Graduate Student Handbook
Nutritional Sciences Graduate Program

Rutgers University

August 2018

1. OVERVIEW OF THE NUTRITIONAL SCIENCES GRADUATE PROGRAM

The *Nutritional Sciences Graduate Program* offers multidisciplinary training that provides a broad understanding of the field of nutrition as well as the specialized knowledge needed to conduct research in a sub-field. We have two major emphasis areas: nutritional biochemistry and physiology, and applied and community nutrition. Scientists working in nutritional biochemistry and physiology conduct their research using the tools of molecular and cellular biology, biochemistry, and physiology in model systems, animal models, and humans, to understand how organisms utilize nutrients to maintain optimal health. Applied nutritionists use sociological, psychological, anthropological methods, and education theory to investigate factors that influence the nutritional status of individuals and communities.

Nutritional Sciences Graduate Program Learning Goals

- Demonstrate the ability to design and defend a scientifically sound project to advance the field of nutritional sciences.
- Attain and maintain an advanced level of knowledge in key content areas of nutritional sciences.
- Develop professional level oral and written communication skills designed to disseminate nutritional science research findings.
- Demonstrate critical thinking and the ability to critically evaluate current research and proposals in specific scientific areas related to the nutrition field.
- Conduct research independently for a successful transition into academics, industry, or government related careers.

The Graduate Program in Nutritional Sciences at Rutgers draws its faculty from the Departments of Nutritional Sciences, Animal Sciences, Food Sciences, and Human Ecology at the School of Environmental and Biological Sciences of Rutgers University, other divisions of Rutgers University, and Rutgers Biomedical & Health Sciences. Students also benefit from the courses offered in related departments in other divisions of Rutgers University and Rutgers Biomedical & Health Sciences.

2. GENERAL INFORMATION

This Nutritional Sciences Graduate Student Handbook supplements and expands up on the official regulations of the School of Graduate Studies (SGS) that are summarized in the opening pages of the SGS Catalog, which is available on-line at catalogs.rutgers.edu/generated/nb-grad_current/. This handbook does not supersede School of Graduate Studies regulations or policies. Each student is expected to become familiar with the regulations published in the Nutritional Sciences Graduate Student Handbook and the SGS Catalog.

2.1 Affiliation

The Graduate Program in Nutritional Sciences, is part of School 16: School of Graduate Studies. The Nutritional Sciences Graduate Program Director is Dr. Carol Byrd-Bredbenner.

The Department of Nutritional Sciences is part of School 11: School of Environmental and Biological Sciences. The Chair of the Department is Dr. Joshua Miller.

You are affiliated with the Graduate Program in Nutritional Sciences.

2.2 Timeline

Plan ahead so that you can graduate in a timely fashion.

- *Doctoral students* usually take 4 to 6 years to complete their coursework, qualifying exams, and dissertation. Qualifying exams are normally taken at the end of 2 years of study and the dissertation proposal defended at the end of 3 to 4 years of study; these must be completed successfully to move from being a doctoral student to a doctoral candidate. Doctoral students need to complete 33 coursework credits, 24 research credits, and 15 additional credits that can be either research or course credits, for a total of 72 credits (up to 24 credits can be transferred into the program from previous graduate or dietetic internship work).
- *Master's students* usually take about 2 years to complete their coursework and thesis. All Master's students need to complete 24 course credits and 6 research credits for a total of 30 credits (up to 6 credits can be transferred into the program from previous graduate or dietetic internship work).
- Sample course sequences are found in Sections 4 and 5 of this handbook.

2.3 Advisors for your thesis or dissertation

The Doctoral dissertation is guided by a committee of 4 faculty, 1 of whom is the research advisor. The Master's thesis is guided by a committee of 3 faculty, 1 of whom is the research advisor. Research advisors help you select courses, oversee and guide your research project, and help you identify other faculty who may be invited to serve on your committee.

Selecting a research advisor should occur in the first semester for Master's students and no later than the middle of the second semester for Doctoral students. *Delaying selection of a research advisor will likely delay your graduation.*

There are approximately 50 faculty members in the Nutritional Sciences Graduate Program; some are more active in mentoring graduate students than others. To choose an advisor, in the first month of your first year of enrollment in the graduate program (September or January/February):

- review faculty web pages at nutrition.rutgers.edu/faculty/grad-faculty.html and identify a few faculty who have research programs that interest you. You may also wish to discuss your proposed goals, research interests, and course needs with the Graduate Director.
- send notes to the faculty members to schedule a meeting to learn more about their programs. If a program interests you, by your second month of enrollment, set up a brief rotation (4 to 8 weeks) to work with them. The rotation should give you an opportunity to see if the faculty's research is a good match for you. Doing 2 rotations before the end of your first semester is common before selecting an advisor. Rotations may also extend into your second semester.
- Doctoral students: Be sure to discuss opportunities for funding your education and research with potential research advisors. The advisor you choose will need to help you find funding for your stipend, tuition, and research.

2.4 Registration and Course Requirements

Prior to choosing an advisor, students should consult with the Graduate Program Director before registering for courses, Each semester thereafter, students should consult with their major advisors before registering for courses. Ideally, the entire graduate program course of study should be outlined by the student under the guidance of the major advisor before the end of the student's first year of graduate study.

A. Full-time Student Status

A full-time student must register for at least 9 credits per semester. There is no extra charge for credits beyond the 12 credit load; however, students cannot register for more than 16 credits without special permission from the Dean of the Graduate School. Students may consult with their advisors to take up to 16 credits while in full-time status, as this reduces tuition payments in the later phases of the study.

B. Transferring Credits

Students who have taken graduate courses equivalent to those in the Nutrition Sciences Graduate Program may petition the Graduate Director for an exemption from taking these courses and transfer credits to your graduate program of study. It is the student's responsibility to initiate this process. An exemption means you do not need to take the exempted course, but you do need to take and/or transfer graduate credits sufficient to result in the minimum of course credits required for graduation (33 credits for doctoral students and 24 for Master's students). A template for requesting credit transfer follows.

A Ph.D. student may transfer a maximum of 24 graduate level course credits and a master's student may transfer a maximum of 12 graduate level course credits. All course credits must be from other accredited institutions or other graduate programs at Rutgers University to satisfy the course requirements. Those credits must have earned grades of B or higher. Students may request transfer of these courses after they have completed 12 credits at Rutgers with grades of B or higher. The Application for Transfer of Credit form is available at gsnb.rutgers.edu/resources/graduate-students-forms. Questions about courses eligible for transfer should be directed to the Nutritional Sciences Graduate Program Curriculum Committee Chair.

C. RDN Credential

Students seeking the RDN (registered dietitian nutritionist) credential may be able to

combine this with PhD or MS biochemistry/physiology or applied/community nutrition options. For more information, consult with the Graduate Program Director.

Sample Letter for Requesting Transfer Course Credit
TO: Dr. XXX, Chair, Curriculum Committee
CC: Graduate Program Co-Directors
Dr. XXX, Student's Advisor
FROM: XX, Graduate Student
SUBJECT: Course Transfer

I am requesting credit for 16:709:521 Community Nutrition, 19:960:584 Biostatistics, 16:709:503 Introduction to Applied Nutrition Research from my work at XXX University. A table indicating the course equivalents at XXX and RU are below, and the appropriate syllabi are attached to the email. I am happy to provide any additional supporting information and/or documentation.

Please note that my advisor has reviewed the course syllabi and supports this request.

Thank you for your help in this matter.

RU Course	RU Course Description	Proposed XX-Univ. Course Equivalent	XX Univ. Course Description
16:709:521 Community Nutrition	Study of nutritional aspects of public health service and community agencies and of programs designed to improve nutritional status of various population groups.	HXX 5611-Nutrition Education in the Community (3 credits)	In depth study of nutrition education information and methods in the community including the nutrition education component of school food service and other congregate meal programs.
19:960:584 Biostatistics I-Observational Studies	Statistical techniques for biomedical data. Analysis of observational studies is emphasized. Topics include measures of disease frequency and association; inferences for dichotomous and grouped case-control data; logistic regression for identification of risk factors; Poisson models for grouped data; bioassay.	PXX 6085 - Health Statistics (3 credits)	An introduction to the basic principles of inferential statistics as applied to public health. The course includes those components of biometry routinely used in public health. Prerequisite: Undergraduate course in statistics.

D. Undergraduate Courses for Graduate Credits

Normally, undergraduate courses cannot fulfill graduate coursework requirements, however approval for graduate credit can be petitioned by contacting the Graduate Program Director, and must be pre-approved prior to registration. In order to get graduate credit, such courses must be preceded with a "G" prefix during registration.

E. Grade Point Average Requirement

The Nutritional Sciences Graduate Program Curriculum Committee reviews student transcripts twice a year. Those students with grade point average (GPA) below 3.0, will receive an academic warning letter. Students who are unable to raise their GPA to 3.0 within two semesters, in the absence of mitigating circumstances, may be placed on academic probation and/or dismissed from the program. A course with a grade of C may count toward the graduate degree with approval of the Nutritional Sciences Graduate Program Curriculum Committee. In no circumstance can more than 3 courses with a grade of C be accepted.

F. Incomplete Grades

Failure to complete all requirements of a particular course may result in a grade of Incomplete (INC). All course work required to fulfill an Incomplete must be completed within one year; an extension of time may be requested from the School of Graduate Studies with the approval of the Nutritional Sciences Graduate Program Director. For a full description of the Policy on Incomplete Grades, visit http://gsnb.rutgers.edu/sites/gsnb/files/gsnb_handbook.pdf. Note that poor grades cannot be removed from the record by retaking the course and obtaining a better grade.

G. Graduate Assistantship

All students supported by a graduate assistantship (GA) must register for 6 "E" credits of Graduate Assistantship (16:709:866). Students with a GA are required to work in the laboratory or research group, thus they cannot take as many credits as students who are self-supported. "E" credits block out the time required for the specific activity and thereby decrease the number of course or research credits a student can take. For example, a student registering for 6 E credits will be permitted to take a maximum of 10 course and research credits. (Similarly, a student registered for 3 E credits of "English as a Second Language" will be permitted only 13 course and research credits). "E" credits do not count toward degree credits. No tuition is charged for E credits. GAs in Nutritional Sciences receive tuition remission cards.

H. Teaching Assistantship

All students supported by a teaching assistantship (TA) must register for 6 "E" credits of Teaching Assistantship (16:709:877) and follow the same registration procedure as outlined above for Graduate Assistants. "E" credits do not count toward degree credits. No tuition is charged for "E" credits. TAs in Nutritional Sciences receive tuition remission cards.

I. Graduate Fellowship

Students supported by a fellowship administered through Rutgers University, such as an Excellence Fellowship or a Presidential Fellowship, should register for zero credits of Graduate Fellowship (16:709:811); this registration merely serves as an indicator of the

fellowship. Students who hold fellowships not administered through Rutgers should not register for Fellowship credits.

J. Reduced Credit Load for International Students

To comply with federal regulations, international students must register for at least 9 credits per semester, unless they have earned close to the 30 credits required for the M.S. degree or close to the 72 credits required for the Ph.D. degree. In the latter case, the student may submit the Reduced Credit/Course Load Form to the Graduate Director for approval and may be allowed to register for as few as 1 credit per semester. International students are advised to work closely with their international advisor when considering a reduced credit load and review forms at http://globalservices.rutgers.edu/content/Forms/Registered_F-1_and_J-1_Students.html.

K. Guidelines On Time For Review And Assessment Of Qualifying Exams, Theses And Dissertations

The Nutritional Sciences Graduate Program strives to maintain a culture of mutual respect between students and faculty members, as is expected of all graduate programs within the School of Graduate Studies. In particular, students must allow sufficient time for faculty members to review and assess their work and faculty members must be as prompt as circumstances allow in responding to their students with such assessments.

It is the responsibility of students and advisors to keep committees informed and engaged throughout the process of the student's research and to ensure that the committee is given adequate time to assess the final product before it is defended.

Advisors should be given at least 2 weeks to provide feedback to students on qualifying exams and proposals. Students should ask the advisor about pending deadlines as well as take into account the likely need for revisions to their theses, dissertations, and other scholarly works. It is recommended that initial drafts of major projects be submitted to the advisor as soon as possible and at least 2 months prior to the final deadline so that multiple revisions are possible, as needed. A faculty advisor may require more time to review a document under certain conditions (including but not limited to travel, illness, vacation, university holidays, end-of-semester workload, and documents from multiple graduate students to review at the same time).

Committees should be provided theses and dissertations at least two weeks prior to the defense (note some committees may request more than 2 weeks). It is the responsibility of the faculty members to complete the review within this time-period. Advanced feedback to the student prior to the defense date is allowed, if warranted.

Graduate students and faculty members should be in regular communication with each other with regard to these timelines. Students should alert faculty members to their intention to submit work at a certain time and faculty members should indicate their expectations for the timing of their responses.

3. SEMINARS IN NUTRITIONAL SCIENCES

There are several types of seminar in Nutritional Sciences. The Graduate Program Faculty considers these to be one of the most important learning experiences in a student's graduate education. As a scientist in academia, government, or industry, our graduates will be judged not only on the quality of their research accomplishments but on how well they communicate them to others. We have a proud tradition of teaching our students how to present excellent seminars and this manifests itself in the numerous times our students have given award-winning presentations at national meetings and how well they do when asked to present a seminar as part of the job interview process.

3.1 Nutritional Sciences Seminar (16:709:601, 1 credit)

Seminar presentations on current nutrition research topics with emphasis on critical evaluation of primary literature, synthesis of the topic, and preparation of effective seminar presentations. This 1-credit course is required for all doctoral students in Nutritional Sciences biochemistry and physiology track and is highly recommended for all Nutritional Sciences graduate students.

3.2 Advanced Nutritional Sciences Seminar (16:709:602)

Seminar presentations on current nutrition research topics with emphasis on critical evaluation of primary literature, synthesis of the topic, and preparation of effective seminar presentations. This 2-credit course is required for all graduate students in Nutritional Sciences.

3.3 Weekly Seminar in Nutritional Sciences Department

Weekly seminar is an integral component of the Nutritional Sciences Graduate Program. Seminar meets regularly on Wednesdays at 2:30 PM when classes are in session. *All graduate students are expected to attend.* Seminars provide a great opportunity to network with fellow students, faculty, and guest speakers to learn about new research. Reminders for the seminars are posted and sent by e-mail. The seminar schedule for the semester is updated often at http://nutrition.rutgers.edu/seminars.html.

3.4 Master's and Doctoral Student Defenses

Students are highly encouraged to attend all student thesis defense seminars in the Nutritional Sciences Graduate Program. Defense seminars will extend learning and will prepare students for their own thesis defense seminar.

4. DOCTOR OF PHILOSOPHY (Ph.D. Degree)

The doctoral program prepares students for careers conducting original research in nutritional sciences in academic, governmental, health-care, or industrial settings. This degree program has two options: Nutritional Biochemistry and Physiology, and Applied and Community Nutrition. The table below summarizes the requirements for this degree.

4.1a Summary of degree requirements for Nutritional Sciences Doctoral program: *Nutritional Biochemistry and Physiology track*

72 Credits Required

- Minimum of 33 coursework credits
- Minimum of 24 research credits (maximum 39 credits)

Table 1. Required Core Curriculum Coursework for Nutritional Sciences *Biochemistry and Physiology* Doctoral Track

Summary of coursework requirement for Nutritional Sciences Doctoral program: 33 coursework credits and a minimum of 24, but up to 39, research credits for a total of 72 credits required. Courses required for an **M.S. degree** are in **bold** text in the tables below; 24 coursework credits and 6 research credits required.

Table 1. Required Core Curriculum Coursework

Course number	Credits	Course Name
16:709:552	4	Nutrition: A Biochemical and Physiological Basis
16:709:553	4	Nutrition: A Biochemical and Physiological Basis
16:115:503 *or* 16:115:511	4 *or* 3	Biochemistry *or* Molecular Biology and Biochemistry *or Alternate Course (Table 1a)**
16:115:504 *or* 16:115:512	4 *or* 3	Biochemistry *or* Molecular Biology and Biochemistry *or Alternate Course (Table 1a)**
16:709:601	1	Nutritional Sciences Seminar
16:709:602	2	Nutritional Sciences Seminar
16:709:515	3	Principles of Nutrition Research
16:709:506	3	Nutritional Aspects of Disease

***Table 1a. Possible Alternatives to Biochemistry (16:115:503/504) or Molecular Biology and Biochemistry (16:115:511/512).**
If substituting for both 16:115:503 and 504, or 16:115:511 and 512: Choose 2 of the italicized courses, or 1 italicized and 1 bold course.
If substituting for either 16:115:503 or 504 or 16:115:511 or 512: Choose 1 of the courses below (italicized or bolded).

Course number	Credits	Course Name
16:125:581	*3*	*Integrated Physiology*
16:761:580	*3*	*Molecular Basis of Physiology*
16:761:507	*3*	*Comparative Physiology*

16:761:508	*3*	*Molecular and Cell Physiology*
16:761:513	*3*	*Cardiovascular Physiology*
16:761:515	*3*	*Medical Physiology*
16:682:503	*3*	*Microbial Physiology* ***or***
16:682:501	*3*	*Microbial Life*
MSBS 5081S	*3*	*Human Physiology in Medicine*
16:761:610	**3**	**Biological Biomedical and Social Aspects of Aging**
16:340:591	**4**	**Reproductive & Developmental Toxicology**
16:340:502	**3**	**Physiology of Reproduction**
16:681:671	**3**	**Topics in Translation of Research to Medicine**
MSBS 5050S	**3**	**Environmental Health**
16:572:503	**3**	**Exercise Biochemistry**
16:340:508	**3**	**Equine Exercise Physiology**
16:765:540	**3**	**Natural Products & Human Health**
16:572:508	**3**	**Psychophysiology in Kinesiology**
16:340:510	**3**	**Neuroendocrinology**
Other Endocrinology or Science Courses (with prior approval)		

Table 2. Elective Coursework

Course number	Credits	Course Name
Guided Electives-Statistics (students must choose 1 course)		
01:960:401*	3	Basic Statistics for Research
01:960:484	3	Basic Applied Statistics
01:960:490	3	Intro to Experimental Design
16:960:584	3	Biostatistics I
16:960:590	3	Design of Experiments
16:960:586	3	Interpretation of Data I
Free Electives (selected courses, many other options possible)		
16:115:556	1	Ethical Science Conduct (recommended)
16:709:531	3	Nutritional Epidemiology (recommended)
16:709:521	3	Community Nutrition
16:709:621	1	Advanced Topics: Metabolic Regulation
16:709:622	1	Advanced Topics in Mineral Nutrition
16:709:621	1	Advanced Topics: Molecular Nutrition
16:148:514	3	Molecular Biology of Cells
16:148:503	3	Cellular and Molecular Signaling
16:148:504	3	Developmental Biology
16:148:555	4	Cell Biology and Histology
16:148:591	3	Immunology: Cellular and Molecular
01:146:450	3	Endocrinology
18:821:568	3	Eating and Weight Disorders
16:681:502	3	Molecular Genetics
16:681:543	3	Current Concepts of Immunology
16:681:548	3	Cell Surface Receptors
16:681:585	3	Cancer Molecular Biology
16:718:581	2	Hormones and their Receptors
16:718:604	2	Signal Transduction
16:115:601	1	Translational Regulation
16:400:509	3	Nutritional Aspects of Food Product Development
16:400:513	3	Food Science Fundamentals I
16:400:514	3	Food Science Fundamentals II
16:400:610	3	Nutrigenomics and Nutraceuticals
16:400:530	3	Advanced Food Sensory Science
16:400:603	1	Special Topics in Food Science

***Undergraduate Courses** are an option only if a student has never had an undergraduate course in statistics. The recommended course is Basic Stats for Research 01:960:401. An alternative is Basic Applied Statistics 01:960:484, which requires entry level exposure to the theory of probability as a pre-requisite.

*Students who earned grades of A in 11:709:400 Advances Nutrition I (4 cr) and 11:709:401 Advanced Nutrition II (4 cr) may petition to take 16:709:603 Advanced studies in Nutrition for 2 semester (1 credit each semester).

****Undergraduate Statistics Courses** are an option only if a student has never had an undergraduate course in statistics. The recommended course is Basic Stats for Research 01:960:401. An alternative is Basic Applied Statistics 01:960:484, which requires entry level exposure to the theory of probability as a pre-requisite.

Table 3. Sample Program of Study for Nutritional Sciences Doctoral program:
Nutritional Biochemistry and Physiology track

FALL			SPRING		
Year 1					
709:553	Nutrition: Biochemical & Physiological Basis 1	(4)	709:552	Nutrition: Biochemical & Physiological Basis 2	(4)
709:601	Nutritional Sciences Seminar	(1)	960:xxx	*Statistics	(3)
115:503	Biochemistry OR Molecular Biology &	(4)	115:504	Biochemistry OR Molecular Biology &	(4)
115:511	Biochemistry	(3)	115:512	Biochemistry	(3)
115:556	*Ethical Science Conduct*	*(1)*			
Year 2					
148:514	Molecular Biology of Cells (elective)	(3)	709:602	Advanced Nutrition Seminar	(2)
761:600	**Physiological Basis of Disease	(3)	709:515	Principles of Nutrition Research	(3)
709:701	Research in NS	(3)	709:702	Research in NS	(4)
Year 3	Electives		709:506	Nutritional Aspects of Disease	(3)
709:701	Research in NS		709:702	Research in NS	
Year 4+	Electives			Electives	
709:701	Research in NS		709:702	Research in NS	

Italicized courses are strongly encouraged.
***** Options for statistics courses, see Table 2.
** Options for Physiology courses, see Table 2.

4.1b. Summary of degree requirements for Nutritional Sciences Doctoral program:
Nutritional Community and Applied Nutrition track

72 Credits Required

- Minimum of 33 coursework credits
- Minimum of 24 research credits (maximum 39 credits)

Table 4. Required Core Curriculum Coursework for Nutritional Sciences *Community and Applied Nutrition* Doctoral track

Course number	Credits	Course Name
16:709:504 or 16:707:620	2-3	Seminar in Nutrition Education or Advanced Topics in Nutritional Sciences/community nutrition offerings (1-3 credits/semester)
16:709:521	3	Community Nutrition
16:709:531	2	Theories, Models, and Concepts in Food and Nutrition
16:709:552*	4	Nutrition: A Biochemical and Physiological Basis
16:709:553*	4	Nutrition: A Biochemical and Physiological Basis
16:709:602	2	Advanced Nutritional Sciences Seminar (seminar skills and critical evaluation of primary literature)

Table 5. Elective Coursework for Nutritional Sciences *Community and Applied Nutrition* Doctoral track

Course number	Credits	Course Name
Guided Electives – Statistics (students choose two courses)		
18:820:581	3	Statistical Methods and Design Analysis
18:820:585	3	Advanced Statistics and Research Design
01:960:401**	3	Basic Statistics for Research
16:960:584	3	Biostatistics 1
16:960:590	3	Design of Experiments
16:960:586	3	Interpretation of Data 1
34:833:630	3	Advanced Data Analysis for Public Policy
Guided Electives (students choose two courses)		
16:709:503	3	Introduction to Applied Nutrition Research
16:709:530	3	Nutrition Epidemiology
HEBS 5563	3	Survey Design
Free Electives (selected courses, other options possible)		
Nutrition		
16:709:506	3	Nutritional Aspects of Disease
Anthropology/Culture		
16:070:503	3	Social/Cultural Anthropology
16:070:510	3	Social Implications of Gender Differences
16:070:511	3	Anthropology of Gender

16:070:512	3	Cognitive Anthropology
16:070:523	3	Culture and Aging
16:070:545	3	Anthropology of Development
16:070:546	3	Medical Anthropology
16:070:547	3	Participatory Planning in Applied Anthropology
16:070:572	3	Biology of Human Behavior
16:070:583	3	Origins of Agriculture
16:350:512	3	Cultural Studies
16:450:508 (S)	3	Environmental Problems in Developing Countries
16:450:614 (F)	3	Seminar in Medical Geography
Communication		
HEBS:0674		Group Dynamics/Interpersonal Communication
HEBS:0679		Health Communication/Risk Communication
HEBS:9554		Nutrition Counseling and Communications
HEBS:9650		Intercultural Communication
17:194:554	3	Health Communication
17:194:612	3	Human Information Behavior
17:194:620	3	Interpersonal Communication
17:194:631	3	Mass Communication Theory and Research
17:194:662	3	Media Literacy
17:194:664	3	Media and Culture
Educational Program Planning & Evaluation		
HEBS:0651		Health Education Planning and Evaluation
HEBS:0655		Methodologies and Materials in Health Education
HEBS:9550		Educational Psychology IV: Introduction to Learning
HEBS:9558		Psychology of Learning
PHCO:0505:001	3	Health Education and Behavioral Science in Public Health
HEBS: 0653		Modifying Health Behaviors: Theory and Practice
HEBS:9553		Human Development Through The Life Cycle
16:300:520	3	Program Evaluation: An Introduction to Methods and Practice
16:300:532	3	Language in Education II
16:300:551	3	Evaluation of Educational and Social Programs
16:300:532	3	Educational Psychology II: Theories of Cognition and Instruction
16:300:643	3	Educational Change: Theory and Practice
Epidemiology		
EPID:0652:001	3	Epidemiology of Chronic Disease
EPID:0651		Epidemiological Research Methods
Food Science		
16:400:509	3	Nutritional Aspects of Food Product Development
16:400:513	3	Food Science Fundamentals I
16:400:514	3	Food Science Fundamentals II
16:400:519	3	Food Safety
16:400:530	3	Advanced Food Sensory Science
Policy: Nutrition, Health Policy		
HSAP:0661		Health Care Policy

HSAP:0662		Health Care Policy Making
HSAP:9522		Public Policy Advocacy
HSAP:9568		Health Care Policy
34:833:510		Public Policy Formation
Psychology		
16:830:505	3	Theories and Issues in Developmental Psychology
16:830:506	3	Social Psychology
16:830:507	3	Developmental Research Methodology
16:830:508	3	Research Methods in Social Psychology
16:830:517	3	Interpersonal Behavior and Group Processes
16:830:534	3	Psychology of Decision Making
16:830:542	3	Attitude Organization and Change
16:830:560	3	Emotion and Motivation
16:830:577	3	Health Psychology
16:830:610	3	Social Psychology of Organizations
16:830:612	3	Seminar: Social Psychology
16:830:620	3	Seminar: The Dynamics of Small Groups
Sociology		
HEBS:9652		Sociology of Health
16:910:646	3	Family Theory and Program Development
16:910:650	3	Problems in Health and Social Policy
16:920:521	3	Sociology of Education
16:920:523	3	Sociology of Health
16:920:524	3	Sociology of Organization
16:920:613	3	The Sociology of Age
Urban Health & Nutrition		
UREH:2648		Community and Environmental Approaches to Health Behavior in Urban Disadvantage Populations
UREH:2651		Introduction to Urban Environmental Health
Other Electives		
HEBS:0551		Public Health Grant Writing

*Students who earned grades of A in 11:709:400 Advances Nutrition I (4 cr) and 11:709:401 Advanced Nutrition II (4 cr) may petition to take 16:709:603 Advanced studies in Nutrition for 2 semester (1 credit each semester).

****Undergraduate Courses** are an option only if a student has never had an undergraduate course in statistics. The recommended course is Basic Stats for Research 01:960:401. An alternative is Basic Applied Statistics 01:960:484, which requires entry level exposure to the theory of probability as a pre-requisite.

Table 6. Sample Program of Study for Nutritional Sciences <u>Doctoral</u> program:
Community and Applied Nutrition track

FALL			SPRING		
Year 1					
709:553	Nutrition: Biochemical & Physiological Basis 1	(4)	709:552	Nutrition: Biochemical & Physiological Basis 2	(4)
709:531	Theories, Models, and Concepts in Food and Nutrition	(2)	709:521	Community Nutrition	(3)
709:530	Nutrition Epidemiology*	(3)	HEBS:5563	Survey Design*	(3)
115:556	*Ethical Science Conduct*	*(1)*			
Year 2					
	Statistics**	(3)	709:602	Advanced Nutrition Seminar	(2)
709:504	Seminar in Nutrition Education	(1)		Statistics**	(3)
709:701	Research in NS	(3)	709:702	Research in NS	(4)
Year 3	*Electives*		709:503	Introduction to Applied Nutrition Research*	(3)
709:701	Research in NS		709:702	Research in NS	
Year 4+	*Electives*			*Electives*	
709:701	Research in NS		709:702	Research in NS	

Italicized courses are strongly encouraged.
*Students choose at least 2 of these courses.
** Options for statistics courses, see Table 5.

4.2 Admission to Candidacy

To be granted Doctoral Candidacy status, Nutritional Sciences Graduate Program doctoral students must satisfactorily complete a written qualifying examination and dissertation proposal defense. An application for Admission to Ph.D. candidacy must be completed (gsnb.rutgers.edu/resources/graduate-students-forms), signed by dissertation committee members (see section 5.4 below) and the Nutritional Sciences Graduate Program Director, and filed with the School of Graduate Studies.

A. Written Qualifying Exam for Doctoral Students

The written portion of the Qualifying Examination is administered by the Nutritional Sciences Graduate Program Curriculum Committee to ensure students have acquired sufficient mastery of the nutritional sciences subject matter and are intellectually prepared to begin doctoral dissertation research.

Students are considered eligible to take the written qualifying exams either:

1) at the end of their second year of study, provided they have taken a majority of the required nutrition coursework and are not on academic probation, or
2) at the end of the first year if the student entered the doctoral program with an advanced degree (e.g., master's or higher) that included coursework for which the Nutritional Sciences Graduate Program Curriculum Committee approved as equivalent substitutions for Nutritional Sciences Graduate Program requirements, and they have taken most of the remaining required coursework (and are in satisfactory academic standing).

The Nutritional Sciences Curriculum Committee is responsible for the administration of the qualifying exam to doctoral students. Normally, the written qualifying exam is administered once per year, usually during the summer. However, this administration may vary based on student and Nutritional Sciences Graduate Program Curriculum Committee needs. Preparatory related readings for the written qualifying exam are usually made available to students at least 4 weeks prior to the scheduled administration date for the written qualifying exam.

Each year, a format like the following is used for the qualifying exam to assess mastery of nutritional sciences subject matter. Each student is provided a total of approximately eight sets of readings to study (each set typically contains five research articles or similar papers). The readings are provided approximately 4 weeks before the exam. Normally, students answer a minimum of five questions from a selection of eight or more questions provided by the Curriculum Committee. The exam is organized into two pools of questions: common core nutritional sciences and track-specific (i.e., applied/community or biochemistry/physiology) questions. Within each pool, there are two types of questions: knowledge-based and data-based (e.g., interpretation of research findings). Of the five questions selected, at least 2 will be from the common core pool and at least 2 will be from the track-specific pool. Additionally, of the selected questions, at least 2 or choices will be knowledge-based and at least 2 choices will be data-based. Students have about 8 hours to complete the exam in a proctored setting.

Exam answers are graded by the Nutritional Sciences Graduate Program faculty member posing the question as soon as practicable after the exam ends, normally, within 3 weeks of completion of the exam. Students must pass all 5 questions to be admitted to doctoral candidacy. A student who fails 2 or more questions, is allowed to complete the qualifying exam again the next year. A student failing 1 question has the opportunity to meet with the faculty member who wrote the exam within 2 weeks following communication of the exam outcome and, within 2 weeks of this meeting, can revise the answer based on the verbal or written feedback received during the meeting. Failure of the revised question is failure of the qualifying exam; the student is allowed to complete the exam the next year. Failure of the second attempt at the entire exam is a final failure and the student shall be referred to the Dean of the School of Graduate Studies for further action.

B. Dissertation Proposal Defense

Doctoral students are required to satisfactorily defend their proposal to their dissertation committee (see 4.4 below) before being admitted to Ph.D. candidacy.

4.3 Ph.D. Dissertation Committee

A Ph.D. student, in consultation with his/her research advisor, must form a dissertation committee consisting of 4 or more members. Students are advised to form the committee early so that the members can provide input for the research project.

There are two components to the defense of the dissertation: defense of the *proposal* and defense of the *completed* dissertation. The doctoral committee consists of a minimum of four members. The composition of doctoral dissertation committees must be endorsed by the Nutritional Sciences Graduate Program Director.

The committee chair must be a full member of the Nutritional Sciences Graduate Program Faculty. Two committee members must be full or associate members of the Nutritional Sciences Graduate Program Faculty (http://nutrition.rutgers.edu/faculty/grad-faculty.html). For the *proposal* defense, the remaining (fourth) committee member could be either a full or associate member of the Nutritional Sciences Graduate Program or an outside member. For the defense of the *completed* dissertation, the remaining (fourth member) must be outside the Nutritional Science Graduate Program.

The outside member, approved by the Graduate Director and appointed by School of Graduate Studies, must have research and/or academic credentials appropriate for such committee service. The student's major advisor should work with the student to submit the outside appointment request, in writing, to the Nutritional Sciences Graduate Program Director and provide a Curriculum Vitae or Biographical Sketch that includes degrees received, dates, institution names, and a list of publications. Students are personally responsible for requesting participation by each committee member selected.

Students who choose to include four members from the Nutritional Sciences Graduate Program Faculty for the *proposal* defense will have a five person committee for the *completed* dissertation defense. Students wishing to keep their completed dissertation

defense to four members must identify their outside committee member and get approval of this individual's service before the *proposal* defense.

4.4 Dissertation Defense (Final Examination)

Typically in the last semester of graduate study, a student defends his or her dissertation. The student is required to provide a copy of the dissertation to the committee at least two weeks before the defense date. The student should provide sufficient time between the scheduled defense date and the SGS October, January, or May dated degree deadline dates to make any additions or changes requested by the thesis committee.

The final defense examination must be advertised publically on bulletin boards and via electronic listservs. On the scheduled date, the student presents a publically-advertised seminar focusing on the dissertation research. After the seminar, the student meets with the committee who probe the student's understanding of the research conducted. The student is informed whether or not he or she has passed the defense examination immediately after its completion. Required changes in the dissertation, if any, will also be made at this time. If the student fails the examination, the reasons for the decision are given at this time. Upon completion of the final examination, the members of the committee sign the Application for Doctoral Degrees form (gsnb.rutgers.edu/resources/graduate-students-forms) in Black ink indicating whether the student has passed or failed the examination. The Graduate Director signs the form once revisions, if any are required, have been made.

5. MASTER OF SCIENCE (M.S. Degree)

This degree program has three options: Nutritional Biochemistry and Physiology, Applied and Community Nutrition, and Dietetics. The table below summarizes the requirements for this degree's Nutritional Biochemistry and Physiology, Applied and Community Nutrition options. For details on the Dietetics option, please refer to the Individualized Supervised Practice Pathway (ISPP) Handbook.

5.1a. Summary of coursework requirement for Nutritional Sciences Master's program: *Nutritional Biochemistry and Physiology* track

30 Credits Required

- Minimum of 24 coursework credits
- Minimum of 6 research credits

Table 7. Required Core Curriculum Coursework for *Nutritional Biochemistry and Physiology* track

Course number	Credits	Course Name
16:709:552	4	Nutrition: A Biochemical and Physiological Basis
16:709:553	4	Nutrition: A Biochemical and Physiological Basis
16:115:503 *or* 16:115:511	4 *or* 3	Biochemistry *or* Molecular Biology and Biochemistry *or Alternate Course (Table 1a)**
16:115:504 *or* 16:115:512	4 *or* 3	Biochemistry *or* Molecular Biology and Biochemistry *or Alternate Course (Table 1a)**
16:709:602	2	Nutritional Sciences Seminar

***Table 7a. Possible Alternatives to Biochemistry (16:115:503/504) or Molecular Biology and Biochemistry (16:115:511/512).**
If substituting for both 16:115:503 and 504, or 16:115:511 and 512: Choose 2 of the italicized courses, or 1 italicized and 1 bold course.
If substituting for either 16:115:503 or 504 or 16:115:511 or 512: Choose 1 of the courses below (italicized or bolded).

Course number	Credits	Course Name
16:125:581	*3*	*Integrated Physiology*
16:761:580	*3*	*Molecular Basis of Physiology*
16:761:507	*3*	*Comparative Physiology*
16:761:508	*3*	*Molecular and Cell Physiology*
16:761:513	*3*	*Cardiovascular Physiology*
16:761:515	*3*	*Medical Physiology*
16:682:503	*3*	*Microbial Physiology* **or**
16:682:501	*3*	*Microbial Life*
MSBS 5081S	*3*	*Human Physiology in Medicine*

16:761:610	**3**	**Biological Biomedical and Social Aspects of Aging**
16:340:591	**4**	**Reproductive & Developmental Toxicology**
16:340:502	**3**	**Physiology of Reproduction**
16:681:671	**3**	**Topics in Translation of Research to Medicine**
MSBS 5050S	**3**	**Environmental Health**
16:572:503	**3**	**Exercise Biochemistry**
16:340:508	**3**	**Equine Exercise Physiology**
16:765:540	**3**	**Natural Products & Human Health**
16:572:508	**3**	**Psychophysiology in Kinesiology**
16:340:510	**3**	**Neuroendocrinology**
Other Endocrinology or Science Courses (with prior approval)		

Table 8. Elective Coursework for *Nutritional Biochemistry and Physiology* track

Course number	Credits	Course Name
Guided Electives-Statistics (students must choose one course)		
01:960:401**	3	Basic Statistics for Research
01:960:484	3	Basic Applied Statistics
01:960:490	3	Intro to Experimental Design
16:960:584	3	Biostatistics I
16:960:590	3	Design of Experiments
16:960:586	3	Interpretation of Data I
Free Electives (selected courses, many other options possible)		
16:709:601	1	Nutritional Sciences Seminar
01:146:356	3	Systems Physiology
16:125:581	3	Mammalian Physiology
16:340:502	3	Physiology of Reproduction
16:761:580	3	Molecular Basis of Physiology
16:761:507	3	Comparative Physiology
16:761:508	3	Molecular and Cell Physiology
16:761:513	3	Cardiovascular Physiology
16:761:515	3	Medical Physiology
16:709:515	3	Principles of Nutrition Research
16:709:506	3	Nutritional Aspects of Disease
16:115:556	1	Ethical Science Conduct
16:709:531	3	Nutritional Epidemiology
16:709:521	3	Community Nutrition
16:709:621	1	Advanced Topics: Metabolic Regulation
16:709:622	1	Advanced Topics in Mineral Nutrition
16:709:621	1	Advanced Topics: Molecular Nutrition
16:148:514	3	Molecular Biology of Cells
16:148:503	3	Cellular and Molecular Signaling
16:148:504	3	Developmental Biology
16:148:555	4	Cell Biology and Histology
16:148:591	3	Immunology: Cellular and Molecular

01:146:450	3	Endocrinology
18:821:568	3	Eating and Weight Disorders
16:681:502	3	Molecular Genetics
16:681:543	3	Current Concepts of Immunology
16:681:548	3	Cell Surface Receptors
16:681:585	3	Cancer Molecular Biology
16:718:581	2	Hormones and their Receptors
16:718:604	2	Signal Transduction
16:115:601	1	Translational Regulation
16:400:509	3	Nutritional Aspects of Food Product Development
16:400:513	3	Food Science Fundamentals I
16:400:514	3	Food Science Fundamentals II
16:400:610	3	Nutrigenomics and Nutraceuticals
16:400:530	3	Advanced Food Sensory Science
16:400:603	1	Special Topics in Food Science

*Students who earned grades of A in 11:709:400 Advances Nutrition I (4 cr) and 11:709:401 Advanced Nutrition II (4 cr) may petition to take 16:709:603 Advanced studies in Nutrition for 2 semester (1 credit each semester).

****Undergraduate Statistics Courses** are an option only if a student has never had an undergraduate course in statistics. The recommended course is Basic Stats for Research 01:960:401. An alternative is Basic Applied Statistics 01:960:484, which requires entry level exposure to the theory of probability as a pre-requisite.

Table 9. Sample Program of Study for Nutritional Sciences Master's program:
Nutritional Biochemistry and Physiology track

FALL			SPRING		
Year 1					
709:553	Nutrition: Biochemical & Physiological Basis 1	(4)	709:552	Nutrition: Biochemical & Physiological Basis 2	(4)
115:503	Biochemistry OR	(4)	115:504	Biochemistry OR	(4)
	Molecular Biology &			Molecular Biology &	
115:511	Biochemistry	(3)	115:512	Biochemistry	(3)
115:556	*Ethical Science Conduct*	*(1)*	960:xxx	*Statistics	(3)
Year 2					
148:514	Molecular Biology of Cells	(3)	709:602	Advanced Nutrition Seminar	(2)
761:600	**Physiological Basis of Disease	(3)	709:702	Research in NS	(3)
709:701	Research in NS	(3)			

Italicized courses are strongly encouraged.
** Options for statistics and physiology course options, see Table 8.

5.1b. Summary of coursework requirement for Nutritional Sciences Master's program: *Applied and Community Nutrition* track

30 Credits Required

- Minimum of 24 coursework credits
- Minimum of 6 research credits

Table 10. Required Core Curriculum Coursework for Nutritional Sciences Community and Applied Nutrition Master's track

Course number	Credits	Course Name
16:709:552*	4	Nutrition: A Biochemical and Physiological Basis
16:709:553*	4	Nutrition: A Biochemical and Physiological Basis
16:709:602	2	Advanced Nutritional Sciences Seminar (seminar skills and critical review of primary literature)

Table 11. Elective Coursework for Nutritional Sciences Community and Applied Nutrition Master's track

Course number	Credits	Course Name
Guided Electives – Statistics (students must choose one course)		
18:820:581	3	Statistical Methods and Design Analysis
18:820:585	3	Advanced Statistics and Research Design
01:960:401**	3	Basic Statistics for Research
16:960:584	3	Biostatistics 1
16:960:590	3	Design of Experiments
16:960:586	3	Interpretation of Data 1
34:833:630	3	Advanced Data Analysis for Public Policy
Guided Electives (students must choose two courses)		
16:709:503	3	Introduction to Applied Nutrition Research
16:709:530	3	Nutrition Epidemiology
HEBS 5563	3	Survey Design
Free Electives (selected courses, other options possible)		
Nutrition		
16:709:506	3	Nutritional Aspects of Disease
16:709:504 or 16:707:620	2-3	Seminar in Nutrition Education or Advanced Topics in Nutritional Sciences/community nutrition offerings (1-3 credits/semester)
16:709:521	3	Community Nutrition
16:709:531	2	Theories, Models, and Concepts in Food and Nutrition
Anthropology/Culture		
16:070:503	3	Social/Cultural Anthropology
16:070:510	3	Social Implications of Gender Differences
16:070:511	3	Anthropology of Gender
16:070:512	3	Cognitive Anthropology

16:070:523	3	Culture and Aging
16:070:545	3	Anthropology of Development
16:070:546	3	Medical Anthropology
16:070:547	3	Participatory Planning in Applied Anthropology
16:070:572	3	Biology of Human Behavior
16:070:583	3	Origins of Agriculture
16:350:512	3	Cultural Studies
16:450:508 (S)	3	Environmental Problems in Developing Countries
16:450:614 (F)	3	Seminar in Medical Geography
Communication		
HEBS:0674		Group Dynamics/Interpersonal Communication
HEBS:0679		Health Communication/Risk Communication
HEBS:9554		Nutrition Counseling and Communications
HEBS:9650		Intercultural Communication
17:194:554	3	Health Communication
17:194:612	3	Human Information Behavior
17:194:620	3	Interpersonal Communication
17:194:631	3	Mass Communication Theory and Research
17:194:662	3	Media Literacy
17:194:664	3	Media and Culture
Educational Program Planning & Evaluation		
HEBS:0651		Health Education Planning and Evaluation
HEBS:0655		Methodologies and Materials in Health Education
HEBS:9550		Educational Psychology IV: Introduction to Learning
HEBS:9558		Psychology of Learning
PHCO:0505:001	3	Health Education and Behavioral Science in Public Health
HEBS: 0653		Modifying Health Behaviors: Theory and Practice
HEBS:9553		Human Development Through The Life Cycle
16:300:520	3	Program Evaluation: An Introduction to Methods and Practice
16:300:532	3	Language in Education II
16:300:551	3	Evaluation of Educational and Social Programs
16:300:532	3	Educational Psychology II: Theories of Cognition and Instruction
16:300:643	3	Educational Change: Theory and Practice
Epidemiology		
EPID:0652:001	3	Epidemiology of Chronic Disease
EPID:0651		Epidemiological Research Methods
Food Science		
16:400:509	3	Nutritional Aspects of Food Product Development
16:400:513	3	Food Science Fundamentals I
16:400:514	3	Food Science Fundamentals II
16:400:519	3	Food Safety
16:400:530	3	Advanced Food Sensory Science
Policy: Nutrition, Health Policy		

HSAP:0661		Health Care Policy
HSAP:0662		Health Care Policy Making
HSAP:9522		Public Policy Advocacy
HSAP:9568		Health Care Policy
34:833:510		Public Policy Formation
Psychology		
16:830:505	3	Theories and Issues in Developmental Psychology
16:830:506	3	Social Psychology
16:830:507	3	Developmental Research Methodology
16:830:508	3	Research Methods in Social Psychology
16:830:517	3	Interpersonal Behavior and Group Processes
16:830:534	3	Psychology of Decision Making
16:830:542	3	Attitude Organization and Change
16:830:560	3	Emotion and Motivation
16:830:577	3	Health Psychology
16:830:610	3	Social Psychology of Organizations
16:830:612	3	Seminar: Social Psychology
16:830:620	3	Seminar: The Dynamics of Small Groups
Sociology		
HEBS:9652		Sociology of Health
16:910:646	3	Family Theory and Program Development
16:910:650	3	Problems in Health and Social Policy
16:920:521	3	Sociology of Education
16:920:523	3	Sociology of Health
16:920:524	3	Sociology of Organization
16:920:613	3	The Sociology of Age
Urban Health & Nutrition		
UREH:2648		Community and Environmental Approaches to Health Behavior in Urban Disadvantage Populations
UREH:2651		Introduction to Urban Environmental Health
Other Electives		
HEBS:0551		Public Health Grant Writing

*Students who earned grades of A in 11:709:400 Advances Nutrition I (4 cr) and 11:709:401 Advanced Nutrition II (4 cr) may petition to take 16:709:603 Advanced studies in Nutrition for 2 semester (1 credit each semester).

****Undergraduate Courses** are an option only if a student has never had an undergraduate course in statistics. The recommended course is Basic Stats for Research 01:960:401. An alternative is Basic Applied Statistics 01:960:484, which requires entry level exposure to the theory of probability as a pre-requisite.

Table 12. Sample Program of Study for Nutritional Sciences Master's program:
Community and Applied Nutrition track

FALL			SPRING		
Year 1					
709:553	Nutrition: Biochemical & Physiological Basis 1	(4)	709:552	Nutrition: Biochemical & Physiological Basis 2	(4)
709:531	*Theories, Models, and Concepts in Food and Nutrition*	*(2)*	*709:521*	*Community Nutrition*	*(3)*
709:530	Nutrition Epidemiology*	(3)	HEBS:5563	Survey Design*	(3)
115:556	*Ethical Science Conduct*	*(1)*			
Year 2					
	Statistics**	(3)	709:602	Advanced Nutrition Seminar	(2)
709:701	Research in NS	(3)	709:503	Introduction to Applied Nutrition Research*	(3)
			709:702	Research in NS	(3)

Italicized courses are strongly encouraged electives.
*Students choose at least 2 of these courses.
** Options for statistics courses, see Table 11.

5.2 M.S. Thesis Defense

The Master's thesis defense is very similar to the doctoral dissertation defense. Please refer to section 4.2 in this handbook.

5.3 Transferring from the M.S. program to the Ph.D.

Prior to completing the master's degree, students can petition the Nutritional Sciences Graduate Program Curriculum Committee to change their status from the Master's to the doctoral program. The petition includes, at a minimum, a memo to the Curriculum Committee requesting the change and a letter from the student's advisor supporting the petition. If the petition is granted, the student must complete an Application for Change of Degree Status (gsnb.rutgers.edu/resources/graduate-students-forms); this application requires the consent of the Nutritional Sciences Graduate Program Director.

Students who have already completed the master's degree in the Rutgers Nutritional Sciences Graduate Program who wish to continue their studies as a doctoral student must complete an Application for Change of Degree Status (gsnb.rutgers.edu/resources/graduate-students-forms) to enter the Ph.D. program; this application requires the consent of the Graduate Director.

6. PROCEDURES IF THINGS GO WRONG

Problems and concerns should be discussed with the Graduate Director(s) who may then review them with the Graduate Program Faculty, and where applicable, with the Department Chair. Students having differences with other students or with a faculty member should speak in confidence with the Graduate Director, Department Chairman, or with any faculty member.

6.1 Change of Major Advisor or Thesis Committee Membership

Should a student's major advisor leave the University, the student must consult with the Graduate Director concerning the appointment of a new major advisor. After retirement, a major professor, as a Professor Emeritus, can serve as the major advisor (chair) of a committee established prior to retirement. Emeritus professors may serve on new committees as "additional" members only (that is, they do not count toward the number of program or outside members required.)

Students may request a change in the major advisor and/or faculty membership on their thesis committee in consultation with their major advisor and/or the Graduate Director. Substitutions in committee membership require approval of the Graduate Director and will occur only if a member is unable to serve or if a student's dissertation topic changes, requiring a new dissertation director and/or modification in the committee. In cases other than these, approval for change in committee membership rests with the Dean of the School of Graduate Studies.

6.2 Extension of Time Request

Requests for extension of the deadline for satisfying the Ph.D. qualifying examination requirements must be made in writing to the chair of the student's thesis committee with a copy to the Graduate Director. Pertinent forms must be filed with the School of Graduate Studies (http://gsnb.rutgers.edu/resources/graduate-student-forms).

6.3 Complaints Concerning Grades

Complaints concerning grades or other evaluations should be addressed to the faculty members(s) awarding the grade. If the complaint is not resolved satisfactorily between the student and the faculty member(s), the student may appeal in writing to the Graduate Director.

6.4 Other Issues

Other student appeals and complaints may be addressed to the Graduate Director, who will consult with all parties involved and propose a resolution to the problem. If this informal mediation is unsuccessful, the matter may be referred to the Graduate Program Faculty for a formal review and decision. Students may appeal decisions of the Graduate Director or the Graduate Program Faculty to the Dean of the School of Graduate Studies.

7. OTHER ACADEMIC SUPPORTS AND OPPORTUNITIES

7.1 Networking

Be sure to take advantage of opportunities to get to know as many Nutritional Sciences grad students and faculty as possible. *Networking pays off!* Department seminars (see Section 3) and the ***Nutritional Sciences Graduate Student Organization (NS GSO)*** offer excellent networking opportunities. The NS GSO provides networking, leadership skill, and academic development opportunities. Watch the nutri_grad@email.rutgers.edu listserv for announcements.

7.2 Academic Integrity

Rutgers takes academic integrity very seriously. Be sure to review the Rutgers Academic Integrity Policy and Code of Student Conduct (academicintegrity.rutgers.edu/). Some reliable sources to help you build your knowledge of academic integrity and plagiarism are:

http://academicintegrity.rutgers.edu/
http://tap.rutgers.edu/academic-integrity.php
http://tlt.psu.edu/plagiarism/student-tutorial/defining-plagiarism-and-academic-integrity/
http://www.library.illinois.edu/learn/research/academicintegrity.html
http://library.camden.rutgers.edu/EducationalModule/Plagiarism/citeisright.html

7.3 Library

A key to success in graduate school is having ***excellent*** library skills. Plan to meet with a librarian early in your first semester to learn how to best use the extensive RU library system for your coursework and research. Check www.libraries.rutgers.edu for more information.

7.4 Inter-University Doctoral Consortium (IUDC)

The IUDC is open to doctoral students and provides opportunities to take courses at 8 other local institutions. Learn more at: http://gsnb.rutgers.edu/academics/inter-university-doctoral-consortium

7.5 Your Health

- Student Health Insurance: See Health Insurance for Graduate Students form at gsnb.rutgers.edu/resources/graduate-student-forms for more information.
- Psychological Services: See rhscaps.rutgers.edu/ for more information.
- **Student-Wellness Services:**
  Just In Case Web App
  http://codu.co/cee05e
  Access helpful mental health information and resources for yourself or a friend in a mental health crisis on your smartphone or tablet and easily contact CAPS or RUPD.

  Counseling, ADAP & Psychiatric Services (CAPS)
  (848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/
  www.rhscaps.rutgers.edu/
  CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and

workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners.

Violence Prevention & Victim Assistance (VPVA)
(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 /
www.vpva.rutgers.edu/
The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

Disability Services
(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / https://ods.rutgers.edu/
Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: https://ods.rutgers.edu/students/registration-form.

Scarlet Listeners
(732) 214-9069 / https://rutgers.campuslabs.com/engage/organization/scarletlisteners
Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.

7.6 Future Employment

To explore options for using your graduate degree, visit the Rutgers iJobs office: http://ijobs.rutgers.edu/

7.7 Be Proactive

If you have questions or concerns, seek answers and advice! Check the program website (nutrition.rutgers.edu/) or the SGS website (gsnb.rutgers.edu/). Talk to more advanced graduate students, faculty, staff, or the professionals at the grad school offices. Also review the Best Practices and Mentoring in Doctoral Education document at https://gsnb.rutgers.edu/resources/overview.

Sincere thanks to the Rutgers Food Science Department for providing a template for this handbook.