination written and oral comprehensive examination taken after most course work is completed and also an oral examination taken after submission of the written dissertation to graduate committee members.

G. Graduate Student Research

Research opportunities for graduate students in the department are linked to departmental faculty research interests. Current projects and research interests of faculty are listed in Section V.B. of this Handbook. Specific information on current research may be obtained from individual faculty members.

The Department of Nutrition takes research ethics and integrity very seriously. Nutrition students who participate in research are expected to understand and demonstrate ethical principles in the performance of all activities related to scientific research, including mechanisms to promote honesty, accuracy, efficiency and objectivity in research. Nutrition students are strongly encouraged to participate in trainings and workshops related to the responsible conduct of research provide by the Office of Research and Engagement. More information on these workshops can be found here.
Research notebooks and data are the property of UT and must not be removed from the University. If you desire a copy for your own use, you are required to obtain permission from the faculty supervising the research project and the copy should be made at your own expense.

All official documents submitted by graduate students, such as but not limited to theses, dissertations, and manuscripts will be reviewed electronically for plagiarism and other ethical issues, using plagiarism detection software provided by the University of Tennessee.

H. Graduate Student Travel

As part of thesis and dissertation training, the faculty highly recommend students present their research at scientific meetings when possible. Discuss these opportunities with your advisor.

In general, partial funding can be arranged for graduate students who travel to meetings to present research or take part in other educational opportunities. Students should begin the process of requesting funds and completing the necessary paperwork well in advance to ensure proper reimbursement of expenses. Potential funding sources include their major advisor, the department, the college and the University’s Graduate Student Association. The student should take responsibility in exploring all possible funding sources. Students on official University travel are responsible for adhering to University travel regulations and should consult the University of Tennessee Travel Policy to ensure compliance with those regulations. Travel arrangements should be made in consultation with the major professor. Some of these reimbursements are a one-time event. Please consult the major professor or the Department Head for confirmation. Possible sources of funding are:

- Major Professor
- UT Graduate Student Senate Travel Award
- Department Head
- College Travel Funds

The following table should help make the process flow smoothly:

Table 1. Travel Actions and Time Frames

<table>
<thead>
<tr>
<th>Action</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete a Travel Authorization*</td>
<td>at least 2 weeks prior to travel; allow additional time for international travel</td>
</tr>
<tr>
<td>Request funding from all available sources</td>
<td>prior to listed deadlines</td>
</tr>
<tr>
<td>Make travel/hotel arrangements/Registration</td>
<td>prior to listed deadlines</td>
</tr>
<tr>
<td>Complete a Travel Reimbursement Request*</td>
<td>upon return</td>
</tr>
</tbody>
</table>

*UT only accepts ORIGINAL receipts*
I. Research Projects and Studies with Human Subjects

UT has a training requirement for Human Subjects Research. All researchers at UT, including students doing dissertation or thesis research, who will be submitting an Institutional Review Board (IRB) protocol must take the training. This training is completed in NUTR 543. The training is valid for 3 years.

All research projects or studies that involve the use of human subjects must be reviewed by UT’s IRB or be certified as exempt from IRB review. All students involved in projects with human subjects should familiarize themselves with the information available from the Office of Research on working with human subjects. This includes, for example, the Human Subject Research Review System and Students’ Guide for Studies Involving Human Participants. No research with human subjects can be initiated until approval from IRB is acquired. Understanding the special nature of the human subjects research review system is important and required by federal regulations governing research with human subjects. To obtain copies of the regulations governing research with human subjects, graduate students should contact the Graduate Program Coordinator or the Coordinator of Compliances directly: Office of Research, 1534 White Avenue. Your major professor will guide you through this process.

If you are engaging in research that involves minors, additional paperwork may be necessary. Specifically, anyone (faculty, students, or other covered adults) who conducts research that involves minors must submit certification received from registering and completing all of the requirements outlined within the Policy on Programs with Minors. Your major advisor will guide you through this process.

The departmental procedure is consistent with that of the University. The appropriate human subject review forms should be completed and then submitted, via the iMedRIS system, to the Chair of the Department Review Committee (DRC). The DRC will conduct the first stage of review and either return the form for revisions to the student/investigator or forward it to the Department Head for signature. Once signed by the Department Head, it is forwarded to the Office of Research for review and approval/denial.

J. Research Projects and Studies with Animals

All research projects or studies that involve the use of animals must be reviewed by the University's Institutional Animal Care and Use Committee (IACUC). There are no exemptions to this requirement. The IACUC is:

… a federally mandated committee, qualified through the experience and expertise of its members that oversees its institution's animal program, facilities, and procedures. USDA and PHS require institutions using animals to appoint an IACUC and charge the IACUC with specific responsibilities.
To ensure compliance with all regulations, policies and standards in place to protect animal welfare, IACUC members review all requests for approval to use vertebrate animals. The IACUC also conducts inspections of all areas where animals are housed and used, reviews the institutional program or animal use, and reports its findings.

A complete guide to IACUC regulations is here. Your faculty research advisor will guide you through this process. There also are training modules described below (section N, Responsible Conduct of Research).

K. Research Projects and Studies involving Human Cells, Infectious Agents, Recombinant DNA or Biological Fluids

These research projects and studies require approval of the Biosafety Office as well as completion of specific biohazard training. Your faculty research advisor will guide you through this process.

L. Research involving Radioactive Materials and/or Radiation Sources (including x-ray)

Research projects of this nature require approvals and training from the Radiation Safety Department. Your faculty research advisor will secure the approvals and guide you through the process of receiving the necessary training.

M. Responsible Conduct of Research

The CITI Human Subjects Research online course is mandatory training for all faculty and students working on UT IRB/Human Subjects Research protocols. Students complete this mandatory training in NUTR 543. If a student or faculty have difficulty accessing the site, they should send an e-mail request to ortraining@utk.edu.

N. Transfer of Credits

All courses included in an individual's graduate program of study must be approved by the student's committee and The Graduate School. The number of hours that may be transferred into a doctoral program is determined by the doctoral committee (process outlined below). All doctoral students must complete a minimum of 9 semester hours (exclusive of dissertation hours) of 600 level courses at UT; in the Nutrition Program, 4 of these 600 level hours must have the NUTR prefix. These courses may not be transferred from another university.

1. Coursework Waiver Process (PhD students only)

Doctoral students entering with a master’s degree or previously completed graduate credit hours (that have not been applied to a terminal degree) may request, with approval of major advisor, a transcript review. Only courses with a final earned grade of A or better may be considered for waiver. The request must include a copy of the transcripts, a course waiver
petition form indicating the specific non-dissertation coursework to be reviewed, and copies of syllabi for each course review requested. A committee of at least three Nutrition faculty members assigned by the Graduate Program Director and consisting of at least one CMN and one PHN faculty member (not including the major advisor), will review the transcripts and syllabi and determine which courses can be waivered. Up to 6 hours of course credits may be waived for courses determined to be equivalent in content and credit hours to the required non-dissertation course work. Only nutrition department required non-dissertation courses are eligible for the waiver petition process. All course waiver requests must be submitted one week prior to the beginning of classes in the first semester of matriculation into the program. All required non-dissertation coursework (described in section 1 above) completed at the UT, as assessed by the student’s major advisor, and not applied to a terminal degree, would automatically be counted toward the course waiver procedure without a review of the committee.

O. Financial Assistance

1. Types of Assistantships

General information regarding graduate assistantships in the Graduate Catalog.

The Department has several types of assistantships available. These include Graduate Teaching Assistant/Associate (GTA) and Graduate Research Assistant (GRA). All assistantships are governed by the Policy for the Administration of Graduate Assistantships (see Appendix). The work hours are 20 hours per week, excluding organized class time, with a 50% appointment, or 10 hours per week, excluding organized class time, with a 25% appointment. Salary is subject to federal income tax. Work responsibilities of the different assistantships vary as described below, but all provide tuition, maintenance fee, health insurance (if at least a 25% appointment), and a monthly stipend; however, not all fees are covered and is dependent upon the type of assistantship.

a. Graduate Teaching Assistants (GTA) and Their Responsibilities

Graduate Teaching Assistants are appointed for a one-semester term, with a performance review at the end of each semester, and with renewals possible as per the procedures outlined in “Application Procedure” in the next section. Note that the renewals are not guaranteed. GTAs without prior college teaching experience are required to participate in the GTA Orientation offered each fall by the Graduate School. Students appointed to teaching assistantships will receive information on the seminar from the Graduate School. GTAs assist with courses and generally are supervised by the faculty members who primarily are responsible for the specific courses. A waiver of tuition and the maintenance fee plus payment of health insurance and a stipend are provided by the University and Department. All other university fees are paid by the student. GTAs must maintain at least a B average and be full-time graduate students to retain eligibility for department-supported assistantships.
(Note regarding university terminology: “Maintenance Fees” refer to tuition paid by in-state students, while “Tuition” refers to the additional “tuition” that out-of-state students pay on top of the maintenance fees.)

i. Graduate Student Teaching Assistant Responsibilities

Students should discuss these responsibilities with the faculty in charge of their specific GTA position (i.e., NUTR 100, NUTR 415, etc.). These discussions may include the following points below.

Graduate Teaching Assistants are part of the UT Instructional Staff and should conduct themselves accordingly. This includes:

- Dressing appropriately
- Showing up on time to all class/discussion sections (a few minutes early is recommended)
- Answering student emails in a timely and professional fashion
- Answering faculty emails in a timely and professional fashion
- Understanding that teaching is a major mission of the University and therefore to always give their best effort
- Conducting themselves in a manner that positively represents the UT

b. Graduate Research Assistants (GRA) and Their Responsibilities

Nutrition GRAs are funded by contracts or grants from specific businesses, government or other agencies, and foundations, approved projects funded by the Agricultural Experiment Station, or in some instances associated with the Department of Nutrition. Graduate Research Assistants are appointed from a time period of one semester to one year, with renewal at the discretion of the faculty research advisor (and/or Department Head when department funds are used) and contingent on sufficient sources of funding.

The primary functions of GRAs in research are as follows:

1) To work under the direction of faculty members in specified approved project areas.

2) To contribute to the specific research projects and, at the same time, acquire training in research techniques and methods.

3) To work for the Department in a support capacity for their development.
Graduate Research Assistants observe official University holidays. The GRA’s tuition, maintenance fee, health insurance premium, and stipend are paid by the funding source. **All other university fees are paid by the student.**

2. Assistantship Application Procedure

The Departmental [assistantship application](http://ehhsstudentservices.utk.edu/files/2016/08/Graduate-Scholarship-Application2017-181.pdf) priority deadline for GTA/GRA funding for the following academic year for new applicants to the graduate program is January 15. Students already enrolled in the graduate program who wishes to apply for GTA/GRA funding or students who are already receiving financial assistance who want to apply for continued funding must do the following by December 15:

i) Complete the [Application for a GTA and a non-grant-funded GRA for Current Graduate Students in Nutrition](http://ehhsstudentservices.utk.edu/files/2016/08/Graduate-Scholarship-Application2017-181.pdf);

ii) Submit GTA/GRA evaluation form (if you are a current GTA/GRA);

iii) Provide a memo from your current supervisor or faculty advisor (if you are not currently a GTA) that confirms satisfactory work or progress in the program, respectively; and

iv) Submit a graduate transcript.

GTA/GRA awards are made by May, and late applications (applications received after the January 15 deadline) are only considered in case of vacancies.

GRA assistantships are at the discretion of the faculty holding the funding or the Department Head if the funding source is the Department and may be assigned and evaluated on a semester-by-semester basis. Speak with your faculty advisor about potential GRA opportunities. A GPA of 3.0 is required to retain eligibility for department-supported assistantships.

3. Additional Sources of Funding

The College of Education, Health and Human Sciences has a form for graduate students interested in applying for College-based scholarships (http://ehhsstudentservices.utk.edu/files/2016/08/Graduate-Scholarship-Application2017-181.pdf). The annual deadline for applying is February 1 for the upcoming academic year.

General information on financial assistance is available from the UT Graduate School [website](http://ehhsstudentservices.utk.edu/files/2016/08/Graduate-Scholarship-Application2017-181.pdf). Information on funding sources outside the College is available from the Administrative Offices of the College, the Department of Nutrition, and from the Financial Aid Coordinator in the Graduate School. Graduate students are encouraged to begin seeking outside funding about a year preceding the academic year for which funding is needed, as some deadline dates are very early. The Graduate Record Examination (GRE) is required by many funding sources as well as for admission to departmental programs.
4. Evaluation Procedure

The evaluation procedure for funding awarded through the Department (GRAs, GTAs) is as follows:

a. Files of applicants are reviewed by the departmental Graduate Committee.

b. The Graduate Committee meets to identify assistantship positions needed and to rank applicants for assistantships.

c. The Graduate Committee makes recommendations to the Department Head on allocations of assistantships, new and those to be retained for another academic cycle.

d. Recommended recipients are contacted by the Department Head by mail/email/telephone to see if they are still interested in receiving the type of financial assistance for which they will be recommended.

e. Recipients accept or decline the awards in a written response to the Department Head.

P. Approval for Special Topics and Directed Study

Complete the form, "Request for Approval for Special Problems, Honors, Individual Study" (see Appendix) to receive permission to take these courses:

NUTR 548 Directed Study in Nutrition
NUTR 549 Special Topics

Q. Alumni

After completion of a degree, alumni are urged to notify the University, College, and Department of name, address, and position changes by completing forms here. In this way the University can keep alumni informed of current events, while at the same time supply and obtain valuable information and data regarding our graduates and programs.

IV. MASTER OF SCIENCE DEGREE PROGRAMS

A. General Requirements – See the current Graduate Catalog for University requirements.

The Graduate School has established a requirement for a culminating experience for all MS degree students at UT. This policy reads as follows:

*The master’s degree is evidence of successful completion of a body of coursework, advanced understanding, and the ability to apply knowledge within a major field. Many master’s degrees require a culminating experience. Examples of culminating experiences include an advanced seminar, creative product, exhibit, independent project, integrated case study or simulation, internship, practicum, recital, or thesis.*
Through this experience, the student will demonstrate skills associated with the particular degree program, such as applied performance, critical analysis, organization and writing.

More information about this policy can be found here.

1. Progression and Retention.

The University policy on cumulative grade point average (GPA) requires graduate students to maintain a cumulative GPA of at least 3.0 on all graduate courses taken for a letter grade of A-F. If after completion of 9 hours of graduate coursework, a student’s GPA falls below 3.0, the student is placed on academic probation. The student will be able to continue graduate study if each semester’s GPA is 3.0 or greater. If the semester GPA falls below 3.0 while on academic probation, then the student’s graduate degree status will be terminated by the Dean of The Graduate School.

In addition, Master's students in the Department of Nutrition must maintain a GPA of at least 3.0 in courses in the major for a degree. If a student’s GPA in courses in the major falls below 3.0, then the student will receive written notice by the Department Head, with a copy to the Graduate School. Consistent with the Graduate Catalog on academic standards, the Dean of The Graduate School then will evaluate the student’s record and determine if the student is eligible to apply for a change of student status in another area or program of study. A GPA of 3.0 is required to retain eligibility for department supported assistantships (see section on Financial Assistance).

B. Prerequisites for Admission

Nutrition prerequisites are determined on an individual basis at the time of admission to the graduate program. In general, however, student applicants are expected to meet the competencies associated with the following courses prior to graduate study in Nutrition: chemistry, (general, organic and physiological/biochemistry), physiology, statistics and introductory nutrition*.

Table 2. Prerequisite Courses for MS and Minimum Semester Hours Required

<table>
<thead>
<tr>
<th>Prerequisite Courses for MS</th>
<th>Minimum Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>--General</td>
<td>6</td>
</tr>
<tr>
<td>--Organic</td>
<td>3</td>
</tr>
<tr>
<td>--Physiological/Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

*For those who have not had an introductory nutrition course, you will be required to take one after acceptance.
C. **Master's Committees**
(See Section D.3. and also for Dual Degree Committees)

Master's committees are composed of the major professor and at least two additional faculty members with the rank of Assistant Professor or above. An Instructor may serve as a fourth member of the committee. The major professor serves as committee chairperson. All members of the committee may be departmental faculty members unless the student has a minor or public health nutrition concentration. If the student has a minor, one member of the committee must be from the minor department. If the student has a second minor, one member of the committee also must be from the second minor department. (Note: The 6 credit hours taken outside the department may not constitute a minor in some departments.) For students completing a thesis in the public health nutrition concentration, one committee member must have expertise in the area of research and in public health. For students completing the project option in the public health nutrition concentration, the Director of the Master’s in Public Health Program serves on the committee and represents the public health concentration. Dual degree committees are described in Section D.3.a. The committee must be selected before the student has accumulated 18 hours of graduate work.

The procedure for receiving departmental approval from the Director of Graduate Studies for faculty members to serve on a committee involves completion and filing of the "Committee Formation" form for Master’s or PhD form (see Appendix). The same form is used to request a revision of the committee composition. The Nutrition faculty eligible to serve on Master’s Committees are listed in Section V.B. of this Handbook.

**The Admission to Candidacy Form** must be reviewed and signed by all committee members and the departmental Director of Graduate Studies, and submitted to the Graduate School no later than the last day of classes in the semester preceding the semester he/she plans to graduate. The student provides one copy to each committee member upon approval. If there are any changes to the committee or if the thesis/project options changes, both the “Committee Formation” (Departmental form) and the “Admission to Candidacy Application” (Graduate School form) must be revised and reprocessed.

D. **Degree Options for MS in Cellular and Molecular Nutrition or Public Health Nutrition Concentrations**

Students complete the MS with concentrations in either CMN or PHN. Therefore, course requirements differ depending on whether the student is enrolled with an emphasis in CMN or PHN. Both degree options require graduate coursework in nutrition science. The PHN concentration includes a cognate in public health, while the CMN concentration does not have a specified cognate; students in this concentration choose a cognate of interest in consultation with the academic advisor. Typical examples of CMN cognates include Biochemistry, Cellular and Molecular Biology, and Comparative and Experimental Medicine.

The PHN curriculum is consistent with the curricular guidelines established by the **Association of Graduate Programs in Public Health Nutrition, Inc.** These guidelines build
upon those required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for dietetic registration and, therefore, provide a specialization in public health nutrition. This emphasis at UT is provided by a major in nutrition and supporting coursework in public health. This is accomplished through both didactic coursework and concurrent and block field experiences. Didactic coursework focuses on nutrition with public health applications, public health, and social/behavioral/sciences and education. The block field experience is described in more detail in the Program’s Handbook for Field Study in Community Nutrition.

1. Thesis Option

   a. Thesis Committee. Each student's Master's thesis committee serves the following functions:

      i) Assist the student in planning a program of coursework appropriate to the student's background and goals and in compliance with departmental and Graduate School policies. It is the student's responsibility to propose, for committee review, a timetable for development and completion of coursework, research, and thesis.

      ii) Provide guidance in the development of the student's research project and in writing the thesis proposal and thesis.

      iii) Read and offer constructive criticism of the written and oral thesis proposal and subsequent thesis.

      iv) Prepare and administer questions for the oral comprehensive examination (pertaining to the completion of the thesis and appropriate coursework) and evaluate the student's performance on the same day as the examination.

      v) Students should consult with the Graduate School website to ensure all proper forms are brought to the defense.

   b. Thesis Course Requirements

   Students can complete a thesis in either CMN or PHN. Although the two concentrations share some core requirements, course requirements vary depending on the curricular emphasis. See Table 3 on the following page for course requirements.

   c. Research and Thesis

   A minimum of two semesters is required for Master's level research and thesis completion. The thesis is a written account of original research conducted by the Master's student under the direction of his/her/their major professor and faculty committee. It serves as the culminating experience for thesis students and a manuscript from the thesis is expected to be submitted for publication in a professional research journal. The key words for faculty research interests, listed in
Table 3. Thesis Course Requirements (CMN & PHN)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 511</td>
<td>4</td>
<td>NUTR 509</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 512</td>
<td>3</td>
<td>NUTR 510</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 543</td>
<td>3</td>
<td>NUTR 515</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 549</td>
<td>2</td>
<td>NUTR 522</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 621</td>
<td>3</td>
<td>NUTR 524</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 626(^1)</td>
<td>3</td>
<td>NUTR 543</td>
<td>3</td>
</tr>
<tr>
<td>STATS (graduate level)</td>
<td>3</td>
<td>NUTR 621</td>
<td>3</td>
</tr>
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<td>BCMB 440</td>
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<td>NUTR 626</td>
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<tr>
<td>LFSC 520</td>
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<td>PUBH 520</td>
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</tr>
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</tr>
<tr>
<td></td>
<td></td>
<td>NUTR 500(^4)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total Credit Hours Required</strong></td>
<td><strong>37</strong></td>
<td><strong>Total Credit Hours Required</strong></td>
<td><strong>37</strong></td>
</tr>
</tbody>
</table>

**Oral defense of research**
Must be enrolled in 3 hrs. of thesis credit in the semester the final thesis is defended and approved.

**Oral defense of research**
Must be enrolled in 3 hrs of thesis credit in the semester the final thesis is defended and approved.

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\(^4\)Students receiving a Graduate Teaching Assistantship (GTA) and without previous college teaching experience are required to attend the fall orientation for GTAs.

\(^1\)In addition to NUTR626, all dietetic interns must take NUTR 524, as this class contains internship practicum hours.

\(^2\)Other departments that contribute to our curriculum may periodically change their course offerings. See Appendix VIII, for a list of potential graduate courses.

\(^3\)For dietetic interns, NUTR 524 can satisfy this requirement.

\(^4\)Thesis (NUTR 500) serves as the culminating experience for Master’s requirement.
Section V.B. of this Handbook, may be helpful in selecting topics for research. The student must enroll in NUTR 500 (variable credit) each term that he/she is planning research, collecting data or writing the thesis. The student must be enrolled in 3 hours of NUTR 500 credit during the semester in which the final thesis is defended and approved. If the thesis is approved after the first deadline date for graduation during a certain term, but prior to the second deadline date, the student is not required to enroll in NUTR 500 and may graduate the next semester. The thesis must satisfy University requirements as explained in the Graduate School Guide to the Preparation of Theses and Dissertations, and it must be approved by the faculty committee and the Graduate School Thesis/Dissertation Consultant. The complete thesis, in a form approved by the major professor, shall be distributed to all committee members at least two weeks before the date of the final oral examination.

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations must be submitted to TRACE and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters or doctoral committee. The approval sheet reflects the final format for submission.

d. Thesis Proposal and Oral Examination

An initial thesis committee meeting is suggested, but not required, to informally discuss the student’s research plan prior to completing a written proposal and conducting a proposal hearing. The written proposal should be completed with input from the major professor and sent to other committee members upon approval of major professor, but at least 2 weeks in advance of the proposal hearing. At the thesis proposal hearing, the student presents the proposed research as an oral presentation to the student’s committee members. Upon conclusion of the presentation, committee members engage in a question and answer session with the student regarding the proposed research. The purpose of this hearing is to help the student refine the proposed research and to understand how to proceed further. Specifically, upon conclusion of the proposal hearing the student’s graduate committee members will make a recommendation from any of the following options: 1) conduct the research as proposed; 2) conduct the research with specific modifications as identified by the committee; 3) re-write the proposal to address significant research concerns of the committee identified during the proposal hearing; or 4) write a new proposal. A proposal hearing is required prior to undertaking thesis research data collection.

After the thesis research has been completed, each Master's thesis student must pass an oral examination in defense of his/her/their thesis. The examination in defense of the thesis is administered by the student's entire committee and is intended to evaluate the student's overall knowledge gained through completion of his/her/their coursework, research, and thesis. The thesis defense must be scheduled with the
The student’s major professor and all members of the committee at least two weeks before the deadline published in the Academic Calendar. An abstract of the thesis should be sent to the Department’s administrative assistant two weeks in advance of the thesis defense. All graduate students and faculty are invited to attend an oral presentation of the thesis research.

Aside from requiring that the Chair be present at student defenses, the Department of Nutrition follows the Graduate Catalog’s policy on Remote Participation in Oral Defenses.

2. Project Option

The philosophy underlying the project option is to provide students with the opportunity to include in their programs ample coursework and field experience to assist them in meeting their career goals and objectives.

a. Project Option Committee:

The function of a project option Master's committee member is as follows:

i) Assist the student in planning a program appropriate to the student's goals and in compliance with departmental and Graduate School policies. This may involve participation in planning sessions, or it may simply involve review and subsequent approval of the student's proposed plan of study.

ii) Participate in preparing, administering and grading the student's comprehensive examination. Committee members should be cognizant of time limits and provide for a choice of questions (See Comprehensive Examination, section III, D.2.c. below).

b. Project Option Course Requirements. See Table 4 on the next page for course requirements.

The project option consists of a minimum of 37 hours of coursework with at least 25 hours in the department. A minimum of two-thirds of the total required hours must be completed at the 500- and 600-level (37*0.67 = 25). A written comprehensive examination is required for completion of the program.

For PHN, required courses include those listed for the thesis option with the omission of NUTR 500 (Thesis). In addition, students complete 3 credits in NUTR 519 and 3 elective credits in social/behavioral science and education.

For CMN, the culminating experience can be integrated in with NUTR 548 (minimum of 3 credit hours) and must be approved by the student’s committee.
### Table 4. Project Option Course Requirements (CMN & PHN)

<table>
<thead>
<tr>
<th>Course Number</th>
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<tr>
<td>NUTR 543</td>
<td>3</td>
<td>NUTR 515</td>
<td>3</td>
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<tr>
<td>NUTR 548</td>
<td>3</td>
<td>NUTR 519</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 549</td>
<td>3</td>
<td>NUTR 522</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 618 or NUTR 621</td>
<td>3</td>
<td>NUTR 524</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 626&lt;sup&gt;1&lt;/sup&gt;</td>
<td>3</td>
<td>NUTR 543</td>
<td>3</td>
</tr>
<tr>
<td>Stats 500+</td>
<td>3</td>
<td>NUTR 621</td>
<td>3</td>
</tr>
<tr>
<td>BCMB 440</td>
<td>3</td>
<td>NUTR 626</td>
<td>3</td>
</tr>
<tr>
<td>LFSC 520</td>
<td>4</td>
<td>PUBH 520</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PUBH 530</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PUBH 540</td>
<td>3</td>
</tr>
</tbody>
</table>

An additional 3 credits of Nutrition or cognate graduate course as identified by faculty advisor and approved by the Departmental Director of Graduate Studies<sup>2,3</sup>.  

Elective: 3

Total Credit Hours: **38**

Written Comprehensive Exam

Culminating Experience (project)

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTR 509</td>
<td>1</td>
</tr>
<tr>
<td>NUTR 510</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 515</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 519</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 522</td>
<td>2</td>
</tr>
<tr>
<td>NUTR 524</td>
<td>4</td>
</tr>
<tr>
<td>NUTR 543</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 621</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 626</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 520</td>
<td>3</td>
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<tr>
<td>PUBH 530</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 540</td>
<td>3</td>
</tr>
</tbody>
</table>

Social/Behavioral Sciences and Education Elective (as identified by faculty advisor and approved by the Director of the Public Health Nutrition Graduate Program)

Cognate area is Public Health

Total Credit Hours: **37**

Written Comprehensive Exam

Culminating Experience (Block Field Experience with written analytical block field paper and poster presentation; NUTR 515 & 519)

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<sup>1</sup>Students receiving a Graduate Teaching Assistantship (GTA) and without previous college teaching experience are required to take the fall semester teaching seminar for GTAs.

<sup>2</sup>In addition to NUTR626, all dietetic interns must take NUTR 524, as this class contains internship practicum hours.

<sup>3</sup>Other departments that contribute to our curriculum may periodically change their course offerings. See Appendix VIII, for a list of potential graduate courses.

<sup>3</sup>For dietetic interns, NUTR 524 can satisfy this requirement.
c. Project Option Culminating Experience

All project option students must complete a culminating experience with a written analytical paper consistent with Master’s degree requirements and as described in Section III.F. of the Handbook.

For PHN project option students, the written analytical field paper constitutes the culminating experience. This public health nutrition culminating experience is described in detail in the *Handbook for Field Study in Community Nutrition (NUTR 515)* available from the PHN program.

For CMN project option students, the culminating experience can include systematic reviews of the literature, research projects or other scholarly endeavors approved by their committee.

d. Comprehensive Examination

All project option Master's degree students must pass a written comprehensive examination which covers all coursework taken toward completion of the degree. The examination must be scheduled according to the established Departmental deadline, which will be announced at the beginning of each semester. The examination consists of questions submitted by committee members.

One day (8 hours) will be scheduled for the examination each semester. The date will be determined by the Graduate Program Director and the Director of the Program in Public Health Nutrition no later than the end of the second week of each semester. The examination will be scheduled approximately two weeks prior to the date when results are due to The Graduate School. The exact date when the examination results are due is based on the date of Commencement for each semester and is announced for each semester by the Department.

It will be the **student's responsibility** to inform their major professor of their intent to take the comprehensive exam during the first week of the semester of his/her/their intent to take the examination. The examination must be taken when coursework is completed or when in the process of taking final classes. The major professor should give notice to the committee members to submit questions to him/her/their no later than one week prior to the examination. It is also the responsibility of the major professor to contact faculty committee members outside the department for questions and to assemble the examination. Proctoring of the examination is coordinated by the Graduate Program Director and the Director of the Program in Public Health Nutrition. The examination is not merely a re-examination of coursework, but it is a test of the candidate's ability to integrate material in his/her/their major and minor fields. Each committee member will grade his/her/their own questions.
i. Committee Structure

For PHN: The two departmental committee members, which includes the major professor, will provide two questions that will test the student's knowledge and applicability of coursework completed in the represented area for inclusion in the examination. The major professor will review submitted questions and decide on the appropriateness of each question. It is the major professor’s responsibility to resolve disputes over the submitted question(s). The student will answer one question from each committee member. In addition, the Director of the Master’s in Public Health program, the third committee member, will submit a standardized examination, which is required of all project option MS PHN concentration students.

For CMN: The committee consists of a minimum of three members, a major professor and at least one other member from the Department of Nutrition. The comprehensive exam is an evaluation of core knowledge that is achieved through an examination of required coursework that allows the student to integrate knowledge across courses. Each committee member submits one or more questions to the major professor who will review them for appropriateness. It is the major professor’s responsibility to resolve disputes over the submitted question(s). The student will be required to answer the questions within the allotted time. The student is advised to meet with each committee member prior to the comprehensive exam far enough in advance to allow for proper preparation.

ii. Scoring of Comprehensive Exam – A grade of 80 is passing.

For PHN: Points will be accumulated on the examination according to the following scale:
35 – major professor
35 – departmental committee member (from the major area)
30 – Public Health

For students with a second minor, points will be accumulated on the examination according to the following scale:
30 – major professor
30 – departmental committee member (from the major area)
20 – Public Health
20 – minor, supporting or other departmental committee member

For CMN: Points will be accumulated on the examination according to the following scales:

For students with three committee members (two of which are from the department), points will be assigned accordingly:
35 – major professor
35 – departmental committee member
30 – external committee member

For students with three committee members all are from the department, points will be assigned accordingly:

35 – major professor
32.5 – each departmental committee member

For students with four committee members, points will be accumulated on the examination according to the following scale:

25 – each committee member

The student is notified by the major professor, in writing, of the examination results within two weeks following the date of the examination. The student and the committee may meet to discuss the examination. In case of failure, the student is given the opportunity to take a second examination, from all committee members or pertaining to those sections deemed insufficient (based on a Committee decision), but this cannot be scheduled until the following semester. Results of the second examination are final. Appeals may be made through the regular channels as described in the current Graduate Catalog in the “Grievances and Appeals” section.

If a project option Master's student has not yet completed the comprehensive examination, but needs to use university facilities or faculty time for an additional semester, then the student must enroll in NUTR 502. This could occur, for example, when the student will be using university facilities or faculty time to remove an incomplete, but will not be enrolling in a course. A project option Master's student who has completed all degree requirements, except the comprehensive examination does not have to enroll in NUTR 502, but must pay a Graduate School examination fee.

3. Degree Options for Dual MS-MPH as Thesis or Project Option

This program is designed to meet the needs of students who are interested in the benefits of majors in both nutrition and public health. A dual degree candidate must satisfy requirements for both the MS PHN concentration and the MPH degrees, as well as requirements for the dual program. The MPH component of the dual degree is completed with a concentration in either Health Policy and Management (HPM) or Community Health Education (CHE), as designed by the Public Health program. The MPH concentration preference is indicated by the student on the MPH program application. All candidates for the dual degree must successfully complete PUBH 510, 537, and 555; 2 hours (1 hour each) of PUBH 509 and NUTR 509*; and a minimum of 57-61 graduate credit hours (57 for project option students; 57 for CHE thesis students; and 57 for HPM thesis students). The Department of Nutrition will award a maximum of 9 hours of credit toward the MS for successful completion of approved graduate-level public health courses offered in the Department of Public Health.
For project option Master of Science students, a maximum of 14 hours of credit for successful completion of graduate-level nutrition courses will be awarded toward the MPH. For thesis Master of Science students, a maximum of 16 hours of credit for successful completion of approved graduate-level nutrition courses will be awarded toward the MPH. All courses for which such cross-credit is awarded must be approved by the Public Health Academic Program Committee and the student’s graduate committee. A single block field experience (or public health internship) is required of all students. For project option MS students, the analytical field paper (NUTR 519) that incorporates public health nutrition and the student’s public health concentration is required.

a. Dual Degree Committees

Dual degree students have two (2) separate graduate committees: 1 for the MS and 1 for the MPH. The MPH program designates the MPH major professor that serves on the MPH committee. The functions of the MS committee for dual students are the same as that of other MS committees and, therefore, depend on whether the MS portion of the dual degree is completed as a thesis or project option.

i) Nutrition department committee composition of MS thesis that is part of dual MS-MPH

The student’s MS nutrition graduate committee consists of a minimum of 3 members. For the dual MS-MPH student who is completing a thesis as part of the MS, at least 1 committee member must have expertise in the area of the research and in public health.

ii) Nutrition department committee composition of MS project option that is part of dual MS-MPH

The student’s nutrition MS graduate committee consists of a minimum of 3 members. For the dual MS-MPH student who is completing a project option as part of the MS, 1 committee member must be the Director of the MPH Program.

b. Dual Degree Course Requirements & Comprehensive Examination

The requirements for the MS-MPH include a minimum of 57 graduate credit hours, depending on the program of interest. Some course requirements can be applied to either the MS or the MPH. Other course requirements can be applied toward both degrees and have dual credit as specified in the Graduate Catalog.

i) MS-MPH course requirements

The courses required of all dual MS-MPH students are:
* NUTR 509 Graduate Seminar in Public Health (1 cr)
 NUTR 510 Applied Human Nutrition (3 cr)
 *NUTR 515 Field Study in Community Nutrition (3 cr)
NUTR 522 Nutrition Counseling (3 cr)
NUTR 524 Community Assessment, Intervention, & Evaluation (4 cr)
*NUTR 543 Research Methods I (3 cr)
NUTR 621 Physiological Basis of Diet and Disease (3 cr)
*NUTR 626 Life Course Nutrition (3 cr)
PUBH 509 Graduate Seminar in Public Health (1 cr)
PUBH 510 Environmental and Occupational Health (3 cr)
**PUBH 520 Public Health Policy and Administration (3 cr)
**PUBH 530 Biostatistics (3 cr)
PUBH 537 Fundamentals of Program Evaluation (3 cr)
**PUBH 540 Principles of Epidemiology (3 cr)
PUBH 552 Assessment and Planning (3 cr)

Note: * designates NUTR courses that may be able to count as dual course credit for both the MS and MPH;
** designates PUBH courses that count as dual course credit for both the MPH and MS.

As part of their MS requirements, dual MS-MPH thesis students also are required to complete at least 6 credits of thesis (NUTR 500), while dual MS-MPH project option students are required to complete 3 credits of NUTR 519. Additional coursework for each concentration is outlined below.

Approved Dual Credit: For thesis students, MS courses to be counted toward the MPH program would include up to 9 hours of NUTR 524, and NUTR 515; 1 hour of NUTR 509, 3 hours of NUTR 543, and 3 hours of NUTR 626 (14 graduate hours). For project option students, MS courses to be counted toward the MPH program must include a maximum of 10 hours of NUTR 524, NUTR 515 and NUTR 519, 1 hour of NUTR 509, and 3 hours of NUTR 626 (12 graduate hours). For thesis and project option students, MPH courses to be counted toward the MS include PUBH 520, PUBH 530 and PUBH 540.

As part of their MPH requirements, dual MS-MPH students also are required to complete courses for the MPH concentration in either Community Health Education or Health Policy and Management, as designed by the Public Health program. Additional required courses for these concentrations can be found in Table 5 on the next page.

E. Culminating Experience

Master’s degree candidates in Nutrition must successfully complete a culminating experience with an analytical paper as part of the requirements for graduation. In addition to a final comprehensive examination (project option: written exam; thesis: oral exam), a culminating experience is required. Culminating experiences include: 1) written thesis for thesis students;
Table 5. Core Concentration Courses for MS-MPH Graduate Students

<table>
<thead>
<tr>
<th>Community Health Education</th>
<th>Credits</th>
<th>Health Policy and Management</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBH 536 Research Methods in Health</td>
<td>3</td>
<td>PUBH 525 Financial Management of Health Programs</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 550 Program Development &amp; Implementation</td>
<td>3</td>
<td>PUBH 526 Health Care &amp; Public Health Systems</td>
<td>3</td>
</tr>
<tr>
<td>PUBH 555 Health &amp; Society</td>
<td>3</td>
<td>PUBH 527 Healthcare Organizations: Behavior &amp; Management</td>
<td>4</td>
</tr>
<tr>
<td>PUBH 556 Grant Proposal Writing for Health &amp; Social Programs</td>
<td>4</td>
<td>PUBH 612 Health &amp; Health Care Policy</td>
<td>3</td>
</tr>
</tbody>
</table>

and 2) the analytical field paper of the block field experience for project option students in PHN, which is approved and closely coordinated with the student’s major professor and results in presentation of results at a scientific or professional seminar and/or a publication-quality paper.

F. Graduation

1. Commencement
   The Graduate Hooding Ceremony is held at the end of Fall and Spring semesters only. Click here for details about graduation. Click here the Graduate School’s Steps to Graduation.

2. Filing Admission to Candidacy for MS-MPH
   Because the dual MS-MPH program represents two distinct programs, two forms must be filed for all steps to graduation: one for the MS and one for the MPH program. This includes the Admission to Candidacy form that is filed for each program. Both Admission to Candidacy forms should be submitted together with one academic history record and at the top of each Admission to Candidacy form, the student should hand-write in bold letters: “Dual MS-MPH Program.” As noted previously, the courses listed for completion of the MS and MPH will be the same on both Admission to Candidacy forms. Both forms must include all courses completed for the MS, foundation courses for the MPH, plus the concentration-specific courses listed for the MPH. The committee members, however, will differ slightly, so students should carefully coordinate completion of these forms with their major advisors. Other forms that are filed for both programs include the Application for Graduation.
V. DOCTOR OF PHILOSOPHY DEGREE PROGRAM IN NUTRITION SCIENCE

A. General Requirements - See current Graduate Catalog for overall University requirements.

B. Prerequisites for Admission

Nutrition prerequisites are determined on an individual basis at the time of admission to the graduate program. In general, however, student applicants are expected to meet the competencies associated with the following courses prior to graduate study in Nutrition as outlined in Table 6 below.

Table 6. Prerequisite Courses for PhD and Minimum Semester Hours Required

<table>
<thead>
<tr>
<th>Prerequisite Courses for PhD</th>
<th>Minimum Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemistry</td>
<td></td>
</tr>
<tr>
<td>--General</td>
<td>6</td>
</tr>
<tr>
<td>--Organic</td>
<td>3</td>
</tr>
<tr>
<td>--Physiological/Biochemistry</td>
<td>3</td>
</tr>
<tr>
<td>Introductory Nutrition*</td>
<td>3</td>
</tr>
<tr>
<td>Physiology</td>
<td>3</td>
</tr>
<tr>
<td>Statistics</td>
<td>3</td>
</tr>
</tbody>
</table>

*For those who have not had an introductory nutrition course, you will be required to take one after acceptance.

C. Doctoral Committee

For additional information on procedures see the Graduate School’s Guidelines for PhD Committee Service. There are several requirements related to the composition of the PhD committee, they include:

a.) Committee Membership:
   - The committee must have at least 4 members
   - At least 2 committee members must be UT tenured or tenure-track faculty members.
   - At least one committee member must be from outside of the student’s department/interdisciplinary program. This external member can be from outside UT.
   - UT tenured or tenure-track faculty without a doctoral degree and other experts in the field may serve on PhD committees with department head approval.
   - Emeritus faculty can serve on committees on which they are serving in that capacity at the time of retirement.
b.) Requirements for Committee Chairs:

- Committee chairs must hold a doctoral degree.
- UT tenured, tenure-track, and joint faculty holding a doctoral degree may chair PhD committees.
- The chair is typically from the student’s department/interdisciplinary program, but department heads can make exceptions.
- UT employees holding a non-tenure track assistant professor, associate professor or professor title may co-chair committees if their appointment is within the student’s major. (The other co-chair must be a UT tenured, tenure-track or joint faculty member.)
- Emeritus faculty can chair committees on which they are serving in that capacity at the time of retirement.

This policy provides for exceptions to the above, and in the case that exceptions are needed, the department head petitions the Dean of the Graduate School.

During the first semester in the doctoral program, or as soon as the topic area for the doctoral work has been identified, a doctoral student should discuss potential committee members with his/her/their major professor (faculty advisor). By the beginning of the second year, the student should select potential faculty to serve on his/her/their doctoral committee. The student should meet with the potential faculty to discuss the proposed research project area to see if they are willing to serve on the committee. Prior to or at the initial meeting to plan the student’s plan for his/her/their program of study (see below), the doctoral student should obtain signatures from all of his/her/their doctoral committee on the Graduate School’s PhD Committee form. Once all signatures are obtained on the PhD Committee form, it is submitted to the Nutrition Department for approval by the Department Head. If approved by the Department Head, the Nutrition Department senior administrative assistant submits the form to the Graduate School for final approval. The same form and procedures are used for revision of a doctoral committee. Only the graduate student can initiate a revision to the doctoral committee. Changes should be discussed with the major professor prior to initiating the changes. Committees can only be revised due to extenuating circumstances, i.e., a committee member leaves the University, research topic area changes and a committee member does not have expertise in the new area, the committee member can no longer serve on the committee due to unforeseen circumstances, etc.

The functions of a doctoral committee are as follows:

a. Meet with the student as requested by the major professor to plan a program of study appropriate to the student's goals and research interests and in compliance with Department and Graduate School policies. This should be done during the semester in which the committee is appointed.

b. Review the student's proposal and dissertation and offer suggestions for improvement where necessary. This is accomplished within the framework of the Proposal Hearing, described below.
c. Respond to the student's formal request to take the comprehensive examination within ten (10) days of receipt of the request.

d. Committee members will work with the students’ major professor to develop the comprehensive exam questions. CMN faculty are required to submit written questions for the comprehensive examination. This is not a requirement for committee members from other departments, but they are invited to submit questions. PHN faculty and committee members from other departments will help develop the comprehensive exam questions in collaboration with the student’s major professor by submitting questions and/or reviewing and revising questions that the major professor develops.

e. Notify the student of the outcome of the comprehensive examination within 14 days after completion of the examination. Complete the Admission to Candidacy form, which notifies the Graduate School of the outcome of the comprehensive exam and outlines the coursework completed, in progress, and to be taken in the future.

f. Administer and attend the final oral examination either after all coursework has been completed or in the semester in which coursework will be completed and the dissertation and notify the student on the same day as the examination whether or not he/she passed the examination.

Faculty approved to direct doctoral dissertations are as follows:

- Dr. Ahmed Bettaieb, Assistant Professor
- Dr. Dallas Donohoe, Assistant Professor
- Dr. Guoxun Chen, Associate Professor
- Dr. Hollie Raynor, Professor
- Dr. Jay Whelan, Professor
- Dr. Jiangang Chen, Adjunct Assistant Professor
- Dr. Katie Kavanagh, Associate Professor
- Dr. Ling Zhao, Associate Professor
- Dr. Sarah Colby, Associate Professor

D. Course Requirements for Doctor of Philosophy

Study in Nutritional Science at the doctoral level leads to the Doctor of Philosophy degree and is completed in one of either two concentrations: CMN or CN. Doctoral study in the CMN concentration prepares the student for research and/or teaching positions in institutions of higher education, government, or industry. Doctoral study in the CN concentration prepares the student for research, teaching, and/or advanced-level practice in institutions of higher education, government, or the public and private sectors.

A minimum of 24 hours of graduate coursework, beyond the Master's degree, is required. A minimum of 12 of these 24 hours must be graded A-F. Exceptionally well-prepared students with demonstrated superior achievement may enter upon completion of the baccalaureate degree, in which case a minimum of 48 hours of graduate coursework beyond the baccalaureate degree is required. A minimum of 30 of these 48 hours must be graded A-F. In
either case, an original nutrition research project with 24 hours of dissertation work is required.

1. Coursework

**Cellular and Molecular Nutrition concentration**
- NUTR 511, NUTR 512, NUTR 543, NUTR 626, and NUTR 645,
- BCMB 440, LFSC 520, and an additional 3 credit graduate course (graded A-F) outside the NUTR department, as identified by faculty advisor and approved by the Departmental Director of Graduate Studies. Appropriate substitutions for LFSC 520 or BCMB 440, if required, must be approved by the Departmental Director of Graduate Studies.
- 6 credit hours of graduate-level statistics.
- Additional courses at the graduate level, exclusive of dissertation, to make up any credit hour deficiencies.
- At least 9 credit hours must be at the 600-level (exclusive of dissertation NUTR 600)
- A minimum of 24 credit hours of dissertation (NUTR 600)

**Community Nutrition concentration**
- NUTR 511, NUTR 512, NUTR 522, NUTR 524, NUTR 543, NUTR 624, NUTR 626, and NUTR 645
- PUBH 540, and PUBH 640
- 6 credit hours of graduate-level statistics
- Additional courses at the graduate level, exclusive of dissertation, to make up any credit hour deficiencies.
- A minimum of 24 credit hours of dissertation (NUTR 600)

\[a\] Depending on prior degree status (BS vs MS), students may need to complete additional graduate level coursework (independent of NUTR 600) to fulfill the minimum requirements of the Graduate School. [a minimum of 48 graduate credit hours are required if no MS has been earned (+ > 24 dissertation hours); a minimum of 24 graduate credit hours are required if MS has been earned (+ > 24 dissertation hours)]

\[b\] NUTR 524 is a prerequisite for NUTR 624. If a student has had previous graduate level community nutrition coursework and is NOT in the Dietetic Internship, they may wish to discuss the possibility of opting out of the NUTR 524 prerequisite requirement with the instructor of NUTR 624. This is up to the discretion of the NUTR 624 instructor, and students should begin this discussion before arriving at UT for their first fall semester.

\[c\] 3 credits of graduate-level statistics are a prerequisite for NUTR 624 (taken in spring of second year). Students should work with their Major Professor to select the statistical coursework that is most appropriate to their doctoral program.

\[d\] PUBH 540 is a prerequisite for PUBH 640. If a student has had a previous graduate level epidemiology course, they may wish to discuss the possibility of opting out of the PUBH 540 prerequisite requirement with the instructor of PUBH 640. PUBH 540 is offered Fall only.

*Students who receive a Graduate Teaching Assistantship (GTA) are required to attend the fall semester teaching orientation for GTAs, regardless of the semester of appointment.*
2. Research

Current research projects in nutrition are investigating specific aspects of nutrition from cellular/molecular to applied levels. Research interests of faculty are found in Section V, part B of this Handbook. For the original research, doctoral students develop a proposal, conduct an original research project that has been proposed, and document the original research project by the preparation of a written thesis, which should result in publication of at least one article in a peer-reviewed journal.

E. Comprehensive Examination

Evaluation of core knowledge is achieved through a comprehensive examination of required coursework that allows the student to integrate knowledge across courses. The comprehensive examination should be taken upon completion of coursework as required by the student’s committee, typically before the start of the third year of doctoral work, and prior to the dissertation proposal hearing.

1. One semester prior to the semester in which the student wishes to take the comprehensive exam, the student shall notify the major professor and committee members that the student wishes to schedule the examination via email. The student should include proposed dates for the written comprehensive exam and the oral comprehensive exam. The committee should respond to the request within 10 working days.

2. The comprehensive examination must be passed at least one semester before graduation (not including semester of graduation).

3. Guidelines for the Comprehensive Exam

The preparation for and writing of the comprehensive exam are designed to be, in part, a learning experience that contributes to the professional development of the student as he/she/they enters PhD candidacy. It provides the student an opportunity to integrate information and knowledge from a variety of topics, disciplines and mentoring experiences.

After the student makes a formal request to take the comprehensive examination as described above, he/she/they in collaboration with the major professor should make formal arrangements as to the availability of all committee members who will participate in the examination.

CMN Concentration: Prior to administering the written comprehensive exam, the major professor will request questions from the committee members. The major advisor will approve the questions, and generate and administer the written exam.

CN Concentration: Prior to the date set for the written comprehensive exam, the advisor must meet with the committee members in person to develop the comprehensive exam questions as a group.
The student should take it upon themselves to meet with each committee member during preparation to understand the committee member’s area of emphasis for their particular set of questions. The examination requires 8 hours (plus a one-hour lunch break) to complete, and is taken in 1 day unless appealed by the student on valid grounds (i.e., medical reason). For the examination, the student will have access to a laptop computer supplied by the department.

CMN Concentration: The student will not have access to any outside resources, including the internet. The student has the option of answering the questions in writing (i.e., with pen and paper/blue book), if so desired. If the student or committee would like to use “blue books,” they should notify the senior administrative assistant in the Department of Nutrition at least 10 days in advance of the exam so that the booklets can be purchased.

PHN Concentration: The student will have access to the internet but cannot use any previously prepared written documents.

At the conclusion of the eight hours, the answers to the questions (if a computer is used) are saved to a Word document on the laptop’s desktop and to a USB drive. If the questions are hand-written, the blue books will be turned into the major advisor. Within two working days after completion on the exam, the major professor will provide a copy of the answers to all committee members. Committee members have 7 working days to review the document. An oral examination is scheduled by the major professor within 10 working days of the written exam. At the oral examination, the committee and the student meet to clarify remaining questions committee members have regarding the student’s written responses to the examination questions and/or further inquire about any other subjects associated with the comprehensive examination or the student’s area of study. For this oral examination, the student and all committee members have a copy of the student’s responses to the examination questions. Upon conclusion of the oral examination, the student’s doctoral committee typically renders a decision; however, if the decision is not determined at the conclusion of the oral examination, the decision must be rendered within two weeks following the conclusion of the examination. The student shall have passed the comprehensive examination if the student receives a passing grade from all committee members. Decisions can include: 1) pass; 2) re-take the entire exam; 3) re-take a specific question or questions; and 4) fail.

F. Admission to Candidacy

A doctoral student may be admitted to candidacy after passage of the comprehensive examination, fulfillment of the language requirement (if applicable), and maintenance of at least a B average in courses. Admission to candidacy must be secured at least one semester prior to the anticipated graduation. Each student is responsible for filing his/her application for admission to candidacy, which must be signed by the committee members and approved by the Graduate School on the Admission to Candidacy form. The student will be notified when admission to candidacy has been approved.
G. Dissertation Proposal

The dissertation proposal is a 2-part written document that includes: 1) detailed literature review as a foundation for the study; and 2) grant proposal written in an agency-specific format agreed upon the student’s graduate committee. A proposal hearing is designed to evaluate the proposal and guide the research process. This is to be scheduled after successful completion of the Comprehensive Examination (above). At least 2-weeks in advance of the proposal hearing, the dissertation proposal is submitted to all committee members and an announcement of the proposal hearing is sent to the department’s administrative assistant so it can be forwarded to all faculty and graduate students in the Department of Nutrition. At the proposal hearing, the student presents the proposed research as an oral presentation to the student’s committee members, other Nutrition department faculty, and Nutrition graduate students. Upon conclusion of the presentation, faculty (other than the student’s committee members) and graduate students are invited to ask questions about the proposed research. Upon conclusion of this question-and-answer period, the invited faculty and graduate students are requested to leave the proposal hearing and then the remainder of the hearing is conducted in a closed session with the student and his/her/their committee members. In this closed session, committee members engage with the student in further questions about the proposed research. The purpose of this hearing is to help the student refine the proposed research and to understand how to proceed further. Specifically, upon conclusion of the proposal hearing the student’s graduate committee members will make a recommendation from any of the following options: 1) conduct the research as proposed; 2) conduct the research with specific modifications as identified by the committee; 3) re-write the proposal to address significant research concerns of the committee identified during the proposal hearing; or 4) write a new proposal.

H. Termination

All courses completed at UT must be presented to the committee. Consistent with all graduate students, a doctoral student must maintain a cumulative GPA of at least 3.0 in all A-F courses approved and so designated by the committee for the degree. If the doctoral student does not achieve a cumulative GPA of 3.0 in the designated courses and the committee does not approve additional courses, the student will be dismissed from the PhD program.

I. Research and Dissertation

All doctoral students are required to conduct an original research project and to convey the organization, procedure, findings, and implications of the research in a written dissertation. The research interests of faculty in Section V.B. of the Handbook will be helpful in selecting topics for research. While planning research, collecting data, and writing the dissertation, doctoral students must enroll in NUTR 600. Doctoral students are required to enroll in NUTR 600 (minimum 3 hours) continuously from the time the doctoral research proposal is approved, admission to candidacy is accepted, or enrollment in NUTR 600 is begun, whichever comes first, including the semester in which the dissertation is accepted by The Graduate School. Leaves of absence for no more than 6 semesters may be granted under
certain circumstances. All doctoral students are required to complete a minimum of 24 semester hours of NUTR 600. The dissertation must satisfy University requirements as explained in the Graduate School’s *Guide to Preparation of Theses and Dissertations*, and it must be approved by the faculty committee and the Graduate School Thesis/Dissertation Consultant.

An electronic copy of the thesis/dissertation (prepared according to the regulations in the most recent Guide to the Preparation of Theses and Dissertations, must be submitted to TRACE and accepted by the Graduate School on behalf of the Graduate Council. Each thesis/dissertation must be accompanied by one original approval sheet (not a photocopy). The approval sheet must have the original signatures of all members of the masters or doctoral committee. The approval sheet reflects the final format for submission.

J. Publications

It is recommended that before leaving the campus, students should either have submitted or be prepared to submit a manuscript or make plans with the major professor for the writing and publishing of research paper(s) on the dissertation research work. A primary journal(s) should be selected to which the publication(s) will be submitted as well as one or two alternate journals. The major professor will be a co-author and approve the paper(s) prior to submission to the journal. The plans should include a schedule with target dates for writing and submitting the paper(s).

When possible, plans also should be developed by the student and major professor for submission of paper(s) for presentation at national professional association meeting(s).

K. Final Oral Examination (Dissertation Defense)

Each doctoral student must pass an oral examination after completion of his/her/their coursework, research, and dissertation. The examination is administered by the student's entire committee and must be scheduled using the Graduate School’s *Schedule of Dissertation/Capstone Defense* form and through the Departmental office at least two weeks before the deadline published in the *Academic Calendar*. The purpose of the oral examination is to evaluate the student's knowledge in the areas of his/her/their major and related areas as the student's committee specifies.

The dissertation itself is a 2-part written document that includes: 1) detailed literature review as a foundation for the study and which is an updated version of that submitted for the dissertation proposal; and 2) at least 1 manuscript expected for submission, submitted, in press, or published. At least 2-weeks in advance of the dissertation defense, the dissertation is submitted to all committee members and an announcement of the defense hearing, along with an abstract from the dissertation, is sent to the department’s administrative assistant so it can be forwarded to the College of Education, Health, & Human Sciences (CEHHS) Listserv. The date of the examination is also announced publicly by the Graduate School. At the defense hearing, the student presents the dissertation to the student's committee members, other Nutrition department faculty, Nutrition graduate students, and other attending faculty
and students from CEHHS. Upon conclusion of the presentation, faculty (other than the student’s committee members) and graduate students are invited to ask questions about the dissertation. Upon conclusion of this question-and-answer period, the invited faculty and graduate students are requested to leave the defense hearing and then the remainder of the hearing is conducted between the student and his/her/their committee members. In this closed session, committee members engage with the student in further questions about the dissertation. Specifically, upon conclusion of the defense hearing the student’s graduate committee members will make a recommendation from any of the following options: 1) Pass – submit dissertation as is; 2) Pass – submit dissertation with revisions recommended by committee and reviewed by main advisor only; 3) Rewrite the dissertation to address significant concerns the committee identified in the defense hearing and repeat defense hearing with committee members only; or 4) Fail. Students should consult the Graduate School website to ensure all proper forms are brought to the defense.

Aside from requiring that the Chair be present at student defenses, the Department of Nutrition follows the Graduate Catalog’s policy on Remote Participation of Oral Defenses. The Remote Participation Notification form must be completed and approved prior to remote participation of committee members or the doctoral student.

L. Graduation

Graduation information, including deadline dates for graduation, commencement information, the graduation application, and graduation requirement workshops are available from the Graduate School. The Graduate Hooding Ceremony is held at the end of Fall and Spring semesters only.

V. FACULTY

A. Faculty Eligible to Direct Graduate Study

Department of Nutrition faculty members eligible to serve as major professors and/or on committees for graduate students are as follows:

Faculty Eligible to Direct Graduate Study (*denotes approval to direct dissertations)

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Ahmed Bettaieb*</td>
<td>974-6267</td>
<td><a href="mailto:abettaie@utk.edu">abettaie@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Dallas Donohoe*</td>
<td>974-6238</td>
<td><a href="mailto:ddonohoe@utk.edu">ddonohoe@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Elizabeth Anderson Steeves</td>
<td>974-6254</td>
<td><a href="mailto:eander24@utk.edu">eander24@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Guoxun Chen*</td>
<td>974-6257</td>
<td><a href="mailto:gchen6@utk.edu">gchen6@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Hollie Raynor*</td>
<td>974-6259</td>
<td><a href="mailto:hraynor@utk.edu">hraynor@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Jay Whelan*</td>
<td>974-6260</td>
<td><a href="mailto:jwhelan@utk.edu">jwhelan@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Jiangang Chen*</td>
<td>974-5041</td>
<td><a href="mailto:jchen38@utk.edu">jchen38@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Katie Kavanagh*</td>
<td>974-6250</td>
<td><a href="mailto:kkavanag@utk.edu">kkavanag@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Ling Zhao*</td>
<td>974-1833</td>
<td><a href="mailto:ling.zhao@utk.edu">ling.zhao@utk.edu</a></td>
</tr>
<tr>
<td>Dr. Marsha Spence</td>
<td>974-6265</td>
<td><a href="mailto:mspence@utk.edu">mspence@utk.edu</a></td>
</tr>
</tbody>
</table>
B. Faculty Research Interests

For more information on faculty research interests, please view the Faculty and Staff section of the Nutrition Department website.

Table 7. Faculty Research Interest Areas

<table>
<thead>
<tr>
<th>Research Interest</th>
<th>Faculty Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and policy-based interventions focused on the retail food environment</td>
<td>Elizabeth Anderson Steeves, PhD, RDN</td>
</tr>
<tr>
<td>to prevent obesity, reduce food insecurity, and promote health equity, with a</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>specific focus on eating and food shopping behaviors of low-socioeconomic status</td>
<td></td>
</tr>
<tr>
<td>families, children and adolescents.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ahmed Bettaieb, PhD</td>
</tr>
<tr>
<td></td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>My research focuses on the molecular and genetic mechanisms contributing to</td>
<td></td>
</tr>
<tr>
<td>the development of metabolic diseases including obesity, diabetes, chronic</td>
<td></td>
</tr>
<tr>
<td>inflammation and cardiovascular diseases. The main goal of this research is</td>
<td></td>
</tr>
<tr>
<td>to exploit novel therapeutic strategies aiming at reducing the overall burden of</td>
<td></td>
</tr>
<tr>
<td>these diseases. This is achieved using cellular, biochemical, gene knockout</td>
<td></td>
</tr>
<tr>
<td>and system biology approaches (for more information please visit the laboratory</td>
<td></td>
</tr>
<tr>
<td>website).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Guoxun Chen, PhD</td>
</tr>
<tr>
<td></td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Both macronutrients and micronutrients contribute to the development of</td>
<td></td>
</tr>
<tr>
<td>metabolic diseases such as obesity and diabetes. The long-term goal of my</td>
<td></td>
</tr>
<tr>
<td>research is to understand the molecular mechanisms by which micronutrients</td>
<td></td>
</tr>
<tr>
<td>such as vitamin A regulate glucose, lipid and protein metabolism at cell and</td>
<td></td>
</tr>
<tr>
<td>whole-body levels. Currently, we use both in vivo (animals) and in vitro (cell</td>
<td></td>
</tr>
<tr>
<td>lines and biochemical samples) models to study the roles of vitamin A in the</td>
<td></td>
</tr>
<tr>
<td>modulation of insulin (a hormone) actions in the control of metabolism in the</td>
<td></td>
</tr>
<tr>
<td>liver, muscle and adipose tissues and cells, and in the development of metabolic</td>
<td></td>
</tr>
<tr>
<td>diseases.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jiangang Chen, PhD</td>
</tr>
<tr>
<td></td>
<td>Adjunct Associate Professor</td>
</tr>
<tr>
<td>Potential environmental impacts on human reproduction, with a special interest</td>
<td></td>
</tr>
<tr>
<td>in effects of endocrine disruptors (EDS) on the homeostasis of endogenous</td>
<td></td>
</tr>
<tr>
<td>hormones. This disruption may contribute to the pathology of many hormone-</td>
<td></td>
</tr>
<tr>
<td>responsive diseases, including prostate and breast cancers</td>
<td></td>
</tr>
<tr>
<td>Research Interest</td>
<td>Faculty Name</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Individual, family, and community behavior change for health promotion (primarily in diet, physical activity and stress management) with an emphasis on health communication through novel nutrition education strategies (including marketing, arts, and technology).</td>
<td>Sarah Colby, PhD, RDN Associate Professor</td>
</tr>
<tr>
<td>Dietary Chemoprevention and Cancer Cell Metabolism. Mechanism by which a high fiber diet and bacterial derived butyrate protect against colorectal cancer. The importance of the Warburg effect in driving cancer progression.</td>
<td>Dallas Donohoe, PhD Assistant Professor</td>
</tr>
<tr>
<td>Optimal educational approaches to training of future nutrition and dietetics professionals.</td>
<td>Melissa Hansen-Petrik, PhD, RDN Clinical Associate Professor</td>
</tr>
<tr>
<td>Infant- and child-feeding behaviors and the impact on appropriate growth; development of effective strategies to support compliance with infant- and child-feeding recommendations.</td>
<td>Katie Kavanagh, PhD, RDN Associate Professor</td>
</tr>
<tr>
<td>Lifestyle interventions, designed to improve eating and leisure-time activity behaviors, for obesity treatment in children and adults. Both efficacious studies, in which dietary factors, such as energy density and timing of eating, and effectiveness studies, in which lifestyle interventions are translated into practice-based settings (i.e., primary care), are focused on.</td>
<td>Hollie Raynor, PhD, RDN Professor</td>
</tr>
<tr>
<td>School and community-based interventions to prevent childhood overweight/obesity and promote healthy environments using novel methods, i.e., positive youth development, peer leadership, coaching, and active parental engagement and advocacy training.</td>
<td>Marsha Spence, PhD, MPH, RDN Associate Professor of Practice</td>
</tr>
<tr>
<td>Cellular and biomolecular effects of dietary fats and bioactive phytonutrients as they relate to a variety of cancers. Specifically, their effects on the growth and development of tumors as they transition/progress from benign to metastatic forms of cancer. A second area of research focuses on establishing allometric scaling models designed to translate dietary levels of bioactive nutrients between preclinical experiment models (i.e., rodents) and humans.</td>
<td>Jay Whelan, PhD, MPH Professor and Department Head</td>
</tr>
<tr>
<td>Cellular and molecular basis through which dietary components, pharmacological agents, or environmental exposure (e.g., chemical ingredients in personal care products) increase or decrease the risk of obesity and obesity-associated metabolic diseases (e.g., insulin resistance and diabetes) using cell and animal models.</td>
<td>Ling Zhao, PhD Associate Professor</td>
</tr>
</tbody>
</table>
VII. STUDENT ASSOCIATION, PROFESSIONAL ORGANIZATIONS AND HONORARY SOCIETIES

Students are encouraged to join the Graduate Nutrition Student Association (GNSA) and at least one of the professional organizations listed below.

A. Graduate Nutrition Student Association

All graduate students in the Department of Nutrition are eligible to join.

In the Department of Nutrition, students are invited to participate in this association. The association’s purpose is to promote professional development and serve as an effective communication channel for Nutrition graduate students within the College (see Constitution in Appendix V).

B. Honorary Societies

Graduate students may be eligible for one or more of the honorary societies identified in Table 8.

Table 8. Honor Societies, Eligibility Criteria, Membership Process, and Publications

<table>
<thead>
<tr>
<th>Society</th>
<th>Eligibility Criteria</th>
<th>Membership Process</th>
<th>Publications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phi Kappa Phi</td>
<td>In upper 10% of candidates</td>
<td>Election by the membership for advanced degrees in College</td>
<td>Phi Kappa Phi FORUM</td>
</tr>
<tr>
<td>Sigma Xi</td>
<td>Evidence of research ability or potential</td>
<td>Nomination by member and recommendation by Admissions Committee and election by membership</td>
<td>American Scientist</td>
</tr>
</tbody>
</table>

C. Professional Organizations

Table 9 on the following page contains professional organizations with hyperlinks to their websites and respective journals that may be of interest to graduate students. Many of these organizations provide scholarships, travel funding, and other benefits to students.
Table 9. Nutrition-Related Professional Organizations and Respective Journals

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Respective Journals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academy of Nutrition and Dietetics (Academy)</td>
<td>Journal of the Academy of Nutrition and Dietetics</td>
</tr>
<tr>
<td>American Association for Cancer Research (AACR)</td>
<td>--</td>
</tr>
<tr>
<td>American College of Nutrition (ACN)</td>
<td>Journal of the American College of Nutrition</td>
</tr>
<tr>
<td>American College of Sports Medicine (ACSM)</td>
<td>Journal of Medicine and Science in Sports and Exercise</td>
</tr>
<tr>
<td>American Diabetes Association (ADA)</td>
<td>Diabetes; Diabetes Care</td>
</tr>
<tr>
<td>American Institute for Cancer Research (AICR)</td>
<td>--</td>
</tr>
<tr>
<td>American Public Health (APHA)</td>
<td>American Journal of Public Health</td>
</tr>
<tr>
<td>Endocrine Society</td>
<td>Endocrinology; Journal of Clinical Endocrinology and Metabolism</td>
</tr>
<tr>
<td>International Society for the Study of Fatty Acids and Lipids (ISSFAL)</td>
<td>--</td>
</tr>
<tr>
<td>Knoxville Academy of Nutrition &amp; Dietetics (KAND)</td>
<td>--</td>
</tr>
<tr>
<td>Society for Behavioral Medicine (SBM)</td>
<td>Annals of Behavioral Medicine; Translational Behavioral Medicine</td>
</tr>
<tr>
<td>Society for Nutrition Education and Behavior (SNEB)</td>
<td>Journal of Nutrition Education and Behavior</td>
</tr>
<tr>
<td>Tennessee Academy of Nutrition &amp; Dietetics (TAND)</td>
<td>--</td>
</tr>
<tr>
<td>The Obesity Society (TOS)</td>
<td>Obesity</td>
</tr>
</tbody>
</table>
APPENDIX I.
Request for Approval for Special Topics/Directed Study
Department of Nutrition

Student Name: __________________________________________

Address: ________________________________________________

Degree Program: ______BS ______MS ______PhD

Major: ___________________  Cumulative GPA: ________________

Course Number Requested: __________  Semester: ______________

Content of Projected Study:

_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Signatures Indicating Approval:

_________________________________________  Date
Faculty member who will direct the work

_________________________________________  Date
Your advisor

_________________________________________  Date
Director of Graduate Studies, Department of Nutrition

Return to:

Graduate Program Coordinator
Department of Nutrition
Room 229, Jessie Harris Building
APPENDIX II.
Extracted from the 2019-2020 Graduate Catalog

Policy for the Administration of Graduate Assistantships

Graduate Education and the Role of Assistantships

Graduate education is designed to transform the individual from student to knowledgeable practitioner or professional scholar. A well-conceived and executed program facilitates this transformation. Graduate assistantships can provide experiences to enhance professional development while working with a faculty mentor.

Note: In this section when graduate assistant is not capitalized (except in headings), reference is to all types of graduate assistantships at UT.

The graduate assistant is both student and employee. As a student, the graduate assistant is expected to perform well academically to retain the assistantship. The student should be counseled and evaluated regularly by a faculty mentor to help develop professional skills. As an employee, the graduate assistant is expected to meet teaching, research, and/or administrative obligations. The graduate assistant works under the supervision of experienced faculty and/or professional staff members and receives in-service training. In sum, the graduate assistant receives financial support for graduate study by contributing to the teaching and/or research mission of the university.

With this in mind, graduate students placed on assistantship must be currently enrolled in graduate study as fully-admitted degree-seeking students. Graduate students in non-degree or transient student status are not eligible to be placed on assistantship.

What is an Assistantship?

An assistantship is a financial award to a graduate student for part-time work in teaching, administration or research while pursuing study toward an advanced degree. Appointments are normally on a one-quarter to one-half time basis (25 percent or 50 percent fulltime equivalent, FTE). The appointment may be for either nine or twelve months. In addition to the stipend, Graduate Teaching Assistants, Graduate Teaching Associates, Graduate Assistants, Graduate Research Assistants and Graduate Research Associates are entitled to a waiver of some fees for the period of appointment in accordance with university policy. University fees include a maintenance fee (required of all students), tuition (additional for out-of-state students), and various other fees (some of which are mandatory). The waiver of fees for assistantships applies to maintenance and tuition fees only; it does not include any other fees (see information about fees in Finances of Graduate Education). Graduate assistants must pay the University Programs and Services Fee and all other mandatory fees, even if they have a waiver of fees (tuition and/or maintenance). For Graduate Research Assistants the maintenance fee is paid by institutional funds or a granting agency and is in addition to the stipend paid. For a list of all fees, see information provided at One Stop Student Services website.

Maintenance fees and tuition waivers apply to appointments at a 25 percent FTE or higher. Additionally, all graduate assistants are provided student Health Insurance.
Types of Assistantships

All departments are obligated to follow university guidelines for graduate assistants.

Graduate Assistant

Graduate Assistants are appointed to perform various types of duties other than those related directly to teaching or research. Most commonly, these duties relate to administrative functions of the university. Whenever possible Graduate Assistant positions should relate to the student’s academic program and contribute to their education and professional development.

Graduate Research Assistant and Associate

Graduate Research Assistants/Associates perform duties in support of university research, which may or may not relate directly to the students’ thesis/dissertation. A student appointed as a GRA works under the direct supervision of a faculty mentor. Research assistantships may be financed through funds from gifts, grants, contracts, state appropriations designated for research, or the university’s internally sponsored programs. Department heads are responsible for assuring that GRAs receive ample opportunities to make continuing progress toward their degrees. Some departments provide a path for promotion to Graduate Research Associate.

Graduate Teaching Assistant

Graduate teaching assistants work under the direct supervision of faculty members and may be assigned only to duties related directly to instruction. These include such activities as assisting in the preparation of lectures, leading discussion sections, conducting laboratory exercises, grading papers and keeping class records. Assistants may not be given primary teaching and/or evaluation responsibilities nor should they be given duties to support faculty research or those basically clerical in nature.

In consultation with the supervisor, the graduate teaching assistant works to gain teaching skills and an increased understanding of the discipline.

Graduate Teaching Associate

Graduate Teaching Associates are advanced graduate students who have been given primary responsibility for teaching undergraduate courses, including the assignment of final grades. No other category of graduate assistant may be so charged. Associates may not be assigned primary responsibilities for teaching and student assessment in courses approved for graduate credit. Associates must have met the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 18-credit hour guideline for teaching undergraduate courses. See the section Qualifications of Graduate Teaching Associates.

Work Assignments and Related Factors

Work assignments for each type of assistantship should be as specific as possible and should be developed to reflect both the needs of the department and each graduate assistant’s obligation to make satisfactory progress in the program. Therefore, to the extent possible the work assignment should appropriately reflect teaching hours, office hours, hours to be spent performing research
or other specified tasks. Such specifications should be provided in writing at the time the offer is made.

In situations where the work assignment cannot be specifically described or must be changed from an initial assignment, the graduate assistant should clearly be informed in writing before agreeing to, or continuing in, the assignment. The normal number of hours for conducting an assignment should be mutually understood by the graduate assistant and immediate supervisor.

An important part of each graduate assistant’s work assignment is the fostering of professional development. Such development plus variations in departmental needs may result in differences in number of hours per week for carrying out assignments.

Thus, weekly work assignments, when specified, are done so in terms of averages. For a one-fourth (25 percent FTE) appointment, the graduate assistant’s average work time should not exceed 10 hours per week. For a one-half (50 percent FTE) appointment, the average number of hours should not exceed 20 hours per week. Appointments exceeding 50 percent FTE must have prior approval of the Dean of the Graduate School, excluding summer term. For percentage efforts not covered by those appointments above, the normal work time per week will be prorated.

Students holding a one-half (50 percent FTE) time assistantship normally should enroll in at least 6 credit hours during the semesters of the assistantship. A one-fourth (25 percent FTE) time graduate assistant normally should take at least 9 credit hours during the semesters of the assistantship. A student must be enrolled in at least 9 credit hours to be considered full-time for federal financial aid purposes, even if the student has an assistantship.

The student’s academic home unit is responsible for implementing these policies, regardless of the assignment or responsible account. It is therefore essential that the home unit be notified by any other unit employing the student of any assistantship awarded at the time of its initiation or renewal.

The maximum number of years that a graduate student can be appointed to a graduate assistantship is three years as a master’s student, five years as a doctoral student, or eight years in doctoral programs in which students enter with a baccalaureate degree only. Departments or programs may impose stricter limits. Requests for an extension beyond the maximum periods of time here specified must be made in writing by the academic unit to the Dean of the Graduate School. Established time limits for completion of graduate programs – six years for a master’s program and eight years for a doctoral program – also apply to all graduate assistants.

Qualifications of Graduate Teaching Associates

UT is regionally accredited by Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). This accreditation requires an institution to justify and document the qualifications of its faculty members (see Section 6, Faculty of the Principles of Accreditation, December 2017). In the Faculty Credentials Guidelines published by SACSCOC, they provide guidance on minimum educational experience required to teach undergraduate, graduate and professional level courses.
For those who teach general education and other courses in baccalaureate studies, the instructor must have a minimum of 18 graduate credit hours in the teaching discipline. Therefore, those graduate students appointed as Graduate Teaching Associates should be able to meet this guideline.

SACSCOC also stipulates that these graduate students should have direct supervision by a faculty member experienced in the teaching discipline, regular in-service training, and planned and periodic evaluations.

SACSCOC also requires those teaching graduate and post-baccalaureate coursework to have the earned doctorate/terminal degree in the teaching discipline or related discipline.

The above requirements do not apply to graduate teaching assistants engaged in assignments such as assisting in laboratory sessions, teaching physical education activities, attending or helping prepare lectures, grading papers, keeping class records, and conducting discussion groups.

**Implementation of the SACSCOC 18 Credit Hour Guideline at UT**

For those graduate teaching associates who will be the instructor of record, the appropriate department head / school director must ask the student to complete the [Graduate Student Transcript Authorization form](#) and submit to the Office of the Provost. This provides the Office of the Provost permission to obtain transcripts supplied during application to Graduate Admissions and the UT transcript. The official transcript should show the 18 graduate credit hours or other documentation must be submitted that supports exceptions (i.e., licensure, CV with experiences outlined, etc.) of Graduate Teaching Associates. For other teaching personnel (non-tenure-track and tenured/tenure-track faculty), the credentials will be collected at the time the person joins the university.

**Accepting or Declining an Assistantship**

The UT adheres to the following [Resolution by the Council of Graduate Schools](#).

Acceptance of an offer of financial support (such as a graduate scholarship, fellowship, traineeship, or assistantship) for the next academic year by a prospective or enrolled graduate student completes an agreement that both student and graduate school expect to honor. In that context, the conditions affecting such offers and their acceptance must be defined carefully and understood by all parties.

Students are under no obligation to respond to offers of financial support prior to April 15; earlier deadlines for acceptance of such offers violate the intent of this Resolution. In those instances in which a student accepts an offer before April 15, and subsequently desires to withdraw that acceptance, the student may submit in writing a resignation of the appointment at any time through April 15. However, an acceptance given or left in force after April 15 commits the student not to accept another offer without first obtaining a written release from the institution to which a commitment has been made. Similarly, an offer by an institution after April 15 is conditional on presentation by the student of the written release from any previously accepted offer. It is further agreed by the institutions and organizations subscribing to the above Resolution that a copy of this Resolution or a link to the URL should accompany every scholarship, fellowship, traineeship, and assistantship offer.
Evaluation and Supervision of Graduate Assistants

Departments employing graduate assistants will conduct an annual evaluation of each assistant. The results of the evaluation are made available to the assistant and placed in the student’s departmental record. Appropriate follow-up also should occur. The evaluation, review with the assistant, and follow-up should focus not only on assistant-related work being done but should be preparatory for future employment, thus providing professional growth. In most cases, a graduate assistant’s supervisor shares results of the evaluation with the assistant and takes appropriate follow-up action.

In cases where corrective measures must be taken to remEDIATE deficiencies, the graduate assistant should be notified in writing of the issues and recommended action to solve the problem(s). Situations leading to dismissal for cause must be described in writing to the assistant being dismissed. This letter should be written by the supervisor with a copy to the department head. In cases where the graduate assistant feels that university-related factors (facilities, working conditions, improper supervision, etc.) have had negative effects on specific aspects of job performance, a letter to the supervisor would be appropriate.

The immediate supervisor for each graduate assistant is to be identified as early as possible, usually no later than four weeks prior to the commencement of the assistantship. If there will be more than one supervisor per graduate assistant, the specific tasks to be performed for each and the role each supervisor will play (e.g., which one will initiate the evaluation process) should be identified.

The reporting lines within each department should be clearly indicated to graduate assistants. Thus, each graduate assistant should know that the immediate supervisor is the person to whom first contact is to be made in job related questions/directions; followed in turn by a general departmental/school/college supervisor of graduate assistants (where one exists), the Director of Graduate Studies, department head, dean of the college, and the Dean of the Graduate School.

Orientation and Training of Graduate Assistants

A systematic plan of orientation and training of all graduate assistants, regardless of their appointment, is a must. Such orientation and training may be done at the department, college, and/or university level. All supervisors should provide orientation and training specific to the responsibilities of the assistantship. Assistance is available through Teaching and Learning Innovation, the Graduate School, the Office of Research and Engagement, University Libraries, Office of Information Technology, and the Center for Global Engagement.

Supervisors of graduate assistants are responsible for notifying graduate assistants about departmental and college policies on attendance at the various professional development and training programs. Specific required training (e.g., sexual harassment, FERPA, IRB) will be associated with job responsibilities.

Rights of Graduate Assistants

As specified in the HR0105 Employment Status, a student is, “One viewed by the university as being at the university primarily to be enrolled in academic courses.” Thus, first priority of all graduate assistants must be satisfactory progress in their scholastic academic program. At the same time, acceptance of an assistantship is predicated on the belief that satisfactory progress can be concurrently achieved in work assignments and scholastic academic programs.
Collaborative efforts between graduate assistants and their supervisors should be focused on the goal of satisfactory performance in both these areas.
Graduate assistants are classified as student employees. As stated in HR0105 Employment Status, in addition to fee waivers, graduate assistants are entitled to workers’ compensation (see HR0397 Worker’s Compensation).

Graduate student assistantship appointments (Graduate Assistants, Graduate Teaching Assistants, Graduate Teaching Associates and Graduate Research Assistants) are of two types: academic year (9-month) and twelve month or other. On occasion, to meet the needs of the department / school, students may be placed on an assistantship for one semester.

**Academic Year Appointments**

Students on academic year appointments for the fall and spring terms semesters receive 12 equal monthly payments for the nine months of service and a waiver of fees for three terms semesters (including the summer). Students appointed to an academic year appointment beginning in the spring term semester have the option of receiving seven equal monthly payments for the January-July period or six equal payments for the February-July period. In both cases a fee waiver is provided for spring and summer semesters. Graduate students on academic year appointments have no assistantship responsibilities in the summer semester.

**Twelve-Month Appointments**

Students appointed to 12-month or other appointments receive equal monthly payments for the months of the appointments and have assistantship responsibilities for the full period of the appointment. For these appointments a waiver of fees is provided only for those semesters included within the appointments (i.e., a waiver of fees for the summer semester requires an appointment which encompasses the summer semester in its entirety.) In some situations, a graduate assistant may be appointed for a period shorter than a year (e.g., a semester).

Graduate assistants who are performing satisfactorily may be reappointed up to the maximum time limit as stated above under Work Assignments and Related Factors. In situations where the demands of the department do not call for a job to be continued, reappointment may not be made. In cases where a department has a rotational plan for assistantships, graduate assistants likewise may not be reappointed. Students should consult with the department concerning the maximal length of the appointment.

In all cases of appointment and reappointment, the supervisor is responsible for notifying the graduate assistant as early as possible. When an assistantship is not to be renewed, the graduate student should be notified in advance. In most cases, this notice must be given no later than one month prior to the end of the appointment. Specific reasons for not renewing the contract should be given (e.g., discontinuation of the program or grant, significant neglect of duty, unsatisfactory academic performance or progress toward a degree, non-compliance with university policies, etc.). In cases where an assistantship is for one year only, the student should be told this at the time of appointment. In some circumstances, graduate assistants may be given a conditional appointment such as an appointment in which funding of a grant is pending.
As students, graduate assistants’ rights and responsibilities as students are defined in the Student Code of Conduct. In cases where graduate assistants feel that they have a legitimate complaint about any aspect of carrying out their assignments (work hours, duties assigned, pay, work conditions, etc.), they have a right to pursue all established channels to resolve the conflict. In the order that follows, students should speak to their immediate supervisor, the Director of Graduate Studies, the appropriate department head/school director, the appeals committees in the home unit or college, and the dean of the college involved. If the student feels that a resolution should be sought beyond the department/school/college level, the Dean of the Graduate School should be contacted.

**Termination of a Graduate Student on an Assistantship**

The process for terminating a graduate student on an assistantship is outlined in the Hilltops Student Handbook under Campus Policies & Procedures. See section entitled Termination of Student Employees.

These students are considered “contract employees” since they have a written contract (offer letter) with the University providing employment for a specified period of time. A contract employee may be terminated during the term of his or her employment for gross misconduct or inadequate job performance.

When contemplating student employee termination, the supervisor should first contact the department head. Assuming the department head agrees with this assessment, the Dean of the Graduate School should be informed of the decision. The Dean of the Graduate School (or designee) will provide guidance on the termination process. The department and Graduate School will inform the appropriate Vice Chancellor of the decision to terminate the student and the reasons for termination.

The Vice Chancellor will then notify the student in writing of the reasons for his/her immediate termination (or suspension) and of his/her right to request a hearing. If a hearing is scheduled, the department will need to provide evidence on the decision to terminate.

Please see more detailed information on the Hilltops website listed above.
APPENDIX III.

Committee Formation Form
MS

Name__________________________ Major__________ Date __________

Local Address________________________ Local Phone________________________

________________________________

Expected date of graduation____________________________________________________

Is this a revision to a previously approved committee? ____Yes ____No

Date of entrance into graduate program at UT____________________________________

Planned route (check one) ____MS thesis ____MS project option

Research interest(s) if planning to write a thesis or dissertation (if project option, write ‘Comprehensive Exam’):
________________________________________________________________________
________________________________________________________________________

Proposed committee members:

Name_________________________ Signature________________________ Department________________

Name_________________________ Signature________________________ Department________________

Name_________________________ Signature________________________ Department________________

Major professor __________________________ Name________________________ Signature________________

Submit to Director of Graduate Studies, Department of Nutrition after completion of 18 semester hours for MS students

__________Approved ___________Disapproved

________________________________
Director of Graduate Studies, Department of Nutrition
APPENDIX IV.
KEY FORMS AND DATES

The following FORMS MAY BE DOWNLOADED FROM
http://gradschool.utk.edu/forms-central/

A. MS Admission to Candidacy
B. MS Revised Admission to Candidacy
C. MS Report of Final Examination/Defense of Thesis
D. Thesis/Dissertation Approval Form
E. PhD Committee Form
F. Revise PhD Committee Form
G. Doctoral Degree Admission to Candidacy
H. Schedule of Dissertation Defense
I. Survey of Earned Doctorates

Specific deadlines are provided on the Graduate School website and can be found here.
APPENDIX V.
Constitution
Graduate Nutrition Student Association

Article I – Purpose and Goals
Section 1. Purpose: To promote professional development, leadership, and serve as an effective communication channel for nutrition graduate students within the College of Education, Health and Human Sciences at the University of Tennessee.

Section 2. Goals:
   (1) To provide greater opportunities for interaction between graduate students from different areas of the nutrition department and the community.
   (2) To organize initiatives for selected areas of interest.
   (3) To represent the issues of the graduate students to the Department of Nutrition and the department head.
   (4) To provide departmental orientation and mentoring to new nutrition students.
   (5) To recognize academic, teaching, research and service achievements of students.

Article II – Membership
Section 1. The Graduate Nutrition Student Association hereafter referred to as GNSA, is comprised of full-time and part-time graduate students in the Nutrition Department at the University of Tennessee, Knoxville.

Section 2. Affiliate members are those members of related fields who are actively involved in GNSA, but hold no office or voting privileges.

Section 3. Membership is open to all students, regardless of race, gender, disability, religion, or national origin.

Section 4. Voting membership in GNSA is given to all currently enrolled graduate students the Nutrition Department who have met the membership requirements states in Article II.

Section 5. The GNSA shall have the power to:
   a. Pass resolutions which shall thereafter represent the official position of the GNSA.
   b. To approve all or any part of the findings and recommendation of any GNSA initiatives before such recommendations shall become the official position of the GNSA.

Article III – Officers
Section 1. The GNSA shall have four officers: President, Vice President, Secretary, and Treasurer. The president from the previous year will act as an ex-officio member. Project leaders and liaisons will be appointed as needed.

Section 2. The election of these officers will be for one calendar year and will take place at the last meeting of the calendar year.
Section 3. The president must have been enrolled full-time for at least one academic semester prior to assuming office. All officers must be full-time graduate students in the Nutrition Department at the University of Tennessee, Knoxville.

Officers may not be on academic or disciplinary probation at the time of the election or any time during their time in office.

Section 4. The officers shall comprise the Executive Committee which is responsible for the coordination of initiatives throughout the year.

Article IV – Meetings
Section 1. General body meetings of the GNSA shall be held approximately every month except between semesters and during the summer semester. The number of regular meetings may be changed by a vote of the majority of voting members \[\frac{n}{2+1}\] where n is the number of voting members.

Section 2. Votes will be taken at the scheduled meetings and through electronically.

Article V – Financial Statement
Section 1. Membership in GNSA requires annual dues of $10.00 that are payable to the GNSA Treasurer by the second meeting.

Section 2. Any funds collected or raised by the GNSA will be placed in the GNSA account and shall be used only by active members.

Section 3. Decisions regarding disbursement of GNSA funds shall be made by the Executive Committee, after which shall be passed by a majority of its voting members.

Section 4. In case of dissolution of GNSA, any funds collected or raised by the GNSA will be left in the GNSA account.

Article VI – Advisor
Section 1. The full-time faculty advisor will be determined annually at the last meeting of the year by a vote of the members.

Section 2. The advisory must be a full-time faculty member of the Nutrition Department of the University of Tennessee, Knoxville.

Article VII – Constitution
This constitution will be annually reviewed and amended by two-thirds of the voting members, with prior written notification.

Updated: January 2008
APPENDIX VI.
PERTINENT GRADUATE STUDENT WEB PAGES

Best Practices in Teaching
Center for International Education
Counseling Center
Graduate and International Admissions
Graduate Catalog
Graduate School
Graduate Student Appeals Procedure
Graduate Student Life
Graduate Student Senate
International House
ITA Testing Program

Office of Equity and Diversity
Office of Information Technology (OIT)
Office of Multicultural Student Life
Office of Research and Engagement
Sexual Misconduct, Relationship Violence, and Stalking
Student Conduct and Community Standards
Library Website for Graduate Students
The Pride Center
Thesis/Dissertation Website
APPENDIX VII.

SUBSTANCE ABUSE & CRIMINAL BACKGROUND CHECK POLICY STATEMENT

Department of Nutrition

The UT, Department of Nutrition trains graduate students to become research, community, and clinical food and nutrition professionals through didactic and experiential learning opportunities. To protect the community, patients and clients who may interact with these students, the Department requires all graduate students who will be engaging in service learning/research projects that involve direct contact with the public (i.e., concurrent or block field experiences and/or the Dietetic Internship Program) have the following assurances prior to participation in these experiential components of their education:

1) Liability insurance
2) Tennessee Bureau of Investigation background check
3) 10-panel drug and alcohol screening test
4) Tennessee State Child Abuse Registry clearance
5) National Sex Offenders Search clearance

The costs of the insurance, background check, and drug and alcohol screening are the sole responsibility of the graduate student and he/she must follow the protocol listed below to obtain these assurances. Liability insurance, background checks and drug and alcohol screening must be completed prior to practicum sessions associated with NUTR 524, any research or community outreach that involves working with the public, block field experiences, and internships. In addition, liability insurance must be purchased annually for students engaged in any experiential learning projects and additional background checks and drug screenings may be required prior to some subsequent service learning/research projects, block field placements or the Dietetic Internship Program to meet the protocols of agency affiliation agreements.

Information generated from background checks and drug and alcohol screening tests will be released to the Director of the Public Health Nutrition Program who will provide notification to course faculty, faculty advisors, and the Dietetic Internship Director, as necessary. Any student who has one or more criminal incidents on his/her background check and/or has a positive drug and/or alcohol screening (showing the presence of drugs or alcohol) will NOT be allowed to complete ANY experiential learning components described above for at least 1 year. This may substantially delay student’s graduation and/or may result in the student not being able to complete the requirements for graduation from the program, including the Dietetic Internship program. As part of standard procedures, if a positive drug and/or alcohol screening occurs or a background check reveals any criminal history, a committee, which shall consist of the Director of Graduate Studies, the Public Health Nutrition Program Director, and the student’s Faculty Advisor, will meet to determine appropriate measures, which, in all cases of positive alcohol and/or drug screenings, will include a referral to the Safety, Environment, & Education Center for student resources to support treatment of alcohol and/or drug problems. For infractions that violate the UT’s Policy on a Drug-Free Campus and Workplace or those that may endanger the public, faculty, staff, or other students, the student may be dismissed from the program.
POLICY ON A DRUG-FREE CAMPUS AND WORKPLACE

The following policy is excerpted from *Hilltopics*. Please refer to *Hilltopics* for the complete policy.

In support of the Drug-Free Workplace Act of 1988 (Public Law 100-690) and the Drug-Free Schools and Communities Act of 1989, UT is notifying all students, faculty, and staff of the following University policy approved by the UT Board of Trustees on June 21, 1990.

It is the policy of UT to maintain a safe and healthful environment for its students and employees. Therefore, University policy prohibits the unlawful use, manufacture, possession, distribution, or dispensing of drugs ("controlled substances" as defined in the Controlled Substances Act, 21 U.S.C. 812) and alcohol on University property or during University activities.

Violation of this policy is grounds for disciplinary action--up to and including immediate discharge for an employee and permanent dismissal for a student. Federal and state laws provide additional penalties for such unlawful activities, including fines and imprisonment (21 U.S.C. 841 et seq.; T.C.A. 39-6-401 et seq.). Local ordinances also provide various penalties for drug- and alcohol-related violations which may include referral for legal prosecution or requiring the individual to participate satisfactorily in an approved drug use/alcohol abuse assistance or rehabilitation program. Aside from any University policy considerations, the use of illicit drugs and/or alcohol may be harmful to your health.

Individuals who are paid by UT from federal grants or contracts must notify the University of any criminal or drug statute conviction for a violation occurring in the workplace within five days after such conviction. The University is, in turn, required to inform the granting agency of such violation within ten days of the University's receipt of notification.

Employees and their families needing treatment information should call their local Personnel Office, Employee Assistance Program, or the State of Tennessee Employee Assistance Program (800-468-8369). Students needing treatment information should contact their campus Student Affairs Office, student health center, or counseling center.

STUDENT COUNSELING CENTER

Students experiencing personal adjustment problems or crises may contact the Student Counseling Services Center at 900 Volunteer Boulevard by calling 974-2196. There are individual and group sessions available. All sessions are confidential. An advisor may recommend that a student seek counseling if personal crises negatively influence academic or professional performance.

PROCEDURES

Liability Insurance:

A University regulation requires that all students enrolled in College of Education, Health and Human Sciences courses involving field training, on and off campus, subscribe to the Student Liability Insurance. The insurance provides coverage of on and off campus training sites for $1,000,000 per claim and $6,000,000 per annual aggregate per student. This coverage does not apply to the operation of any motorized vehicle. The current premium is $20.00 per student with
coverage dates from June 1 to May 31, annually. The department will provide a list of students to the Bursar’s Office who will include the premium on the student fee schedule.

**Background Checks & Drug and Alcohol Screenings:**

Background checks that include all of the items listed below are required of all students prior to interacting with the public (NUTR 523, NUTR 524, concurrent field experiences, service learning, some research, dietetic internship, etc.). If a student has had a full FBI background check (with fingerprinting) within one year prior to the first day of classes, he/she may provide the official document to the Director of the Public Health Nutrition Graduate Program prior to the first day of classes for review. If the background check is complete and can be verified, a new background check **may not** be necessary unless an agency requires a more recent background check. Students that have not had a full FBI background check must complete one prior to any contact with community members as specified above. The required background check must include everything listed below.

1. Social Security Number Verification and Trace
2. Multi-jurisdictional county criminal records search including all counties of residence for the past 7 years
3. FBI Criminal Database
4. National Sexual Offender Database

In addition, if a student has had a 10-panel drug and alcohol screening from a certified laboratory within one year prior to the first day of classes, he/she **may not** need to undergo the departmental drug and alcohol screening unless a more recent screening is required by an agency for a specific experiential placement. The student must submit documentation of the drug and alcohol screening to the Director of the Public Health Nutrition Graduate Program prior to the first day of classes for review. The Director of the Public Health Nutrition Graduate Program will notify the student if the background check and/or drug and alcohol screening are acceptable within two-weeks of receiving documentation.

If a student does not have a prior background check and drug and alcohol screening as described above, the student will follow the procedures listed below:

Each student will complete the Departmental Consent and VECHS Waiver Agreement forms that signify understanding of these procedures and provides an authorization release for the student’s FBI criminal background check through the Tennessee Applicant Processing Services (TAPS) and the student’s urinalysis through LabCorp.

**Criminal Background Checks:** Upon receipt of the Departmental Consent and VECHS Waiver Agreement forms, an administrative assistant in the Department of Nutrition (JHB room 229) will provide the student with an Originating Agency Identifier (ORI) number. This number will be used when registering for the background check and arranging for fingerprinting. The student will go to the MorphoTrust USA website at [https://tn.ibtfingerprint.com/](https://tn.ibtfingerprint.com/) to schedule fingerprinting and process the background check. The cost of the criminal background check is $42.00 and is payable in advance through the MorphoTrust USA website using a debit or credit card. The student can arrange to pay at the time of service using a cashier’s check or money order. The student should follow all instructions detailed on the MorphoTrust USA website. It is
the student’s sole responsibility to ensure that all procedures are followed, including reporting to the fingerprinting agency at specified appointment time.

**Drug and Alcohol Screening (Urinalysis):** Upon receipt of the Departmental Consent and the LabCorp Authorization and Release forms and a check or money order for $40.00, made payable to the University of Tennessee, Ms. Grimes will stamp the LabCorp form with a number. Payment can only be received Monday-Thursday during regular business hours. Due to urinalysis testing times, departmental staff will not be able to receive payment on Fridays. Within 48 hours, after payment is provided to departmental staff, the student will take the LabCorp form to one of the LabCorp clinics listed below and provide a urine sample for urine analysis, following the clinics guidelines. It is the student’s sole responsibility to ensure that all procedures are followed, including arriving to the clinic within the designated time frame.

<table>
<thead>
<tr>
<th>LabCorp</th>
<th>LabCorp</th>
</tr>
</thead>
<tbody>
<tr>
<td>1932 Alcoa Highway Building, C155</td>
<td>4206 Sutherland Avenue</td>
</tr>
<tr>
<td>Knoxville, TN 37920</td>
<td>Knoxville, TN 37919</td>
</tr>
<tr>
<td>Phone: 865-305-9720</td>
<td>Phone: 865-588-2059</td>
</tr>
<tr>
<td>Hours: 8:00AM-4:30PM M-F</td>
<td>Hours: 8:00AM-12:30PM - 1:30PM-5:00PM M-F</td>
</tr>
</tbody>
</table>

**Request for Release of Background Check and/or Alcohol and Drug Screenings:** Some field placement agencies require additional background checks and/or alcohol and drug screenings. The cost of additional background checks and/or alcohol and drug screenings are the sole responsibility of the student. If a field placement agency will accept the departmental background check and/or alcohol and drug screenings and requests documentation, the student must notify the Director of the Public Health Nutrition Graduate Program in writing and request that the documents be sent to the student. The Department of Nutrition is NOT authorized to directly release the documentation to an individual other than the student. If the student would like the documentation emailed, he/she must include a statement that he/she grants permission for the documents to be sent via email and understands that this may increase the risk that the documents may be seen by other individuals. The documents will be sent to the student by email or mail within two-weeks of receipt of the request.
APPENDIX VIII.

Potential Graduate Courses for Nutrition Graduate Students

- **NUTR 522 - Nutrition Counseling** (Associated Term: Fall): (2 Credit Hours)
  Individual eating habits and disorders, evaluation strategies for effectiveness of helping process.

- **NUTR 523 - Nutrition Counseling Practicum** (Associated Term: Fall): (1 Credit Hour)
  Review of theoretical framework and communications skills important in the counseling process. *(DE) Corequisite(s): 522.*

- **NUTR 548 - Directed Study in Nutrition** (Associated Term: Fall/Spring/Summer): (1-3 Credit Hours)
  Advanced study in nutrition. *Repeatability: May be repeated. Maximum 6 hours*

- **NUTR 549 - Special Topics** (Associated Term: Fall/Spring): (1-3 Credit Hours)
  Recent advances in nutrition or food systems administration. *Repeatability: May be repeated. Maximum 6 hours*

- **NUTR 602 - Advanced Topics in Nutrition Science** (Associated Term: Spring): (1-3 Credit Hours)
  Comprehensive individual study and group discussion of topics related to current problems in nutrition. *Repeatability: May be repeated. Maximum 12 hours*

- **KNS 531 - Biomechanics** (Associated Term: Fall): (3 Credit Hours)
  Fundamental knowledge of 2D and 3D biomechanical principles and applications in kinematics and kinetics, anthropometric models, instrumentation, signal processing and noise reduction, and related topics. *Recommended Background: Undergraduate biomechanics course and Physics 221 or equivalent*

- **KNS 532 - Exercise Physiology** (Associated Term: Fall): (3 Credit Hours)
  Physiology of human performance: acute and chronic effects of exercise on metabolic, cardiac, pulmonary, and skeletal systems. *Contact Hour Distribution: 2 hours and 1 lab. Recommended Background: Human physiology or general physiology course and a general chemistry course.*

- **KNS 535 - Health and Exercise Psychology** (Associated Term: Spring): (3 Credit Hours)
  Critical examination of various aspects of health and exercise psychology including the psychological benefits of exercise (e.g., increased well-being) as well as the psychological pitfalls of too much exercise (e.g., exercise addiction, overeating, disordered eating behavior etc.). *Registration Restriction(s): Must be majors within the Department of Kinesiology, Recreation, and Sport Studies or permission of the instructor. Minimum student level – graduate.*
• **KNS 565 - Advanced Physiology of Exercise** (Associated Term: Spring): (3 Credit Hours) Systematic study of skeletal muscle and metabolism related to acute exercise and physical training: lectures, discussions of major scientific reviews, and appropriate laboratory experiments. *(RE) Prerequisite(s): 480 or 532.*

• **LFSC 515 - Introduction to Genome Science and Technology I** (Associated Term: Fall): (1 Credit Hours) LFSC 515 - Introduction to Genome Science and Technology I Introduction to research in genome science and technology concentration. *Grading Restriction: Satisfactory/No Credit grading only.*

• **LFSC 517 - Genomics and Bioinformatics** (Associated Term: Spring): (3 Credit Hours) Cross-listed: (Cross listed with Microbiology 540.) Fundamentals of a new scientific discipline based on sequencing genomes (entire DNA) of individual organisms. Goals, principles and types of genome analysis are covered in a traditional lecture course. Computational tools for genome analysis (bioinformatics) are presented in both lecture and hands-on (computer-laboratory) settings.

• **LFSC 520 - Genome Science and Technology I** (Associated Term: Fall): (4 Credit Hours) Overview of genomics, advanced genetics principles.

• **LFSC 521 - Genome Science and Technology II** (Associated Term: Spring): (4 Credit Hours) Analytical technologies and special techniques.

• **LFSC 615 - Journal Club in Genome Science and Technology** (Associated Term: Fall/Spring): (1 Credit Hours) Reading and discussion based on current literature. *Grading Restriction: Satisfactory/No Credit grading only. Repeatability: May be repeated. Maximum 12 hours. Registration Restriction(s): Minimum student level – graduate.*

• **CEM 541 - Cellular and Molecular Basis of Disease** (Associated Term: Fall): (3 Credit Hours) Disease at the molecular level. Changes in molecular events in cells that lead to disease and occur as a result of disease. Correlation with clinical and pathological states. Systems covered: neurological, structural, respiratory, circulatory, metabolic, endocrine, reproductive, and immunological. Correlation with clinical pathological states. *(DE) Prerequisite(s): Biochemistry and Cellular and Molecular Biology 419 or equivalent. Prerequisite(s): Biochemistry and Cellular and Molecular Biology 419 or equivalent.*

• **BCMB 412 - Molecular Biology and Genomics** (Associated Term: Fall/Spring): (4 Credit Hours) Nucleic acids structure and DNA technology. Mechanisms of cell division, replication, transcription, translation, splicing, recombination, DNA repair and transposition, chromosome organization, DNA-protein interaction in gene regulation, genomic imprinting, epigenetics, RNA interference and genome evolution. *(RE)*
Prerequisite(s): Biology 240. Comment(s): Intended for biology majors in BCMB concentration but also open to biology majors in other concentrations.

- **BCMB 419 - Cellular and Comparative Biochemistry Lab** (Associated Term: Fall/Spring): (2 Credit Hours) Experiments with enzymes, nucleic acids, and membranes and organelles. Chromatography, kinetics, hybridization, sequencing, and immunochemical methods. (RE) Prerequisite(s): 401.

- **BCMB 422 - Computational Biology and Bioinformatics** (Associated Term: Spring): (3 Credit Hours) Topics include Internet biological resources and databases; bioinformatics tools of analyzing and comparing sequences for nucleic acids and proteins; computational structural biology tools for analyzing protein 3D structures and functions; application of computational tools in drug design. Contact Hour Distribution: 2 hours lecture and 2 hours lab. (RE) Corequisite(s): 401. Registration Restriction(s): Minimum student level — junior or graduate student. Registration Permission: Consent of instructor.

- **BCMB 440 - General Physiology** (Associated Term: Fall): (3 Credit Hours) Principles of cellular and organ-system animal physiology. (RE) Prerequisite(s): Biology 160-159 or equivalent. Comment(s): It is recommended that students complete Physics 221-222 before enrolling in this course.

- **BCMB 511 - Advanced Protein Chemistry and Cellular Biology** (Associated Term: Fall): (3 Credit Hours) Cellular structure and function at molecular and supramolecular level in progression: protein structure and function; membrane structure and function; bioenergetics and membrane proteins. (RE) Corequisite(s): 510. Recommended Background: Prior knowledge of cell biology and biochemistry. Registration Permission: Consent of instructor.

- **BCMB 512 - Advanced Molecular Biology** (Associated Term: Spring): (3 Credit Hours) Regulation of nucleic acid expression and protein activity. Nucleic acid structure and function; replication and repair of nucleic acids; gene expression; protein synthesis; post-translational protein modification; mitosis and meiosis; cell cycle and cell growth. Recommended Background: Prior knowledge of molecular biology and biochemistry and/or consent of instructor.

- **BCMB 515 - Experimental Techniques I** (Associated Term: Fall): (2-4 Credit Hours) Introduction to modern experimental methodology and instrumentation in biochemistry, molecular biology and cell biology, including cell culture; spectrophotometry; microscopy; nucleic acid purification and analysis; protein assays; enzyme purification; electrophysiology; computer analysis of nucleic acid and protein sequences. Team-taught lecture/demonstration format. Repeatability: May be repeated. Maximum 6 hours. Comment(s): Primarily for departmental graduate students.
• **ANSC 571 - Design and Analysis of Biological Research** (Associated Term: Spring): (3 Credit Hours) Experimental design and procedures; selection of experimental units; analysis and interpretation of data; statistical models and contrasts, analyses of variance: covariates, treatment arrangements, mean separation and regression. *Cross-listed: (Same as Plant Sciences 571.) Recommended Background: 3 hours of statistics.*

• **FDSC 410 - Food Chemistry** - (Associated Term: Spring) (3 Credit Hours) Reactions of water, proteins, lipids, carbohydrates, minerals, enzymes, vitamins, and additives in foods. *(RE) Prerequisite(s): Chemistry 110 or 260.*
Appendix IX:  *SAMPLE* MS (Public Health Nutrition) and MS-MPH Course Sequences With and Without the Dietetic Internship

The course sequencing samples were designed based on a 9-credit full-time course load and in consideration of prerequisite course requirements. Degree options can be completed in varying length of time, depending on the total number of credits taken in any given semester. Students are advised to consult with their faculty advisor regularly to assure completion of all course requirements in a timely fashion.

**REMINIDER:** In using these *sample* course sequences, students should use the sample that is appropriate for their degree plan of choice in each of three areas: MS or MS-MPH (CHE or HPM concentration); Thesis or Non-thesis; and Dietetic Internship or No Dietetic Internship.
SAMPLE MS (Public Health Nutrition) and MS-MPH Course Sequences Without the Dietetic Internship—Non-Thesis Option

REMINDER: In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plans of choice in each of three areas: MS or MS-MPH (CHE or HPM concentration); Thesis or Non-thesis; and Dietetic Internship or No Dietetic Internship.

Electives in social/behavioral sciences and education - Examples:

- ANTH 410 Principles of Cultural Anthropology (3)
- NUTR 549 Special Topics
- NUTR 548 Independent Study
- NUTR 602 Advanced Topics in Nutrition Science
- ANTH 515 Medical Anthropology (3)
- NUTR 602 Advanced Topics in Nutrition Science
- COUN 551 Theory and Practice of Counseling (3)
- PUBH 550 Principles and Practices of Community Health Education (3)
- COUN 554 Group Dynamics and Methods (3)
- PUBH 555 Health and Society (3)
- KNS 480 Physiology of Exercise (3)
- KNS 521 Physical Activity Epidemiology Methods (3)
- KNS 521 Physical Activity Epidemiology Methods (3)

As of July 2019, PUBH 530 is only offered in Fall semesters; PUBH 540 is only offered in Fall & Summer semesters; PUBH 520 is only offered in Spring & Summer semesters.
**SAMPLE** MS Course Sequence with Full Course Loads Each Semester  
*Public Health Nutrition Concentration without Dietetic Internship*  
Non-Thesis Option

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Hrs</th>
<th>Fall II</th>
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<tbody>
<tr>
<td>NUTR 509—Graduate Seminar in Public Health</td>
<td>1</td>
<td>NUTR 522—Nutrition Counseling</td>
<td>2</td>
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<tr>
<td>NUTR 510—Applied Human Nutrition</td>
<td>3</td>
<td>NUTR 524—Community Assessment, Intervention, &amp; Evaluation</td>
<td>4</td>
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<tr>
<td>PUBH 530—Biostatistics</td>
<td>3</td>
<td>Social/Behavioral Science or Education Elective</td>
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<td>NUTR 543—Research Methods I</td>
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<td>Minimum Credit Hours</td>
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<th>Hrs</th>
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**TOTAL:** 37 Credit Hours
## SAMPLE MS-MPH (CHE Concentration) Course Sequence with Full Course Loads Each Semester

**Public Health Nutrition Concentration without Dietetic Internship**

**Non-Thesis Option**

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<tr>
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**TOTAL: 57 Credit Hours**
## SAMPLE MS-MPH (HPM Concentration) Course Sequence with Full Course Loads Each Semester

### Public Health Nutrition Concentration **without** Dietetic Internship

#### Non-Thesis Option

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<thead>
<tr>
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<th>Hrs</th>
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<td>NUTR 510—Applied Human Nutrition</td>
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<td>NUTR 524—Community Assessment, Intervention, &amp; Evaluation</td>
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**TOTAL:** 57 Credit Hours
SAMPLE MS (Public Health Nutrition) and MS-MPH Course Sequences Without the Dietetic Internship—Thesis Option

REMINDER: In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plans of choice in each of three areas: MS or MS-MPH (CHE or HPM concentration); Thesis or Non-thesis; and Dietetic Internship or No Dietetic Internship.
**SAMPLE MS Course Sequence with Full Course Loads Each Semester**  
**Public Health Nutrition Concentration without Dietetic Internship**  
**Thesis Option**  

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<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
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<td>NUTR 626—Life Course Nutrition</td>
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**TOTAL: 37 Credit Hours**
**SAMPLE MS-MPH (CHE Concentration) Course Sequence with Full Course Loads Each Semester**

**Public Health Nutrition Concentration without Dietetic Internship**

**Thesis Option**

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TOTAL: 60 Credit Hours
SAMPLE MS-MPH (HPM Concentration) Course Sequence with Full Course Loads Each Semester
Public Health Nutrition Concentration without Dietetic Internship
Thesis Option

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<tr>
<td>Summer II</td>
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TOTAL: 60 Credit Hours
**SAMPLE** MS (Public Health Nutrition) and MS-MPH Course Sequences With the Dietetic Internship—Non-Thesis Option

**REMINDER:** In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plans of choice in each of three areas: MS or MS-MPH (CHE or HPM concentration); Thesis or Non-thesis; and Dietetic Internship or No Dietetic Internship.

Electives in social/behavioral sciences and education - Examples:

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As of July 2019, PUBH 530 is only offered in Fall semesters; PUBH 540 is only offered in Fall & Summer semesters; PUBH 520 is only offered in Spring & Summer semesters.
SAMPLE MS Course Sequence with Full Course Loads Each Semester  
Public Health Nutrition Concentration with Dietetic Internship  
Non-Thesis Option

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<td>NUTR 543—Research Methods I</td>
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<tr>
<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
<td>3</td>
<td>NUTR 547—Field Experience</td>
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<tbody>
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<td>3</td>
<td>NUTR 515—Field Study in Community Nutrition</td>
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<td>Social/Behavioral Science or Education Elective</td>
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TOTAL: 43 Credit Hours (40 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)
### SAMPLE MS-MPH (CHE Concentration) Course Sequence with Full Course Loads Each Semester

**Public Health Nutrition Concentration with Dietetic Internship**

**Non-Thesis Option**

<table>
<thead>
<tr>
<th>Course</th>
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<tbody>
<tr>
<td>NUTR 509—Graduate Seminar in Public Health</td>
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<td>NUTR 522—Nutrition Counseling</td>
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<tr>
<td>NUTR 510—Applied Human Nutrition</td>
<td>3</td>
<td>NUTR 524—Community Assessment, Intervention, &amp; Evaluation</td>
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<tr>
<td>NUTR 543—Research Methods I</td>
<td>3</td>
<td>PUBH 552—Assessment &amp; Planning</td>
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<td>PUBH 530—Biostatistics</td>
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<td><strong>Credit Hours</strong></td>
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<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
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<td>NUTR 547—Field Experience</td>
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<td>NUTR 626—Life Course Nutrition</td>
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<td>PUBH 555—Health and Society</td>
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<tr>
<td>PUBH 540—Principles of Epidemiology</td>
<td>3</td>
<td>NUTR 515—Field Study in Community Nutrition</td>
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<td>NUTR 519—Analysis of Practice in Community Nutrition</td>
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<td>Minimum/Maximum Credit Hours</td>
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<td>PUBH 537—Fundamentals of Program Evaluation</td>
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<td>PUBH 556—Grant Proposal Writing for Health &amp; Social Programs</td>
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<th>Course</th>
<th>Spring III Hrs</th>
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<tr>
<td>PUBH 510—Environmental Health</td>
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</tr>
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<td>PUBH 520—Health Systems Policy and Leadership</td>
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</tr>
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<td>PUBH 550—Program Development and Implementation</td>
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</table>

TOTAL: 63 Credit Hours (60 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)
**SAMPLE MS-MPH (HPM Concentration) Course Sequence with Full Course Loads Each Semester**

**Public Health Nutrition Concentration with Dietetic Internship**

**Non-Thesis Option**

<table>
<thead>
<tr>
<th><strong>Fall I</strong></th>
<th><strong>Hrs</strong></th>
<th><strong>Fall II</strong></th>
<th><strong>Hrs</strong></th>
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<tbody>
<tr>
<td>NUTR 509—Graduate Seminar in Public Health</td>
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<td>NUTR 522—Nutrition Counseling</td>
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<td>NUTR 510—Applied Human Nutrition</td>
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<td>NUTR 524—Community Assessment, Intervention, &amp; Evaluation</td>
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<td>NUTR 543—Research Methods I</td>
<td>3</td>
<td>PUBH 552—Assessment &amp; Planning</td>
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<tr>
<td>PUBH 530—Biostatistics</td>
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<td>NUTR 490—Introduction to the Dietetic Internship</td>
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<th><strong>Hrs</strong></th>
<th><strong>Spring II</strong></th>
<th><strong>Hrs</strong></th>
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<tbody>
<tr>
<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
<td>3</td>
<td>NUTR 547—Field Experience</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 626—Life Course Nutrition</td>
<td>3</td>
<td>Minimum/Maximum Credit Hours</td>
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</tr>
<tr>
<td>PUBH 509—Graduate Seminar in Public Health</td>
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</tr>
<tr>
<td>PUBH 525—Financial Management of Health Programs</td>
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<table>
<thead>
<tr>
<th><strong>Summer I</strong></th>
<th><strong>Hrs</strong></th>
<th><strong>Summer II</strong></th>
<th><strong>Hrs</strong></th>
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<tbody>
<tr>
<td>PUBH 540—Principles of Epidemiology</td>
<td>3</td>
<td>NUTR 515—Field Study in Community Nutrition</td>
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</tr>
<tr>
<td><strong>Credit Hours</strong></td>
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<td>NUTR 519—Analysis of Practice in Community Nutrition</td>
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<table>
<thead>
<tr>
<th><strong>Fall III</strong></th>
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</thead>
<tbody>
<tr>
<td>PUBH 526—Health Care and Public Health Systems</td>
<td>3</td>
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<tr>
<td>PUBH 527—Healthcare Organizations: Behavior and Management</td>
<td>4</td>
</tr>
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<tr>
<th><strong>Spring III</strong></th>
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<tbody>
<tr>
<td>PUBH 510—Environmental Health</td>
<td>3</td>
</tr>
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<td>PUBH 520—Health Systems Policy and Leadership</td>
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<tr>
<td>PUBH 612—Health and Health Care Policy</td>
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<td><strong>Credit Hours</strong></td>
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</table>

**TOTAL: 63 Credit Hours (60 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)**
**SAMPLE** MS (Public Health Nutrition) and MS-MPH Course Sequences With the Dietetic Internship—Thesis Option

**REMINDER:** In using these sample course sequences, students should work with their faculty advisers and use the sample that is appropriate for their degree plans of choice in each of three areas: MS or MS-MPH (CHE or HPM concentration); Thesis or Non-thesis; and Dietetic Internship or No Dietetic Internship.
**SAMPLE MS Course Sequence with Full Course Loads Each Semester**  
**Public Health Nutrition Concentration with Dietetic Internship**  
**Thesis Option**

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Hrs</th>
<th>Fall II</th>
<th>Hrs</th>
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<tr>
<td>NUTR 509—Seminar in Public Health</td>
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<td>NUTR 490—Introduction to the Dietetic Internship</td>
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<tr>
<td>NUTR 510—Applied Human Nutrition</td>
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<td>NUTR 522—Nutrition Counseling</td>
<td>2</td>
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<tr>
<td>NUTR 543—Research Methods I</td>
<td>3</td>
<td>NUTR 524—Community Assessment, Intervention, &amp; Evaluation</td>
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<tr>
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<td>PUBH 540—Principles of Epidemiology</td>
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<td>Minimum Credit Hours</td>
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<th>Spring I</th>
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<tbody>
<tr>
<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
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<td>3</td>
</tr>
<tr>
<td>NUTR 626—Life Course Nutrition</td>
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<td>Minimum/Maximum Credit Hours</td>
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</tr>
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<td>NUTR 500—Thesis</td>
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<td></td>
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</tr>
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<td>Minimum Credit Hours</td>
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TOTAL: 43 Credit Hours (40 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)
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**Public Health Nutrition Concentration with Dietetic Internship**

**Thesis Option**

<table>
<thead>
<tr>
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<th>Hrs</th>
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<tr>
<td>PUBH 536—Research Methods in Health</td>
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<td>PUBH 537—Fundamentals of Program Evaluation</td>
<td>3</td>
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<td>PUBH 556—Grant Proposal Writing for Health &amp; Social Programs</td>
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TOTAL: 66 Credit Hours (63 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)
**SAMPLE MS-MPH (HPM Concentration) Course Sequence with Full Course Loads Each Semester**  
**Public Health Nutrition Concentration with Dietetic Internship**  
**Thesis Option**

### Fall I

<table>
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<tr>
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<tr>
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<td>NUTR 543—Research Methods I</td>
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<td>PUBH 552—Assessment &amp; Planning</td>
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<tr>
<td>PUBH 530—Biostatistics</td>
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Credit Hours: 10

### Spring I

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<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
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<td>NUTR 626—Life Course Nutrition</td>
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<td>PUBH 525—Financial Management of Health Programs</td>
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Credit Hours: 12

### Summer I

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<td>NUTR 515—Field Study in Community Nutrition</td>
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</tr>
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<td>PUBH 540—Principles of Epidemiology</td>
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Credit Hours: 6

### Fall III

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Credit Hours: 10

### Spring III

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<td>PUBH 510—Environmental Health</td>
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<tr>
<td>PUBH 520—Health Systems Policy and Leadership</td>
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<td>PUBH 612—Health and Health Care Policy</td>
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</tbody>
</table>

Credit Hours: 10

**TOTAL: 66 Credit Hours (63 G credit hours; 3 UG credit hours—DO NOT include UG coursework on Master’s Candidacy Form)**
# APPENDIX X. SAMPLE PhD Course Sequence
## Community Nutrition Track

<table>
<thead>
<tr>
<th>Fall I (10 hours, for most)</th>
<th>Hrs</th>
<th>Spring I (9 hours for most)</th>
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</thead>
<tbody>
<tr>
<td>NUTR 524 - Public Health Nutrition (PHN): Community Assessment, Intervention, &amp; Evaluation&lt;sup&gt;b&lt;/sup&gt;</td>
<td>4</td>
<td>NUTR 626 - Life Course Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>NUTR 543 - Research Methods</td>
<td>3</td>
<td>Graduate Statistics&lt;sup&gt;c&lt;/sup&gt;</td>
<td>3</td>
</tr>
<tr>
<td>Graduate Statistics&lt;sup&gt;c&lt;/sup&gt;</td>
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<td>NUTR 624 – PHN: Systems, Programs &amp; Services</td>
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<table>
<thead>
<tr>
<th>Summer I (3 hours for most)</th>
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<td>PUBH 540 - Epidemiology</td>
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<tr>
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<table>
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<th>Hrs</th>
<th>Spring II (6 hours for most)</th>
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<tbody>
<tr>
<td>NUTR 511 - Advances in Carbohydrate, Lipid &amp; Protein Metabolism</td>
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<td>NUTR 512 - Advances in Vitamin and Mineral Metabolism</td>
<td>3</td>
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<tr>
<td>PUBH 640 - Advanced Epidemiologic Methods</td>
<td>2</td>
<td>NUTR 645 - Advanced Research Methods</td>
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<tr>
<td>NUTR 522 - Nutrition Counseling</td>
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<tr>
<td>Minimum Credit Hours</td>
<td>9</td>
<td>Minimum Credit Hours</td>
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**TOTAL: 37 Credit Hours of Course work (needs an additional >24 hours of NUTR 600)**

<sup>a</sup> Depending on prior degree status (BS vs MS), students may need to complete additional graduate level coursework (independent of NUTR 600) to fulfill the minimum requirements of the Graduate School. *(a minimum of 48 graduate credit hours are required if no MS has been earned (+ ≥ 24 dissertation hours); a minimum of 24 graduate credit hours are required if MS has been earned (+ ≥ 24 dissertation hours))*

<sup>b</sup> NUTR 524 is a prerequisite for NUTR 624. If a student has had a previous graduate level community nutrition and is NOT in the Dietetic Internship, they may wish to discuss the possibility of opting out of the NUTR 524 prerequisite requirement with the instructor of NUTR 624. This is up to the discretion of the NUTR 624 instructor, and students should begin this discussion before arriving at UT for their first fall semester.

<sup>c</sup> 3 credits of graduate-level statistics are a prerequisite for NUTR 624 (taken in spring of second year). Students should work with their Major Professor to select the statistical coursework that is most appropriate to their doctoral program.

<sup>d</sup> PUBH 540 is a prerequisite for PUBH 640. If a student has had a previous graduate level epidemiology course, they may wish to discuss the possibility of opting out of the PUBH 540 prerequisite requirement with the instructor of PUBH 640. PUBH 540 is offered Fall only.
Appendix XI: SAMPLE MS (Cellular and Molecular Nutrition) Course Sequences

The course sequencing samples were designed based on a 9-credit full-time course load and in consideration of prerequisite course requirements. Degree options can be completed in varying length of time, depending on the total number of credits taken in any given semester. Students are advised to consult with their faculty advisor regularly to assure completion of all course requirements in a timely fashion.
SAMPLE MS Course Sequence with Full Course Loads Each Semester Cellular and Molecular Nutrition Concentration/Non-Thesis Option

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
<th>Time</th>
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<tr>
<td><strong>Fall I</strong></td>
<td></td>
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<tr>
<td>NUTR 511—Advances Carb/Lipid/Prot Metab</td>
<td>4</td>
<td>TR; 11:10 am - 12:25 pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W; 11:10 am - 12:25 pm</td>
</tr>
<tr>
<td>NUTR 618—Nutrition and Aging</td>
<td>3</td>
<td>T; 8:00 am - 11:am</td>
</tr>
<tr>
<td>NUTR 543—Research Methods I</td>
<td>2</td>
<td>TR; 12:40 pm - 1:55 pm</td>
</tr>
<tr>
<td>NUTR 549—Journal Club</td>
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<td><strong>Minimum Credit Hours</strong></td>
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<tr>
<td><strong>Spring I</strong></td>
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<tr>
<td>NUTR 512—Advances in Vitamins and Minerals</td>
<td>3</td>
<td>MWF; 11:15 am – 12:05 pm</td>
</tr>
<tr>
<td>NUTR 621—Physiological Basis of Diet &amp; Disease*</td>
<td>3</td>
<td>TR; 12:40 pm - 1:55 pm</td>
</tr>
<tr>
<td>NUTR 626—Life Course Nutrition</td>
<td>3</td>
<td>TR; 11:10 am - 12:25 pm</td>
</tr>
<tr>
<td>NUTR 549—Journal Club</td>
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<td><strong>Minimum Credit Hours</strong></td>
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<td><strong>Spring II</strong></td>
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<td>Discussion; 9:05 am - 9:55 am</td>
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<tr>
<td>PUBH 530—Biostatistics**</td>
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<td>R; 2:10 pm - 4:55 pm</td>
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<tr>
<td>ANSC 550—Animal Immune Physiology*</td>
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<td>TR; 8:10 am - 9:25 am</td>
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<td><strong>Total Credit Hours</strong></td>
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** May be replaced with any graduate-level Statics course. Students should consult with their primary advisor and the primary instructor prior enrolling in any statistics course.
### SAMPLE MS Course Sequence with Full Course Loads Each Semester

#### Cellular and Molecular Nutrition Concentration/Non-Thesis Option

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<th>Hrs</th>
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<td>W; 11:10 am - 12:25 pm</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 618—Nutrition and Aging*</td>
<td>3</td>
<td>BCMB 440—General Physiology*</td>
<td>3</td>
</tr>
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<td>T; 8:00 am - 11:am</td>
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<tr>
<td>NUTR 543—Research Methods I</td>
<td>2</td>
<td>NUTR 548—Culminating Experience</td>
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**Minimum Credit Hours**

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<td>Discussion; 9:05 am - 9:55 am</td>
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<tr>
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**Minimum Credit Hours**

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**Total Credit Hours**

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<thead>
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<th>Fall I</th>
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<th>Hrs</th>
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<tr>
<td>NUTR 511—Advances Carb/Lipid/Prot Metab</td>
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<tr>
<td>W; 11:10 am - 12:25 pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NUTR 618—Nutrition and Aging</td>
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<td>FDSC 541—Food Engineering</td>
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<td>MWF; 11:10 am - 12:25 pm</td>
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</tr>
<tr>
<td>NUTR 543—Research Methods I</td>
<td>2</td>
<td>BCMB 440—General Physiology</td>
<td>3</td>
</tr>
<tr>
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<tr>
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**Minimum Credit Hours**

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<td></td>
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<tr>
<td>PUBH 530—Biostatistics**</td>
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<td>NUTR 621—Physiological Basis of Diet &amp; Disease</td>
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<tr>
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<td>TR; 12:40 pm - 1:55 pm</td>
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<tr>
<td>NUTR 626—Life Course Nutrition</td>
<td>3</td>
<td>ANSC 550—Animal Immune Physiology</td>
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<tr>
<td>NUTR 549—Journal Club</td>
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</table>

**Minimum Credit Hours**

| Spring I                           |     | Spring II                        |     |
| NUTR 512—Advances in Vitamins and Minerals | 3   | NUTR 548—Culminating Experience | 3   |
| MWF; 11:15 am – 12:05 pm            |     |                                 |     |
| PUBH 530—Biostatistics**           | 3   | NUTR 621—Physiological Basis of Diet & Disease | 3   |
| R; 2:10 pm - 4:55 pm                |     | TR; 12:40 pm - 1:55 pm          |     |
| NUTR 626—Life Course Nutrition     | 3   | ANSC 550—Animal Immune Physiology | 3   |
| TR; 11:10 am - 12:25 pm            |     | TR; 8:10 am - 9:25 am           |     |
| NUTR 549—Journal Club              | 1   |                                 |     |

**Minimum Credit Hours**

| Total Credit Hours                  | 40  |

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<th>Credits</th>
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<td>Genome Science/Technology I*</td>
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<td>NUTR 618</td>
<td>Nutrition and Aging</td>
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<td>T; 8:00 am - 11:am</td>
<td>BCMB 440</td>
<td>General Physiology</td>
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<td>TR; 12:40 pm - 1:55 pm</td>
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**Minimum Credit Hours**

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<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
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<td>Advances in Vitamins and Minerals</td>
<td>3</td>
<td>MWF; 11:15 am - 12:05 pm</td>
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<tr>
<td>NUTR 621</td>
<td>Physiological Basis of Diet &amp; Disease</td>
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</tr>
<tr>
<td>NUTR 626</td>
<td>Life Course Nutrition</td>
<td>3</td>
<td>TR; 11:10 am - 12:25 pm</td>
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<tr>
<td>NUTR 549</td>
<td>Journal Club</td>
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**Minimum Credit Hours**

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<tbody>
<tr>
<td>Spring II</td>
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</tbody>
</table>

**Total Credit Hours**

39

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### SAMPLE MS Course Sequence with Full Course Loads Each Semester

#### Cellular and Molecular Nutrition Concentration/ Thesis Option

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Hrs</th>
<th>Fall II</th>
<th>Hrs</th>
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<tbody>
<tr>
<td>NUTR 511—Advances Carb/Lipid/Prot Metab</td>
<td>4</td>
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</tr>
<tr>
<td>TR; 11:10 am - 12:25 pm</td>
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<td>NUTR 543—Research Methods I</td>
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**Minimum Credit Hours**

- Fall: 10
- Spring: 10
- Total: 39

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<th>Hrs</th>
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<td>NUTR 512—Advances in Vitamins and Minerals</td>
<td>3</td>
<td>PUBH 530—Biostatistics**</td>
<td>3</td>
</tr>
<tr>
<td>MWF; 11:15 am - 12:05 pm</td>
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<td>3</td>
<td>ANSC 550—Animal Immune Physiology</td>
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<td>NUTR 500—Thesis</td>
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**Minimum Credit Hours**

- Spring: 10
- Total: 39

**Total Credit Hours: 39**

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**SAMPLE MS Course Sequence with Full Course Loads Each Semester**  
**Cellular and Molecular Nutrition Concentration/ Thesis Option**

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**Minimum Credit Hours**  
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<td></td>
<td>Lecture TR; 9:40 am - 10:55 am</td>
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<td></td>
<td></td>
<td>Discussion; 9:05 am - 9:55 am</td>
<td></td>
</tr>
<tr>
<td>NUTR 626—Life Course Nutrition</td>
<td>3</td>
<td>NUTR 500—Thesis</td>
<td>3</td>
</tr>
<tr>
<td>TR; 11:10 am - 12:25 pm</td>
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<tr>
<td>NUTR 549—Journal Club</td>
<td>1</td>
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</tbody>
</table>

**Minimum Credit Hours**  
10

**Total Credit Hours**  
40

*Students may choose to replace elective courses with any of the other graduate-level courses outside the Nutrition Department as listed (but not limited to what is) in appendix VIII after consulting with their primary advisor(s).

** May be replaced with any graduate-level Statics course. Students should consult with their primary advisor and the primary instructor prior enrolling in any statistics course.