



COLLEGE *of*
AGRICULTURE *and*
APPLIED SCIENCES

UtahStateUniversity[®]

MS/PhD in Nutrition and Food Sciences

STUDENT HANDBOOK

2024-2025

Department of Nutrition, Dietetics and Food Sciences

TABLE OF CONTENTS

WELCOME!	4
HOW TO GET ANSWERS TO YOUR QUESTIONS	5
PROGRAM DETAILS AND REQUIREMENTS	6
Admission Requirements.....	6
Program Costs and Financial Assistance.....	7
Program Costs	7
Non-Resident Tuition Waivers.....	7
Teaching and Research Assistantships	7
Assistantship Policy on Additional Employment.....	8
Fellowships, Scholarships, and Loans.....	8
Program Learning Objectives.....	9
Registration Requirements	9
Selecting a Major Professor.....	9
Required Course List.....	9
Establishing a Supervisory Committee	10
Annual Review	11
Program of Study.....	11
Research Proposal	12
Comprehensive Examination (PhD students only).....	13
Thesis or Dissertation Final Examination	14


Completing the Thesis or Dissertation	14
Academic Calendar, Vacations, and Holidays	15
Graduate School Requirements and Policies.....	15
Time Limit.....	16
Leave of Absence/Continuous Registration/ Withdrawal	16
Graduation	16

USU POLICIES 16

Academic Freedom and Professional Responsibilities.....	17
Academic Integrity - "The Honor System"	17
Grievance Process	17
Plagiarism.....	18
Sexual Misconduct	18
Students with Disabilities.....	18
Withdrawal Policy and "I" Grade Policy.....	18

ACADEMIC AND PROFESSIONAL RESOURCES..... 19

Travel funds.....	19
CAAS Professional development	20
CAAS Best Advising Practices and Resources	20
Graduate School Opportunities	20
CAAS Graduate Student Council.....	21
Information Technology Assistance.....	21
Library Resources.....	21
Poster Printing	21
Statistics Support.....	22
Career Services.....	22
Grant Writing Workshop.....	22
Academic Success Center.....	22
Student Nutrition Access Center (USU Food Pantry).....	22
Mental Health Resources.....	22



APPENDICES	25
Appendix A: NDFS Graduate Courses.....	25
Appendix B: Example Other Graduate Courses.....	28
Appendix C: Required forms.....	29
Appendix D: Optional forms	30
NDFS MS/PhD Checklists	30
MS/PhD in Nutrition and Food Sciences Student Handbook Signature Form	35

Welcome!

Dear Students,

Welcome to the Master of Sciences (MS) or Doctor of Philosophy (PhD) in Nutrition & Food Science at Utah State University. We hope your time here is productive and enjoyable.

One of the many things that makes our program stand out is the wide-ranging research interests of our faculty, and the diverse talented graduate students who come to work with them. We encourage you to take advantage of our uniquely flexible coursework requirements to come up with a plan of study that will help you achieve your research and career goals. Explore campus and take full advantage of the resources available to you during your graduate training at USU.

This handbook is meant to provide you with important policies, program information, and university resources to guide you through the process of completing the MS/PhD program. You are responsible for knowing the information included in this handbook, and you are ultimately responsible for meeting requirements and deadlines. Although we have made every effort to make this handbook accurate and comprehensive, please double check requirements and deadlines, and email carrie.durward@usu.edu if you find any typos, broken links, or inaccuracies. We look forward to working with you and assisting you while you achieve your educational goals. We hope you have a wonderful experience in the MS/PhD program at USU.

Best Regards,

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NDFS MS/PhD Program Director
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How to get answers to your questions

One of the most important lessons you will learn in graduate school is how to find answers to questions. Here are the resources you should rely on to help answer different types of questions about graduate school:

Type of Question	Resources to use (in this order):
NDFS program requirements, the annual review form, or the dissertation/thesis defense rubric	<ol style="list-style-type: none"> 1. This handbook 2. The Graduate Program Coordinator (GPC) or your Major Professor
USU Graduate School requirements, other forms not mentioned above	<ol style="list-style-type: none"> 1. The graduate school website: https://gradschool.usu.edu/current-students/ 2. The GPC
Questions pertaining specifically to international students	<ol style="list-style-type: none"> 1. International Graduate Student orientation https://www.usu.edu/orientation/international/graduate 2. Office of global engagement https://globalengagement.usu.edu/
What classes to register for, career advice, research advice	<ol style="list-style-type: none"> 1. Your Major Professor 2. Your Supervisory Committee Members
Problems registering for classes	<ol style="list-style-type: none"> 1. Click the error link when registering, and it should take you to a service now form to fill out. This form will go to the appropriate people to help you or provide approval. 2. The GPC
Reserving a room in the NFS building	<ol style="list-style-type: none"> 1. The GPC 2. The NDFS business assistant
Questions about payment or other paperwork related to your assistantship	<ol style="list-style-type: none"> 1. The NDFS business assistant 2. The NDFS business manager
Questions about assistantship expectations, hours, etc.	<ol style="list-style-type: none"> 1. Your supervisor

Program Details and Requirements

Admission Requirements

All potential MS/PhD Students need to meet program admission requirements.

Candidates for graduate study in the Department of Nutrition, Dietetics, and Food Sciences need a background in chemistry, biochemistry, physics, mathematics, statistics, bacteriology and physiology. Prior coursework in food science or nutrition is desirable. Students may be accepted into the NDFS graduate program with deficiencies in these areas; however, their supervisory committee will require that competence equivalent to a BS degree in Nutrition, Dietetics, and Food Sciences be obtained as part of the *Program of Study*.

Students must meet some departmental requirements, in addition to requirements of the School of Graduate Studies, as shown at: <http://www.usu.edu/graduateschool/apply/>

Departmental requirements include the following:

1. A student may enroll into a PhD70 program with a BS degree or into a PhD48 program with an MS or equivalent degree pending meeting the other requirements of the department and graduate school. In either case, the student must pass a comprehensive examination to become a candidate for the PhD degree as described later in these degree requirements.
2. Before acceptance into the Department of Nutrition, Dietetics, and Food Sciences, potential MS and PhD graduate students must be accepted by a faculty member who is willing to add them to his or her research team.
3. The Graduate Record Examination (GRE) scores are optional. Potential faculty advisors may choose to require GRE scores before accepting a student.

International students should review the information found at the Office of Global Engagement <https://globalengagement.usu.edu>

Program Costs and Financial Assistance

Program Costs

Students are responsible for tuition based on the schedule posted on the registrar's website. You can find a tuition calculator on the [graduate school website](#).

Non-Resident Tuition Waivers

Students who receive a 0.5 FTE research assistantship are eligible for the Research Non-Resident Tuition Waiver in their first year. Students who do not receive a research assistant are eligible to apply for an Excellence Waiver of Non-Resident Tuition if their GPA is 3.5 or higher. After one year, students should apply for resident status. Students who are unable to apply for residency (international students) can receive the waiver for multiple years if they continue to receive an assistantship.

Teaching and Research Assistantships

Teaching or research assistantships may be available to help with the cost of your graduate studies. Discuss availability of research or teaching assistant positions with your major professor. The supervising professor for the assistantship will outline the position tasks responsibilities, hours, dates, and compensation. This compensation may include a stipend, funds to cover tuition, funds to cover

fees, and/or funds to subsidize health insurance. A formal acceptance letter needs to be kept on file at the department. The major professor may establish additional expectations.

Please note that research activities for your thesis or dissertation may or may not be a part of a compensated research assistantship.

All teaching assistants and graduate instructors are required to participate in a training workshop sponsored by the School of Graduate Studies prior to beginning their assistantships, USU 7920. The workshop helps students gain the techniques and skills to be effective instructors in the University environment. When a teaching assistant workshop has been successfully completed, 1 credit will be added to the student's transcript. However, this credit cannot be applied toward a graduate degree program. Please note that international students may be required to complete IELI 7920, please confirm requirements with the [Office of Global Engagement](#).

In addition, all teaching assistants and graduate instructors are required to complete the canvas course [ETE Explore College Teaching](#) which will take about 1-2 hours of time. All students are encouraged to complete this short training, which explores topics like engagement and feedback that can be applied to most careers. For a short time only, Tara will be providing an Aggie Ice Cream coupon to students who complete this course!

Graduate assistants must be full-time (except for summers), matriculated students. For students employed as graduate assistants, full-time status is based on the full-time equivalent or FTE. A 0.25 to 0.374 FTE requires a student to enroll for at least 9 graduate-level credits; a 0.375 to 0.50 FTE requires a student to enroll for at least 6 graduate-level credits.

Assistantship Policy on Additional Employment

Graduate students in the NDFS department receiving a 0.5 FTE assistantship may not accept additional employment without written permission of their major professor and the department head; this policy is to ensure that graduate students have sufficient time available to complete the academic requirements of their degree in a timely fashion.

Fellowships, Scholarships, and Loans

There are a limited number of fellowships and scholarships available to graduate students at USU. Please see the [School of Graduate Studies website](#) for details and deadlines. The graduate student council also offers a scholarship, the [Graduate Enhancement Award](#). The College of Agriculture and Applied Sciences and the NDFS and ADVS department may have additional scholarships or assistantships that students can apply for.

Graduate students may apply for Federal Stafford Loans, Federal Perkins Loans, Federal Supplemental Loans for Students (SLS), Emergency Loans, and Federal College Work-Study through the Financial Aid Office. More information can be found in the [Student Financial Support website](#), or by contacting: Financial Aid Office, Taggart Student Center 106, Utah State University, 1800 Old Main Hill, Logan UT 84322-1800, tel. (435) 797-0173.

For information about GI Bill Benefits, contact: Office of Veterans Services, Taggart Student Center 313, Utah State University, 0185 Old Main Hill, Logan UT 84322-0185, tel. (435) 797-9187.

Program Learning Objectives

As a result of successfully completing the requirements towards the NDFS MS or PhD degree, students shall:

1. Demonstrate mastery of subject material in their field of study, broadly defined.
2. Produce an original significant contribute to knowledge (MS)/body of research (PhD) conducted during their program.
3. Write in a clear, convincing, and organized manner.
4. Present in a confident, organized, and engaging manner.
5. Defend decisions and conclusions by providing accurate, clear, and insightful evidence and answers to questions.
6. Conduct scholarly activities in an ethical manner.

Registration Requirements

Once admitted, students are required to maintain full-time enrollment by meeting one of the following criteria:

1. Registered for 9 or more graduate credits
-or-
2. Registered for at least 6 credits per semester if receiving an assistantship or fellowship from Utah State University for 15 hours/week or more.
-or-
3. Registered for 3 graduate credits with all required coursework completed and only the research component of the degree remaining
-or-
4. Registered for at least 1 graduate credits during the semester of the final thesis/dissertation defense

Selecting a Major Professor

Initially, students are accepted into the department when at least one faculty member has expressed a willingness to add the student to his or her research team. By doing so, the faculty member guarantees at the time of acceptance that the student may work in his or her research program. However, offers of financial aid must be discussed directly with the faculty member. Students may choose as their major professor any faculty member who can and is willing to accommodate them.

Required Course List

The NDFS department is home to faculty with a wide variety of research interests. Because of this, we attract students with equally diverse research interests and career goals. To make sure students are

able to obtain the training required to meet their research and career goals, we have a very flexible set of required courses.

Because of this, preparing your plan of work (see below) is very important. Work carefully with your Major Advisor and Supervisory committee to choose graduate courses that will prepare you with the knowledge and skills you need to succeed.

For the MS degree, 30 total credits are required. For the PhD degree, 70 total credits are required from Bachelor's degree (PhD₇₀) and 48 total credits from Master's degree (PhD₄₈). The following courses are required.

Course Category	Number of required credits			Course Options
	MS	PhD ₄₈	PhD ₇₀	
NDFS Graduate courses	5	10	10	See Appendix A
Biochemistry	3	3	3	Biochemistry (CHEM 5700, NDFS 6410, or any other biochemistry-based course suggested by the committee)
Statistics	3	6	6	Statistics (STAT 5100, STAT 5120, STAT 5200, STAT 5600, PSY 7610, PSY 7780, or any other statistics course approved by the student's committee)
NDFS Graduate Seminar*	2	2	2	NDFS 7800
Teaching or Occupational Experience	0	2	2	NDFS 6910 or NDFS 5250
Other Graduate Courses	5-11	13-18	18-27	Any USU courses approved for graduate studies, See Appendix A and B
Research	6-12	12-17	18-27	MS: NDFS 6970 PhD: NDFS 7970

*The first 2 credits of NDFS 7800 should be taken in semester 1 (1 credit) and semester 2 (2 credits).

Establishing a Supervisory Committee

A supervisory committee must be selected by the student in conjunction with his or her major professor **during the student's first semester** as an NDFS graduate student. The major professor serves as the chair of the supervisory committee. A minimum of three members (at least two from the department) including the major professor are required for the MS program. A minimum of five members (at least one from outside the department) including the major professor are required for the PhD program.

The Supervisory Committee Approval Form needs to be submitted **by the end of the second semester** for MS students and **by the end of your third semester** for PhD students. It is the student's responsibility to meet with the proposed committee members to make certain they are able and willing to serve. The Supervisory Committee Approval Form is sent to the GPC to be forwarded to the Graduate School. (Note: The Supervisory Committee Approval Form is completed in [service now](#).)

Annual Review

The annual review is your chance to check in with your committee. It is a time to ask questions, get feedback on your progress, and advice on how to move forward towards your degree. It is essential to have regular check-ins with your committee to make sure everyone is on the same page about your progress in coursework and your research. This annual meeting may also include additional business, for example approving a plan of study.

Find a time that your committee can meet and, schedule a room for the meeting with our GPC. **At least two weeks before your meeting, email your committee members a piece of writing.** This may be your written plan of work for the coming year, a planned project description, your thesis/dissertation proposal, etc. as applicable. The exact form of this writing can be at the discretion of the student and their major advisor. It should help the committee evaluate the student's progress on their degree as well as their ability to communicate in writing.

Please **bring a copy of the annual review form**, titled "Annual Review Form" found on the [NDFS resource website](#). Please fill in as much of the form as you are able. The rest of the form will be filled out by a member of the GAC other than the major professor. The form will address student progress toward degree completion and include recommendations given by the committee. The form will be reviewed by the student, the major professor, and all members of the supervisory committee. A copy of the form will be placed in the student's file in the department.

At this meeting, **the student will present** on their plan of work for the coming year and summarize their work from the past year (if applicable). This presentation should highlight progress the student has made towards mastery of the program learning outcomes (see earlier in this handbook). The first year's meeting may focus primarily on setting expectations, getting feedback on plan of study, student goals, etc. The student may also present on other topics, such as their thesis/dissertation proposal.

Program of Study

Students should register for their first semester based on advice from their major professor. Students should then prepare a Program of Study in conjunction with their major professor. The Program of Study should ensure fulfillment of the minimum requirements for all NDFS graduate students (shown below) and include other courses providing the background necessary to conduct their research. The School of Graduate Studies considers the Program of Study a contract between you, your committee, and the School of Graduate Studies outlining which courses you will take to meet the School of Graduate Studies requirements and complete your degree program.

Students need to schedule a meeting with their supervisory committee to discuss the proposed Program of Study. A document detailing the proposed program of study (i.e. a list of classes to be taken each semester) should be given to each committee member **2 weeks** prior to the committee meeting. Note that you can ask your committee for advice about what courses to take prior to putting together this plan or calling this meeting.

The purpose of the committee meeting is to secure the supervisory committee's approval of the Program of Study. The committee will determine any deficiencies in core BS competencies or academic background. Students in the NDFS graduate program should have already taken undergraduate general chemistry, organic chemistry, biochemistry, algebra, and statistics. Although these courses may be taken as part of the graduate program, they will not be counted as graduate credit in the Program of Study.

The supervisory committee is responsible for ensuring NDFS graduate students have (or obtain during their program of study) the expected core competencies of NDFS bachelor's degree graduates. This can be based upon transcripts of courses from prior studies, passing courses listed in the program of study (with a minimum grade of *B*), or by administering a written or oral examination. The committee will also determine that the courses included in the Program of Study meet the minimum requirements for obtaining an MS or PhD in Nutrition and Food Sciences (as shown below).

Students will submit their program of study to our GPC using the excel file: POS template NDFS, which can be found on our [NDFS Graduate Students Canvas page](#). (You should already be enrolled in this page on Canvas, if you don't see it in your list of courses, please ask the GPC to add you.) The GPC will use that to submit their program of study to the graduate school and it will then be circulated for approval through service now. You should submit the Program of Study by the end of your second (or third for part time students) semester and after your supervisory committee approval form has been submitted and approved.

Registration for all subsequent semesters should be based on the approved Program of Study. Changes to the Program of Study require electronic revision form to be sent to the GPC then forwarded to the Graduate School. The student may register for courses not listed on the Program of Study with approval of his or her major professor (especially if the student is receiving a research assistantship).

If the student needs to revise their program of study, they should get approval from their mentor and graduate committee. Track these changes using the POS template NDFS and submit it to our GPC the semester before you plan to graduate as a POS revision. Please do not submit a revision for each change as they are made.

Research Proposal

In consultation with the major professor, the student must choose a research area suitable for the MS thesis or PhD dissertation, and then prepare a research proposal. Research proposals should be

written and approved **within the first year** for students completing the MS degree and **within the second year** for PhD students.

The content and duration of the proposed research should be appropriate for the degree. It is expected that MS research and coursework (including writing and defense of the thesis) should be completed within 2 years (24 months). The length of research being proposed for the PhD dissertation is dependent on the discovery by the student of a substantial level of new information that can be added to their field of specialization.

The proposal should include the following:

1. Title
2. Description of the problem, based on the most current literature
3. Statement of the purpose of the intended research
4. Research Plan
5. List of references cited, presented in a form acceptable for publication in a scientific journal in the student's field

The student prepares the research proposal under the guidance of the major professor. Once the research proposal is completed, it is the student's responsibility to schedule a meeting with his or her supervisory committee, and to provide each committee member with a copy of the research proposal at least **two weeks** prior to the meeting.

During the committee meeting, the student is expected to provide an oral presentation of the proposed research, and discuss any regulated aspects of the research, such as hazardous materials, experimental animals, or human subjects. The Dissertation and Defense or Thesis and Defense rubrics may be useful tools to help evaluate if the proposed research will meet expectations. Students should consider asking their committee members and advisors for guidance on preparing for the proposal defense. i.e. "What questions should I be able to answer? What material should I present?" After completing the proposal defense, MS students should complete the Thesis Project Proposal form. PhD students will wait until after they have also completed their Comprehensive Exam and then complete the Application for Candidacy for Doctoral Degree form. (Both forms are located in [service now](#).)

Comprehensive Examination (PhD students only)

Before a student can become a candidate for the PhD degree, he or she must take a comprehensive examination, as required by the School of Graduate Studies. The qualifying/comprehensive exam will consist of 2 parts:

- **Written exam:** the purpose of this exam is to evaluate the students' critical thinking skills. The format of this exam will be established by the major professor and the committee members. Some examples include requesting the student to write a review paper or a literature review on a topic outside his/her area of research, discussion of specific papers, or evaluation of different situations related to their discipline.
- **Oral exam:** The written exam will be closely followed by an oral exam where the student will be questioned on his/her general knowledge of topics related to his/her discipline. This test is designed to assess students' oral communication skills and their ability to think "on the spot". The oral exam can be a follow up of the written exam or can be based on a different topic.

The qualifying/comprehensive exam must be taken during the **second year** of the student's program. If the student does not pass the exam, he/she will not be accepted into the PhD program and could be considered for an MS degree.

Typically, students will be asked questions related to their area of specialization and their field of research. However, the comprehensive exam can also be used to test students' overall knowledge of food science or nutrition, and committee members can ask any questions that will test the student's knowledge and ability to synthesize nutrition and food science information, as well as answer questions. Students should ask their committee members and advisors for guidance on preparing for the comprehensive exam. Example written comprehensive exam instruction and questions will be coming soon on the MS/PhD canvas course.

After passing the Comprehensive Exam and the Proposal Defense, the Application for Candidacy for Doctoral Degree Form should be completed at this time. It is located in [service now.](#))

Thesis or Dissertation Final Examination

The graduate school provides important [deadlines and requirements for](#) the Thesis and Dissertation. This information should be reviewed and followed carefully.

Students write the thesis or dissertation under the guidance of their major professor. To schedule a tentative date for the final examination (or defense) of the thesis or dissertation, students should also contact their supervisory committee members. Students need to plan well in advance, so that there will be sufficient time allowed for the student to complete their writing and for the committee members to read the thesis or dissertation. When the thesis or dissertation is ready to be defended, and at least **four weeks** prior to the tentative defense (or final) examination date and time, the student submits a copy to each committee member. The student should also provide all committee members with a copy of the defense rubric and faculty summary form, found on the [NDFS resource website.](#)

After the committee members have read the thesis or dissertation and have determined that it is indeed ready to be defended, the student prepares the Appointment for Examination Form a minimum of **10 working days** prior to the defense. (This form is on [service now.](#)) Each of the supervisory committee members is required to sign this form, indicating that they have read and tentatively approve the content and format of the thesis or dissertation, and that they can attend the defense. The School of Graduate Studies will appoint one of the supervisory committee members (other than the major professor) to chair the defense examination.

Students need to schedule a room for their defense with the GPC at least **two weeks** before the exam date. (MS and PhD students in NDFS are required to give a presentation on the results of their research during the semester in which they defend their thesis or dissertation, typically this is the first portion of their dissertation defense.) At this time, the GPC will add the defense to the calendar, send an announcement of the defense to the faculty, and check to make sure the Appointment for Examination Form has been submitted.

Completing the Thesis or Dissertation

After a successful defense of the thesis or dissertation, the GPC will send the Record of Examination to the graduate school. The graduate school will send an email to the student outlining necessary

steps to complete the thesis or dissertation. **That email is the ultimate guide and should be read and followed very carefully.** The general steps are summarized here.

The student is required to make any changes to the thesis or dissertation that are required as a consequence of the final examination. When the thesis or dissertation has been revised to the satisfaction of the committee member(s) assigned the responsibility of ensuring such changes are completed to the satisfaction of the supervisory committee (usually the major professor), the front page of the thesis or dissertation can be signed.

The [formatting requirements](#) from the graduate school should be followed throughout the document. The graduate school provides [Thesis and Dissertation Information Sessions](#) to provide a thorough overview. The student then should email the completed document to our GPC for submission to the graduate school for review. The student will complete the Thesis/Dissertation Format and Style Form on the [School of Graduate Studies](#) website and obtains the major professor's signature (in the NDFS Department the major professor also acts as the departmental format/style reviewer) and submits the thesis or dissertation to the School of Graduate Studies.

Following review by the School of Graduate Studies, the thesis or dissertation is collected by the NDFS Department and returned to the major professor, along with a list of corrections. The major professor then has the responsibility of ensuring that the thesis or dissertation is revised (if necessary), and of signing a release indicating that the thesis or dissertation is ready for binding. The student may then make the needed copies of the thesis or dissertation and submit them for binding. It is also the student's responsibility to ensure that all other forms and fees related to the thesis or dissertation and to the completion of his or her degree are finalized.

Academic Calendar, Vacations, and Holidays

Students with teaching or research assistants must check with their supervisors before planning vacation time. Tasks required for these assistantships may fall outside of the academic calendar, during final exam week, and possibly University holidays. Any vacation time off outside of University holiday dates should be approved first with the student's major professor/advisor.

Graduate School Requirements and Policies

The NDFS MS/PhD program adheres to all of the [requirements](#) and [policies](#) of the USU School of Graduate Studies. Please be familiar with these policies, especially GPA requirements, good standing

with the School of Graduate Studies, degree deadlines and timelines, and required forms. You can find all required forms on the [graduate school website](#).

It is your responsibility to ensure all graduation requirements are met. Please meet with your major professor or the GPC if you have any questions. At the end of this document we have provided a suggested template for a check-off form. You are encouraged to fill out important dates, forms, etc. from the [graduate school website](#). Please note that it is ultimately your responsibility to make sure your template is correct according to the most recent guidance from the [graduate school](#).

Time Limit

A master's degree must be completed within six years of entering the degree program and a PhD must be completed within eight years.

Leave of Absence/Continuous Registration/ Withdrawal

If for any reason you will not be registered for *any* courses in either the spring or fall semester, submit the [leave of absence form/continuous registration form](#).

Graduation

A graduate student must [apply for graduation with the registrar's office](#). They will also need to complete the Graduation Check form on [service now](#) before a graduate degree will be awarded. Please see the [degree completion page](#) on the graduate school website for details for your degree (you may need to scroll down).

USU Policies

Academic Freedom and Professional Responsibilities

Academic freedom is the right to teach, study, discuss, investigate, discover, create, and publish freely. Academic freedom protects the rights of faculty members in teaching and of students in learning. Freedom in research is fundamental to the advancement of truth. Faculty members are entitled to full freedom in teaching, research, and creative activities, subject to the limitations imposed by professional responsibility. [USU Policy 403](#) further defines academic freedom and professional responsibilities.

Academic Integrity - "The Honor System"

Each student has the right and duty to pursue his or her academic experience free of dishonesty. The Honor System is designed to establish the honest conduct expected and required of all Utah State University students.

To enhance the learning environment at Utah State University and develop student academic integrity, each student agrees to the following Honor Pledge: "I pledge, on my honor, to conduct myself with the foremost level of academic integrity." A student who lives by the Honor Pledge is a student who does more than not cheat, falsify, or plagiarize. A student who lives by the Honor Pledge:

- espouses academic integrity as an underlying and essential principle of the Utah State University community,
- understands that each act of academic dishonesty devalues every degree that is awarded by this institution, and
- is a welcomed and valued member of Utah State University.

Grievance Process

Students who feel they have been unfairly treated [in matters other than (i) student conduct ([Article V](#) above), (ii) academic integrity ([Article VI](#) above), or (iii) admission, residency, employment, traffic, and parking-which are addressed by procedures separate and independent from the Student Code] may file a grievance through the channels described Student Code: [Article VII Grievances](#)

Links to USU Policies and Procedures related to Discrimination based on protected characteristics, Harassment (including Title IX and non-title IX sexual misconduct), and Limited English Proficiency can be found on this page from the [Office of Equity](#). Please also see their helpful pages about [Navigating the Discrimination Grievance Process](#) and [Navigating the Sexual Misconduct Grievance Process](#).

For employment, students should follow the steps outlined in USU Policy 326: [Reporting Improper Conduct and Retaliation](#).

Forms for reporting research misconduct can be found on the [USU Office of University Ethics and Compliance website](#). [USU Policy 583: Research](#), includes the university's expectation that members of the USU community will avoid misconduct in the planning, conduct and reporting of research and scholarly activities. Note that per [USU Policy 407.7](#) the Scientific Misconduct Procedures apply to graduate student researchers.

For parking citations, please refer to the [USU Parking and Transportation Services](#) website.

To file a complaint (or compliment) for a USU Police Department Employee see this page from the [USU Department of Public Safety](#).

For grievances related to admission or residency, please contact your GPC who can help you determine the best next steps.

Plagiarism

Plagiarism includes knowingly "representing by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials." The penalties for plagiarism are severe. They include warning or reprimand, grade adjustment, probation, suspension, expulsion, withholding of transcripts, denial or revocation of degrees, and referral to psychological counseling.

Sexual Misconduct

The Office of Equity works to create a learning and working environment free from [sexual misconduct](#). USU does not tolerate sexual misconduct in any form, including sexual harassment, sexual assault, relationship violence, sexual exploitation, and sex-based stalking. For more details, please see this website from the [Office of Equity on Sexual Misconduct](#). You may also find this website on [Sexual Respect](#) helpful.

Students with Disabilities

The Americans with Disabilities Act states: "Reasonable accommodation will be provided for all persons with disabilities in order to ensure equal participation within the program." If a student has a disability that will likely require some accommodation by the instructor, the student must contact the instructor and document the disability through the Disability Resource Center (435) 797-2444, preferably during the first week of the course. Any request for special consideration related to attendance, pedagogy, taking of examinations, etc., must be discussed with and approved by the instructor. In cooperation with the Disability Resource Center, course materials will be provided in alternative format (e.g. large print, audio, diskette, or Braille) upon request.

Withdrawal Policy and "I" Grade Policy

Students are required to complete all courses for which they are registered by the end of the semester. In some cases, a student may be unable to complete all of the coursework because of extenuating circumstances not due to poor performance or to retain financial aid. The term 'extenuating' circumstances includes: (1) incapacitating illness which prevents a student from attending classes for a minimum period of two weeks, (2) a death in the immediate family, (3) financial responsibilities requiring a student to alter a work schedule to secure employment, (4) change in work schedule as required by an employer, or (5) other emergencies deemed appropriate by the instructor.



Academic and Professional Resources

Travel funds

The NDFS department can provide matching travel funds for graduate students, up to \$500 for domestic trips and up to \$700 for international. You'll need to apply for matching funds from the graduate school, CAAS, and/or UAES.

Please email "Heidi Wengreen" <heidi.wengreen@usu.edu> and "Liz Vaterlaus" <liz.vaterlaus@usu.edu> with the following information:

1. Name
2. Faculty supervisor
3. Conference name
4. Conference dates
5. Conference location
6. Will you be presenting at the conference?
7. Have you requested any other match funds? (CAAS, UAES, or Grad School) How much?

To apply for matching funds from the graduate school follow the directions found here:

<https://gradschool.usu.edu/costs/travel-grant>

To apply for matching funds from CAAS, or the Graduate School please complete the [Request for Travel Funds](#).

CAAS Professional development

You may want to join the [CAAS Professional Development Course](#) on Canvas. There you can find many resources that will help with your graduate career, including teaching, writing and publishing papers, giving presentations, and writing grants. In the graduate student section, you'll find the Individual Development Plan, the Grad Student Annual Self-Assessment, and Giving effective feedback and using feedback effectively.

CAAS Best Advising Practices and Resources

[This document](#) may help to guide discussions with your major professor about expectations. The bottom of the page has a great list of resources available to students.

Graduate School Opportunities

[Graduate Student Council](#): The Graduate Student Council is made up of graduate students from each college on campus, the Graduate Studies Senator and the Graduate Student Director. The council meets monthly throughout the school year to discuss any questions, concerns and obstacles graduate students face at USU, to increase the sense of community among graduate students at USU and to help graduate students learn about the resources available to them on campus and in the community.

In addition, the Graduate Student Council funds two [scholarships](#) throughout the year and plans all of the Mental Health Week activities. The Graduate Studies Senator is also a voting member representing all USU graduate students on both the USUSA Academic Senate and Executive Council

If you'd like to get involved in volunteering please email the Graduate Senator or Graduate Director, or get in touch with your college representative.

You are encouraged to contact your college representative, the senator or the director if you have any questions, concerns or ideas regarding events, programs, requirements, etc.

[Trainings and Events](#): There are several required trainings for graduate students, as well as many other opportunities to advance your academic and professional skills and network with professors and peers outside of classes. Here are some of the great trainings and events you can look forward to during your time at USU

[Join a Community](#): Find community among many of USU's clubs, associations, and leadership opportunities. From academic, cultural, and faith-based clubs to inclusion, recreational, and service clubs, there is something for everyone.

CAAS Graduate Student Council

Each CAAS graduate department will annually elect two GSC members from their graduate student body to serve for one academic year. Any graduate student is allowed to sit in on Council meetings.

Information Technology Assistance

Utah State University Information Technology provides quality, timely, secure, appropriate, innovative, and reliable information technology services to support the University's mission of learning, discovery, and engagement. For assistance. The [IT Service Desk](#) offers technology support for most enterprise systems at Utah State University. Services are provided to students, staff and faculty. In addition to support services, the Service Desk provides; full-time desktop support; campus software licensing, and certified hardware repair services. Contact us at (435) 797-HELP, servicedesk@usu.edu, on-line [Live Chat](#) or through [MyTech](#).

Library Resources

You can access all of the library databases, e-journals, and e-books from home or anywhere with an Internet connection. To access library resources from the USU Library website, a research guide, or your Canvas course, you will be prompted to enter your A number and Access (banner) password. There are [multiple library resources](#) available and an team of librarians to offer further assistance for students if needed, just [request a consultation](#). The library website also has great how-to articles about essential tools for graduate school like [citation organizers](#) and [interlibrary loan](#) or ILLiad.

Poster Printing

I've found the cheapest [poster printing](#) can be found on campus at the [Engineering Computer Lab](#).

Statistics Support

[Xin Dai](#) is a consulting statistician at Utah Agricultural Experiment Station, Utah State University. She provides support in design, analysis and interpretation of research for faculty and students in agricultural sciences. I highly recommend reaching out to her for her input at the beginning of your work, rather than waiting until the end.

Career Services

[USU career services](#) offers a wealth of services for both current USU students and alumni. Some of these services include career coaching, resume and cover letter assistance, salary negotiations, career fairs, social media presence, and networking strategies.

Grant Writing Workshop

The Office of research offers a [graduate student grant writing seminar](#) which is a modification of the faculty grant writing seminar and is tailored to the needs of graduate students and those who have little to no grant writing experience. Attendees will leave the seminar understanding the why as well as the how of grant writing. This seminar will help demystify the process and emphasize how the approaches taught can also be applied to planning and writing a thesis project or paper for publication.

Academic Success Center

The learning specialists within the [Academic Success Center](#) have developed programs and services to support Utah State students in exploring their intellectual potential and achieving academic success. Our Web site offers excellent resources for students, faculty, parents of students, and others interested in discovering new ways to study effectively, learn efficiently, and achieve academically. They also can provide help with improving writing skills.

Student Nutrition Access Center (USU Food Pantry)

The [Student Nutrition Access Center, or SNAC](#), is the location of USU's food pantry. Our mission is to provide Aggies with a hunger-free education by being a supportive and inclusive environment that offers nutritious and diverse food options while also fostering educational opportunities to empower students in their academic pursuits. SNAC is not supported by student fees, so anyone in the USU Community can access the services and resources. **When you are in need, use the USU food pantry - no questions asked.**

Mental Health Resources

Mental health is critically important for the success of USU students. The dean of the School of Graduate Studies [wrote to graduate students](#) and asked them to make mental and emotional health a priority in their lives. Knowing how to address mental health concerns and what resources are

available to you make prioritizing mental health care possible. Contact your GPC if you have questions about your options.

You can maintain your mental and emotional health whether you have a pressing concern or not. Be pro-active about your health and seek opportunities to be social or to talk to a professional anytime. You can access supportive campus resources including:

- [Sexual assault resources](#) that assist with reporting, medical care and counseling.
- [International student groups](#) that help students away from home meet others in similar circumstances.
- The [Disability Resource Center](#), which assists students at all campuses with academic accommodations.
- Further student support services can be found through [CARE office](#) and [Academic Belonging and Learning Excellence](#).

If you believe someone needs help:

1. **Express concern.** Empathetically point out the behaviors that are causing you concern. It's important to address a person's need to seek help. However, it is equally important to reassure them that everyone goes through hard times and you understand and care.
2. **Destigmatize.** Discuss mental health professional support in a friendly, welcoming way. Point out that you have confidence in the office or in its therapists, or that you've known others who have had positive interactions with that resource.
3. **Talk about options.** There are many resources available. Talk about options that may best serve the person you're talking to and the particular difficulties they are experiencing.

If you or someone you know is struggling with a mental health issue, it's important to recognize the limits of your ability to personally assist and to know when other resources can be more helpful. Seek help if you or the person you're talking to:

- Is no longer able to function in their normal capacity within class or experiences a significant drop in grades or academic performance.
- Appears unable to cope with their day-to-day activities and responsibilities.
- Expresses depressive symptoms such as sleep disturbance, sudden weight loss or gain, crying spells, fatigue, loss of interest or pleasure in previously enjoyed activities, or inability to concentrate or complete tasks.
- Expresses severe anxiety symptoms such as feelings of panic, shortness of breath, headaches, sweaty palms, dry mouth, or racing thoughts.
- Has suicidal thoughts or feelings.
- Has few friends or family they can talk to about pressing concerns. They may benefit from a support group more than counseling.

USU students, faculty, staff and others can report students who are struggling with academic, personal or emotional difficulties, or who may be exhibiting threatening, worrisome or other concerning behavior using the [Student of Concern form](#).

Notice of Non-Discrimination

In its programs and activities, including in admissions and employment, Utah State University does not discriminate or tolerate discrimination, including harassment, based on race, color, religion, sex, national origin, age, genetic information, sexual orientation, gender identity or expression, disability, status as a protected veteran, or any other status protected by University policy, Title IX, or any other federal, state, or local law. The following individuals have been designated to handle inquiries regarding the application of Title IX and its implementing regulations and/or USU's non-discrimination policies:

Executive Director of the Office of Equity

Matthew Pinner

matthew.pinner@usu.edu

435-797-1266

Title IX Coordinator

Cody Carmichael

cody.carmichael@usu.edu

Distance Education Rm. 404

435-797-1266

For further information regarding non-discrimination, please visit <https://equity.usu.edu/>, or contact:

U.S. Department of Education

Office of Assistant Secretary for Civil Rights

800-421-3481

OCR@ed.gov

U.S. Department of Education

Denver Regional Office

303-844-5695

OCR.Denver@ed.gov

Appendices

Appendix A: NDFS Graduate Courses

NDFS Graduate Students are required to take a certain number of graduate credits from the NDFS department (5 MS and 10 for PhD). NDFS graduate courses can also be used to fulfill the other graduate courses requirement. **If there are both a 6000 and 5000 level option for a course you are required to take the 6000 level option.**

	Credits	Delivery method(s)	Semester(s) Taught
NDFS 6000--Epidemiological Methods in Public Health	3	Online	
NDFS 6010/5010 Hunger Issues and Solutions	3	Online	Spring
NDFS 6020/5020 Meat Technology and Processing	4	In-person	Fall
NDFS 6030/5030 Dairy Technology and Processing	3	Online	Spring
NDFS 6040/5040 Dairy Foods Processing Laboratory	1		
NDFS 6050 Community Nutrition Experience	3	Online	Fall/Summer
NDFS 6051 Advanced Community Nutrition	2	Online	Fall
NDFS 6100/5100 Sensory Evaluation of Food	3	In-person	Spring
NDFS 6110/5110 Food Microbiology	3	Online	Spring
NDFS 6111/5111 Food Microbiology Laboratory	1	In-person	Spring
NDFS 6120 – Acidified Food Safety	1		
NDFS 6140 Introduction to Public Health	3	Online	Fall
NDFS 6150/5150 Principles of Food Sanitation	3	Online	Spring
NDFS 6160/5160 Principles of Food Toxicology	3	Online	Fall
NDFS 6170/5170 Food Safety and Quality: Food Safety Management	1	Online	Spring

	Credits	Delivery method(s)	Semester(s) Taught
NDFS 6171 Food Safety and Quality: Current Good Manufacturing Practice	1	Online	Fall
NDFS 6172—Food Safety and Quality: Hazard Analysis and Critical Control Points	1	Online	Fall
NDFS 6173—Food Safety and Quality: Preventative Controls	1	Online	Spring
NDFS 6174—Food Safety and Quality: Standards for Produce Safety	1	Online	Fall
NDFS 6175—Food Safety and Quality: Acidified Foods	1	Online	Fall
NDFS 6180—Food Safety Inspection and Auditing	1-2	Online	Fall/Summer
NDFS 6200—Nutritional Epidemiology	3	Online	Fall
NDFS 6210/5210—Advanced Public Health Nutrition	3	Online	Spring
NDFS 6220/5220—Endocrine Aspects of Nutrition	3		
NDFS 6230/5230 – Communication of Current Topics in Nutrition	3	Online	Spring
NDFS 6240 Program Planning and Evaluation	3	Online	Fall
NDFS 6280 Public Health Administration and Leadership	3	Online	Spring
NDFS 6300 Advanced Micronutrient Nutrition	3	In-person	Spring
NDFS 6310/5310 – Fundamentals of Nutrition Research	3	In-person	Fall
NDFS 6320/5320—Advanced Sports Nutrition	3	Online	Fall
NDFS 6351 Advanced Food Service Management	2	Online	Fall
NDFS 6370/5370 – Nutrition and Immunology	2		
NDFS 6400/5400—Nutritional Neuroscience	3	In Person	Fall
NDFS 6410/5410 – Nutrient Gene Interactions	3	In-person	Spring
NDFS 6420/5420 – Molecular Nutrition Laboratory	2		
NDFS 6440—Food Composition and Analysis	2	Online	Spring
NDFS 6470 Global Public Health	3	Online	Spring
NDFS 6500/5500—Food Analysis	4	In-person	Spring
NDFS 6510/5510 – Food Laws and Regulations	3	Online	Fall
NDFS 6520/5520 – Current Issues in Food Regulatory Affairs	3	Online	

	Credits	Delivery method(s)	Semester(s) Taught
NDFS 6530 – Food Packaging and Labeling	3	Online	Fall
NDFS 6560 – Food Chemistry	3	In-person	Fall
NDFS 6600/5600—Current Topics in Obesity	3	Online	Fall
NDFS 6610/5610—Food and Bioprocess Engineering	3	In-person	Spring
NDFS 6620—Microbiology of Fermented Dairy Foods	3	Online	Summer
NDFS 6640 – Food Proteins and Enzymes	3		
NDFS 6650—Meat Science	2		
NDFS 6660—Cheese Science	2	Online	Spring
NDFS 6670—Food Biosecurity and Crisis Management	1		
NDFS 6690—Genetics of Lactic Acid Bacteria	1		
NDFS 6700—Dairy Chemistry	2	Online	Spring
NDFS 6720—Lipid Analysis and Metabolism	1		
NDFS 6730—Understanding Crystallization in Food Systems	2		
NDFS 6740—Waste and Energy Management	1		
NDFS 6760—Special Topics in Nutrition and Food Science	1-3		
NDFS 6790—Current Issues in Dietetics	3	Online	Spring
NDFS 6800/5800—Counseling and Motivational Interviewing for Health Professionals	3	Online	Fall
NDFS 6810 Social Determinants of Health	3	Online	
NDFS 6830/5830—International Nutrition: Macronutrients	3		
NDFS 6900—Special Problems	1-4	Arranged	Fall/Spring/Summer
NDFS 6910—Teaching Experiences in Nutrition and Food Sciences	1-2	Arranged	Fall/Spring/Summer
NDFS 6970—Thesis Research	1-12	Online	Fall
NDFS 6990—Continuing Graduate Advisement	1-12	Arranged	Fall/Spring/Summer
NDFS 7800 –Seminar	1	Online	Fall/Spring/Summer
NDFS 7810—Public Health Graduate Seminar	1		
NDFS 7970—Dissertation Research	1-12	Arranged	Fall/Spring/Summer
NDFS 7990—Continuing Graduate Advisement	1-12	Arranged	Fall/Spring/Summer

Appendix B: Example Other Graduate Courses

The list below provides examples of common courses taken by MS/PhD students to fulfill the requirement to take other graduate courses (5-11 for MS, 13-18 for PhD₄₈, and 18-27 for PhD₇₀). See previous list of NDFS graduate courses, which can also be used to fulfill these credits. This list is not exhaustive. **Note that you should check with the GPC of the department you want to take classes from to make sure they are planning to offer courses the semester you plan to take them. Just because a course is in the catalog or on this list does not mean it will be offered by that department.** Please work with your faculty advisor to determine which courses are best to be included in your program of study.

Elective courses	Credits	Delivery	Semester(s) Taught
ADVS 6000- Ecology and Health	3	Online	Summer
ADVS 6650 – Science Communication	3		
ADVS 6800 - Graduate Student Seminar	1	In-person	Spring
ASTE 6100/7100—Research and Academic Writing	3		
ASTE 7200—Qualitative Methods	3	Online	Spring
ASTE 7300—Mixed Methods Research	3		
ASTE 7600—The Professoriate			
EDUC 6050 – Applied Statistical Analysis	3	In-person	Spring
EDUC 7700 – Grant Writing	3		
HEP 5400- Prevention Strategies for Obesity and Disordered Eating	3	Online	Fall/Spring
HEP 6000 – Advanced Program Planning and Evaluation	3	Online	Summer/Spring
HEP 6120- Foundations of Global Health	3	Online OR Study Abroad	Fall – Online Summer- Study Abroad
ITLS 6769 – Grant and Proposal Writing	3		
KIN 4100 - Exercise Physiology	4	In-person	Fall
KIN 6400- Advanced Exercise Physiology	4		
LAEP 7920 – Writing for Publication	2	In-person	Spring
LAEP 7930 – Grant Writing	2		
LANG 7010 – Academic Writing for Graduate Students	3		
SOC 6450 – Sociology of Health and Medicine	3	Online	Spring

Note to faculty and students: Please suggest other courses to add to this list! Have you taken a course outside of NDFS that was excellent? (Or faculty, do you advise all your students to take certain courses?) Email suggestions to: carrie.durward@usu.edu

Appendix C: Required forms

All student forms can be found on [service now](#).

Additional department-specific forms can be found on the [NDFS resources website](#): <https://caas.usu.edu/ndfs/resources> and can also be found on our [NDFS Graduate Students Canvas page](#). These include the annual review form, rubric for defense, and faculty summary form of the rubric for defense.



Appendix D: Optional forms

NDFS MS/PhD Checklists

These checklists of suggested timeline and benchmarks is provided as a starting place for your planning purposes only. **Official deadlines should be double checked on the graduate school website.** Blank spaces are left for you to fill in details about forms and deadlines from the graduate school website and other research, coursework, and professional development goals. The Individual Development Plan found on the [NDFS resources](#) page may be useful to you as you develop your individual goals for graduate school.

USU NDFS PhD Program Suggested Timeline and Benchmarks

Please see graduate school website for official deadlines and forms:

<https://gradschool.usu.edu/academics/doctorate-plan>

Year 1:

- Register for classes based on the advice of your Major Professor.
- Discuss expectations with your Major professor, potential topics of interest include: work hours, compensation, preferred modes, style, and frequency of communication, performance evaluation, mentorship, and authorship. You may find [these best practices](#) helpful to frame your discussion.
- Review rubric for Dissertation and Defense, discuss with your Major Professor
- Form your Supervisory Committee by the end of your first semester, turn in the supervisory committee form to the graduate school
- First Annual Review with your Supervisory Committee, discuss:
 - Course options for your program of study
 - Plan of work for next year or more (professional development, coursework, and research)
 - Discuss rubric for Dissertation and Defense, identify plans to meet expectations in the rubric
 - Turn in annual review form to GPC
- Work with your Major Professor and Committee members to develop a program of study*
- Complete program of study*, turn in to GPC using the excel file: POS template NDFS, which can be found on our canvas page

*Required by the end of your third semester, if feasible, it is recommended to complete in your second semester, after forming your supervisory committee.

Year 2:

- Work with your Major Professor and Committee members to develop a program of study*
- Complete program of study* by the end of your third semester
- Develop and defend your research proposal by the end of your third semester.
 - You may want to meet with your committee members individually to discuss format and expectations, or this can be done during the annual review meeting and over email.
 - Work with your major professor to develop your research proposal, you can also ask your committee members for advice about their areas of expertise.
 - Email your proposal to your committee members **at least two weeks** before your proposal defense.
- Annual review with supervisory committee
 - Provide your committee members with a short summary of your progress in coursework, professional development, and research then discuss
 - Plan of work for next year or more (professional development, coursework, and research)
 - Discuss how you plan of work will help you meet expectations found in the rubric for Dissertation and Defense
 - Discuss format and expectations for comprehensive exam
 - Discuss ideas and initial plans for research proposal
 - Turn in annual review form to GPC
- Comprehensive exam
 - You may want to meet with your committee members individually to discuss format and expectations, or this can be done during the annual review meeting and over email.
 - See details in graduate handbook about format and expectations.
 - Complete Application for Candidacy for Doctoral Degree Form, School of Graduate Studies on Service Now

*If not completed in your second semester.

Years 3-final year:

- Annual review with supervisory committee.
 - Provide your committee members with a short summary of your progress in coursework, professional development, and research then discuss
 - Discuss your plan of work for next year or more (professional development, coursework, and research)
 - Discuss how you plan of work will help you meet expectations found in the rubric for Dissertation and Defense
 - Turn in annual review form to GPC

Final Year:

- Review the graduate school's degree completion deadlines and final semester information: <https://gradschool.usu.edu/degree-completion/> Write down important deadlines below, set calendar reminders, or etc.
- Schedule defense, note the defense deadline for the date you want to graduate (see link above)

- Provide your dissertation, rubric, and summary form to your committee members **at least 4 weeks before** your defense
- Complete your [Appointment for Exam form](#) at least 10 days before the defense
- Reserve a room for your defense **at least two weeks before** the date, with the GPC. They will advertise your defense to the department and double check to make sure your Appointment for Exam form is complete
- Your GPC will submit the Record of Exam form after your exam. You must not handle the Record of Exam form once it is completed.
- The graduate school will send you an email with steps to take to complete your dissertation. Read and follow these steps carefully! They supersede what is written here.
- Submit the [Format and Style form](#) and [Authorship and Copyright](#) after your defense, before you are ready to begin the review process.
- Complete revisions requested by your committee.
- Make sure you have followed the Dissertation Requirements: <https://gradschool.usu.edu/thesis-dissertation-requirements/>
- Ask the GPC to submit your revised dissertation to the graduate school for review.
- [Make sure you've met all degree requirements](#)
- [Apply for graduation with the registrar's office](#)
- Complete the [graduation check](#) on service now

USU NDFS MS Program Suggested Timeline and Benchmarks

Please see graduate school website for official deadlines and forms:

<https://gradschool.usu.edu/academics/plan-a>

Year 1:

- Register for classes based on the advice of your Major Professor.
- Discuss expectations with your Major professor, potential topics of interest include: work hours, compensation, preferred modes, style, and frequency of communication, performance evaluation, mentorship, and authorship. You may find [these best practices](#) helpful to frame your discussion.
- Form your Supervisory Committee by the end of your first semester, turn in the supervisory committee form to the graduate school
- First Annual Review with your Supervisory Committee, discuss:
 - Course options for your program of study
 - Plan of work for next year or more (professional development, coursework, and research)
 - Discuss rubric for Thesis and Defense, identify plans to meet expectations in the rubric
 - Discuss ideas and initial plans for research proposal
 - Turn in annual review form to GPC
- Work with your Major Professor and Committee members to develop a program of study by the end of your second semester.
- Complete program of study*, turn in to GPC using the excel file: POS template NDFS, which can be found on our canvas page
- Develop and defend your research proposal by the end of your second semester.
 - Work with your major professor to develop your research proposal, you can also ask your committee members for advice about their areas of expertise.
 - Email your proposal to your committee members **at least two weeks** before your proposal defense.
 - Submit the Thesis Project Proposal form in service now after your successful defense

Year 2:

- Annual review with supervisory committee
 - Provide your committee members with a short summary of your progress in research, coursework, and professional development.
 - Discuss your progress in meeting expectations in coursework, research, professional development, and program learning objectives.
 - Describe your plan of work for next year or more (professional development, coursework, and research)
 - Discuss how you plan of work will help you meet expectations found in the rubric for Thesis and Defense
 - Turn in annual review form to GPC

Final Year (often this is year 2):

- Review the graduate school's degree completion deadlines and final semester information: <https://gradschool.usu.edu/academics/plan-a> Write down important deadlines below, set calendar reminders, or etc.
- Schedule defense, note the [defense deadline](#) from the graduate school for the date you want to graduate _____
- Provide your thesis, rubric, and summary form to your committee members **at least 4 weeks before** your defense
- Reserve a room for your defense **at least two weeks before** the date, with the GPC. They will advertise your defense to the department and double check to make you're your Appointment for Exam form is complete
- Submit the Appointment for Exam form **at least 10 business days** before your final defense.
- Your GPC will submit the Record of Exam form after your exam. You must not handle the Record of Exam form once it is completed.
- Submit the Format and Style form and Authorship and Copyright after your defense, before you are ready to begin the review process.
- Complete revisions requested by your committee.
- Make sure you have followed the thesis format requirements,
- Ask the GPC to submit your revised dissertation to the graduate school for review
- [Make sure you've met all degree requirements](#)
- [Apply for graduation with the registrar's office](#)
- Complete the [graduation check](#) on service now

MS/PhD in Nutrition and Food Sciences Student Handbook Signature Form

This page is to be signed by the student after receiving and reading the Utah State University, NDFS MS/PhD Student Handbook. This handbook includes information pertaining to USU student policies, program specific requirements, and expectations.

I realize it is my responsibility to read the NDFS MS/PhD Student Handbook and clarify any questions or concerns with my major professor or the program director.

My signature indicates that I have read, understand, and agree to adhere to the requirements as stated in the NDFS MS/PhD Student Handbook.

Name of Student (Print)

Signature of Student

Date

Please return completed form to Carrie Durward in person, to her mailbox in the main office, or email to carrie.durward@usu.edu

