

Graduate Student Handbook
Nutritional Sciences Graduate Program
Rutgers University
August 2026

1. OVERVIEW OF THE NUTRITIONAL SCIENCES GRADUATE PROGRAM (NSGP)

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 NSGP at Rutgers University draws its faculty from the Department of Nutritional Sciences, other Departments in the School of Environmental and Biological Sciences, other Schools at Rutgers - New Brunswick, and various academic divisions at Rutgers Biomedical & Health Sciences. Students benefit from the courses offered by all these academic units within Rutgers University.

2. GENERAL INFORMATION

This Nutritional Sciences Graduate Student Handbook supplements and expands upon the School of Graduate Studies (SGS) Policies and Procedures that are available on-line at grad.rutgers.edu/current-students/policies-procedures-students. This handbook does not supersede SGS Policies and Procedures nor the Rutgers University Code of Conduct available online at success.rutgers.edu/resource/code-student-conduct. Each student is expected to become familiar with the regulations published and referred to in this handbook.

2.1 Affiliation

The Nutritional Sciences Graduate Program is part of School 16: School of Graduate Studies. The Nutritional Sciences Graduate Program Co-Directors are Dr. Carol Byrd-Bredbenner and Dr. Tracy G. Anthony.

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, also known as the Nutritional Sciences Graduate Program, or NSGP hereafter.

2.2 Timeline

Plan ahead so you graduate in a timely fashion.

- *Doctor of Philosophy (PhD) students* usually take 4.5 to 6 years to complete their coursework, qualifying exams, dissertation proposal defense, and final dissertation defense. 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 of coursework (not research credits) can be transferred into the program from previous graduate or dietetic internship work.
- *Master of Science (MS) students* usually take about 2 years to complete their coursework and research project. All master's students need to complete 24 course credits and 6 research credits for a **total of 30 credits**. Up to 12 coursework credits (not research credits) can be transferred into the program from previous graduate work. A total of 9 transfer credits can be awarded to students who have completed the requirements for the Registered Dietitian Nutritionist (RDN) credential.
- Sample course sequences and recommended timelines for thesis completion are found in Sections 4 and 5 of this handbook.

2.3 Research Advisors

The PhD degree requires proposal and completion of a dissertation conforming to the requirements of the SGS. Dissertation completion is guided by a committee of at least 4 faculty, 1 of whom is the major research advisor. Three members of the doctoral dissertation committee are from the NSGP, and 1 member is outside or external to the NSGP. Both the dissertation proposal and the final dissertation are defended by oral examination by the dissertation committee with the final examination held in a public forum followed by a closed session with the dissertation committee.

The MS degree requires the completion of a research project which:

- Is conducted under the direction of a research (major) advisor.
- Is approved by a committee comprised of a Chair (typically the major advisor) and 2 other NSGP faculty members.
- Includes an introduction establishing the need for the research, a review of pertinent literature, research methods, results, discussion, and conclusions.
- The research project for the MS Applied/Community and Biochemistry/Physiology options typically are a MS thesis, though a critical essay may be completed with the approval of the student's research mentor.
- The research project for the MS-DI is a critical essay based on a systematic literature search and critical analysis of a topic relevant to nutrition and is designed to support and satisfy successful completion of CRDNs for the dietetics internship verification statement.

Under certain circumstances, PhD and MS committees may have a different composition; these differences must be discussed with and approved by the NSGP Director or Co-Directors.

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 before the end of the second semester for Doctoral students. *Delaying selection of a research advisor will likely delay your graduation.*

There are over 50 NSGP faculty members; be aware some may not be available or be able to serve as a research advisor for a new graduate student in a given year. To choose a research 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 NSGP Director/Co-Directors.
- Schedule meetings with NSGP faculty members to learn more about their research programs. If a program interests you, request a lab rotation 4 to 8 weeks in length. Lab rotations provide an opportunity to see if the faculty's research and mentoring style is a good match for you. Students are advised to complete at least one to two rotations before the end of your first semester is common before selecting a research advisor. Rotations may also extend into your second semester and include a third rotation if necessary.
- Doctoral students: Be sure to discuss opportunities for funding your education and research with potential research advisors. The major research 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 a research advisor, students should consult with the NSGP Director or Co-Directors before registering for courses. Each semester thereafter, students should consult with their major research advisors before registering for courses. Ideally, the entire graduate program course of study and allocation of course and research credits should be outlined in a table or spreadsheet by the student under the guidance of the major research advisor before the end of the student's first year of graduate study. A blank spreadsheet to help plan out the course of study is provided in the 'NSGP Student Resources' Canvas Sandbox.

A. Full-time Student Status

Full-time status is considered between 9 and 16 credits. 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 SGS. Graduate study is more intense than undergraduate study and taking more than 12 credits per semester is not advised and must be discussed with the Graduate Program Director or Co-Director.

B. Reduced Credit Load for Full-Time Students

For PhD students: PhD students are expected to work full-time on their studies until graduation; transitioning to part-time requires the approval of the student's research mentor and Graduate Program Director or Co-Director. Once you have completed all of your coursework and passed the Qualifying Exam parts 1 and 2, you can register for fewer credits and retain full-time status as a PhD Candidate, with a minimum of 1 research credit per semester required. Doctoral students may consult with their major research advisors to take up to 16 credits while in the pre-qualifying stage of their graduate education, in order to reduce tuition costs in the PhD Candidate phase of their graduate education. This is especially important for students funded on grants or fellowships (for more information see section 2.4.G.). However, it is critically important to carefully manage credits take to avoid taking more than 72 (the number required for a PhD. Excess credits incur unnecessary costs to grants and fellowships and may cause cancellation of teaching assistantships.

For MS Students: MS students may be full- or part-time. Once full-time students are close to 30 credits you may register for one credit per semester. Contact the NSGP Director or Co-Directors for guidance and approval forms.

For International Students on Student Visas: to comply with federal regulations, international students must register for at least 9 credits every fall and spring semester, unless they have earned close to the 30 credits required for the MS degree or close to the 72 credits required for the PhD degree or meet a circumstance as detailed on the Rutgers Global website. However, this must be approved by your International Student Adviser (Designated School Official). Authorization for a reduced credit/course load requires submission of an approval form through the RUGlobal Portal. International students are advised to work closely with their international advisor when considering a reduced credit load and review forms at global.rutgers.edu/current-students. To facilitate the timely approval process for a reduced credit load by the Graduate Program Director or Co-Directors, please send a copy of your request to the Director or Co-Directors by email.

C. Transferring Credits

Students who have taken graduate courses equivalent to those in the NSGP curriculum may petition the NSGP Director or Co-Directors 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 MS students).

A PhD student may transfer a maximum of 24 graduate level course credits and a MS 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 9 credits at Rutgers with grades of B or higher. The Application for Transfer of Credit form is available at grad.rutgers.edu/academics/forms . A blank application is also available in the NSGP Student Resources Canvas Sandbox. Questions about courses eligible for transfer should be directed to the NSGP Curriculum Committee Chair, Dr. Sue Shapses.

Sample Letter for Requesting Transfer Course Credit

TO: Dr. XXX, Chair, Curriculum Committee CC: Graduate Program Co-Directors

Dr. XXX, Student's research Advisor FROM: XX, Graduate Student SUBJECT: Course Transfer

I am requesting credit for 16:709:521 Community Nutrition, 75:832:504 Introduction to 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 research 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.
75:832:504 Intro to Biostatistics	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. RDN Credential

Students seeking the RDN (registered dietitian nutritionist), also known as RD (registered dietitian) credential may be able to combine this with PhD or MS biochemistry/physiology or applied/community nutrition options. For more information, please consult with the NSGP Director or Co-Directors.

E. Undergraduate Courses for Graduate Credits

Normally, undergraduate courses cannot fulfill graduate coursework requirements. However, approval for graduate credit can be petitioned by contacting the NSGP Director or Co-Directors and must be pre-approved prior to registration. Up to 12 undergraduate credits at the 300 and 400 levels may be taken as electives and applied toward the graduate degree. Students must also register with a "G" prefix to indicate they are taking the course for graduate credit. Transferring upper-level undergraduate courses taken at Rutgers University for graduate electives may also be possible if the courses taken were in excess of the 120 undergraduate credits required for the bachelor's degree.

F. Grade Point Average Requirement

The NSGP Curriculum Committee reviews student transcripts twice a year. Those students with an overall 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 NSGP Curriculum Committee. In no circumstance can more than 3 courses with a grade of C be counted toward the graduate degree.

G. 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 SGS with the approval of the NSGP Director or Co-Directors. For a full description of the Policy on Incomplete Grades, visit grad.rutgers.edu/current-students/policies-procedures-students. Note that poor grades cannot be removed from the record by retaking the course and obtaining a better grade.

H. 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.

I. 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.

J. 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.

K. Continuous Registration Requirement

Graduate students must remain registered every semester, either with course and/or research credits until the master's research project (thesis or critical essay) or dissertation is submitted to SGS. Any lapse will require a Readmission Application (on the SGS forms website) and approval of the NSGP Director or Co-Directors. Students who must interrupt their studies may, with the approval of the NSGP Graduate Director(s), register for matriculation continued for a maximum of two consecutive terms. There is no tuition fee for this registration, although a student fee is charged. Please refer to the SGS website for additional details or contact the NSGP Director or Co-Directors.

L. Summer Registration Tuition Remission

TAs are entitled to six "free" course or research credits for the summer following the TA assignment. Graduate students may consider registering for these credits to save on tuition costs.

GA and Graduate Fellows are not entitled to "free" course or research credits over the summer. If you register for credits over the summer, you or your adviser's grant funds will have to cover the tuition cost.

2.5 Guidelines for Review and Assessment of PhD Dissertations and MS Thesis Projects

The NSGP strives to maintain a culture of mutual respect between students and faculty members, as outlined in the Rutgers University Code of Conduct and SGS Policies and Procedures. In keeping with this, 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 both students and major research 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 student's research.

Research advisors should be given at least 2 weeks to provide feedback to students on dissertation proposal drafts, final dissertation drafts, master's research project (thesis or essay) drafts, or other manuscript drafts. Students should ask the research advisor about pending deadlines as well as consider the likely need for revisions to their scholarly works. It is recommended that initial drafts of major projects be submitted to the research advisor as soon as possible and at least 2 months prior to the final deadline so that multiple revisions are possible, as needed. A research advisor may require more time to review a document under certain conditions (e.g., 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).

Doctoral dissertation committees should be provided with the final dissertation at least two

weeks prior to the defense (note: some committees may request more than 2 weeks). Master's thesis committees should be provided with the final thesis two weeks prior to the defense. It is the responsibility of the committee members to complete document review within this time period. Advanced feedback to the student prior to the defense date is allowed, if warranted.

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

3. SEMINARS IN NUTRITIONAL SCIENCES

There are several types of seminars in Nutritional Sciences. The NSGP Faculty considers seminars to be one of the most important learning experiences in graduate education. As scientists 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 their scientific accomplishments 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.

Nutritional Sciences Seminar (16:709:601, 1 credit and 16:709:602, 2 credits)

Small group discussion on research ethics, academic resources, policies and procedures at Rutgers University, and current nutrition research topics with emphasis on critical evaluation of primary literature, synthesis of the topic, and preparation of effective seminar presentations. These courses are required for all NSGP doctoral students and are highly recommended for all NSGP graduate students. **In-person attendance at all Department of Nutritional Sciences Seminars is a required component of these courses.**

Department of Nutritional Sciences (DNS) Seminar Series

Weekly The DNS seminar series is an integral component of the NSGP. The DNS Seminar Series meets regularly on Wednesdays at 2:15 PM when classes are in session. All graduate students are expected to attend. Seminars provide a unique opportunity to learn about the newest research and network with the invited speaker as well as fellow students, faculty, and staff. 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>.

Doctoral and Master's Degree Defense Seminars

Students are highly encouraged to attend all NSGP doctoral and master's defense seminars. Defense seminars will extend learning and will prepare students for their own defense seminar.

4. DOCTOR OF PHILOSOPHY (PhD Degree)

The doctoral program in nutritional sciences prepares students for careers conducting original research or serving as a nutritional sciences expert in academic settings, governmental agencies and programs, healthcare organizations, or business and industry. This degree program has two options: 1) Nutritional Biochemistry and Physiology and 2) Applied and Community Nutrition. The table below summarizes the requirements for this degree.

4.1 a Summary of degree requirements for *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 for PhD in *Nutritional Biochemistry and Physiology*

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 <i>or</i> 16:115:511	4 <i>or</i> 3	Biochemistry <i>or</i> Molecular Biology and Biochemistry <i>or Alternate</i> <i>Course (Table 2)*</i>
16:115:504 <i>or</i> 16:115:512	4 <i>or</i> 3	Biochemistry <i>or</i> Molecular Biology and Biochemistry <i>or Alternate</i> <i>Course (Table 2)*</i>
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
See Table 3 for options	3	Statistics

***Table 2. 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 *both* 16:115:511 and 512, then choose two (2) of the courses in **blue**, or 1 *italicized* plus 1 **blue** course.

To replace one semester of biochemistry (16:115:503 or 504 or 16:115:511 or 512) choose any course in this table.

Course number	Semester offered	Credits	Course Name
01:148:514	Fall	3	Molecular Biology of Cells
11:340:550	Fall	3	Endocrinology
11:340:592	Spring	3	Molecular and Cellular Physiology
16:682:503	Spring	3	Microbial Physiology
16:710:555	Fall	3	Neurobiology
16:761:580	Spring	3	Molecular Basis of Physiology
16:761:600	Fall	3	Physiological Basis of Disease
16:963:512	Spring	3	Integrated Organ Physiology
<i>16:340:508</i>	<i>Fall</i>	<i>3</i>	<i>Equine Exercise Physiology</i>
<i>16:340:502</i>	<i>intermittent</i>	<i>3</i>	<i>Physiology of Reproduction</i>
<i>16:340:510</i>	<i>intermittent</i>	<i>3</i>	<i>Neuroendocrinology</i>
<i>16:400:530</i>	<i>Spring</i>	<i>3</i>	<i>Advanced Food Sensory Science</i>
<i>16:400:535</i>	<i>Fall</i>	<i>3</i>	<i>Beneficial Microbes in Food & Health</i>
<i>16:572:503</i>	<i>intermittent</i>	<i>3</i>	<i>Exercise Biochemistry</i>
<i>16:572:504</i>	<i>intermittent</i>	<i>3</i>	<i>Exercise Endocrinology</i>
<i>16:572:507</i>	<i>intermittent</i>	<i>3</i>	<i>Metabolic Response to Exercise</i>
<i>16:572:511</i>	<i>intermittent</i>	<i>3</i>	<i>Advanced Applied Physiology I</i>
<i>16:572:512</i>	<i>intermittent</i>		<i>Advanced Applied Physiology II</i>
<i>16:682:576</i>	<i>Spring</i>	<i>3</i>	<i>Microbiomes and Health</i>
<i>16:761:610</i>	<i>Spring</i>	<i>3</i>	<i>Biological Biomedical and Social Aspects of Aging</i>
Other appropriate courses may exist; inquire with Co-GPDs to seek approval for a course not listed above.			

Table 3. Statistics Options

Course number	Semester Offered	Credits	Course Name
16:115:557	Fall	3	Statistics in Biomedical Sciences
16:125:578	Spring	3	Interdisciplinary Biostatistics Research Training
16:830:533	Alt Spring	3	Experimental Design and Methods
16:960:501	intermittent	3	Statistical Theory for Research Workers I
16:960:563	Fall	3	Regression Analysis
16:960:584	intermittent	3	Biostatistics I - Observational Studies
16:960:586	intermittent	3	Interpretation of Data I
15:291:531,532*	Fall + Spring	6	Statistical Methods I and II (both must be taken to fulfill NSGP requirement)
PHCO 0504	F, Sp, Su	3	Introduction to Biostatistics
01:960:401 **	F, Sp, Su	3	Basic Statistics for Research
01:960:484 **	Fall and Spring	3	Basic Applied Statistics
01:960:490 **	intermittent	3	Intro to Experimental Design

*Recommended for Community/Applied Track

**For students without previous undergraduate statistics

Additional information on these courses is provided on the NSGP webpage:

nutrition.rutgers.edu/graduate/doctorate/

Table 4. Recommended Elective Coursework for *Nutritional Biochemistry and Physiology*

Course number	Semester Offered	Credits	Course Name
16:682:530	Fall	1	Scientific Conduct and Ethics
16:115:556 *	Spring	1	Ethical Science Conduct
16:709:531	Spring	3	Nutritional Epidemiology
16:709:521	Spring	3	Community Nutrition
16:709:621	intermittent	1	Advanced Topics: Metabolic Regulation
16:709:622	intermittent	1	Advanced Topics in Molecular Nutrition
16:115:555	Fall	3	Epigenomics
16:148:504	Spring	3	Developmental Biology
01:148:598	Spring	3	Stem Cell and Developmental Biology
16:340:591	intermittent	4	Reproductive & Developmental Toxicology
11:375:510	Spring	3	Environmental Microbiology
16:400:513	Fall	3	Food Chemistry Fundamentals
16:400:514	Spring	3	Food Biology Fundamentals
16:400:532	Spring	3	Nutrigenomics and Nutraceuticals
16:572:504	intermittent	3	Exercise and Sport Endocrinology
16:681:535	Fall	3	Human Genetics
16:681:543	Spring	3	Current Concepts of Immunology
16:682:501	Fall	3	Microbial Life
16:710:555	Fall	3	Neurobiology
16:718:560	Spring	3	Communicating Science
16:718:603	Spring	3	Genomics and Cancer Therapy
16:718:605	Spring	2	Drug Target Interaction
16:718:680	Fall	3	Cellular and Molecular Pharmacology
16:761:505	Spring	3	Computational Genomics
16:765:585	Fall	3	Bioinformatics
16:963:501	Fall	3	Principles of Toxicology
16:963:502	Fall	3	Systems Toxicology
16:963:505	Spring	4	Molecular Toxicology
16:963:506	Spring	2	Pharmacogenomics and Precision Medicine
Molecular Biosciences minicourses	Spring	1	https://molbiosci.rutgers.edu/academics/first-year-curriculum#mbsminicourses

* Required for students working in a lab receiving NIH funding

Other appropriate courses may exist; inquire with Co-GPDs to seek approval for a course not listed above.

Table 5. Sample Course Sequence for PhD in *Nutritional Biochemistry and Physiology*

FALL	SPRING
Year 1	
16:709:553 Nutrition: Biochemical & Physiological Basis 1 – 4 credits	16:709:552 Nutrition: A Biochemical and Physiological Basis – 4 credits
16:709:601 Nutritional Sciences Seminar – 1 credit	16:709:602 Nutritional Sciences Seminar – 2 credits
Biochemistry 16:115:503 <i>or</i> Molecular Biology and Biochemistry 16:115:511 <i>or Alternate Course</i> (Table 2) *	Biochemistry 16:115:504 <i>or</i> Molecular Biology and Biochemistry 16:115:512 <i>or Alternate Course</i> (Table 2)
16:682:530 Scientific Conduct and Ethics – 1 credit OR in Spring 115:556 Ethical Scientific Conduct – 1 credit	115:556 Ethical Scientific Conduct – 1 credit OR in Fall 16:682:530 Scientific Conduct and Ethics– 1 credit
16:709:701 Research in NS – optional; discuss with Co-GPDs	16:709:702 Research in NS – optional; discuss with Co-GPDs
Year 2	
709:506 Nutritional Aspects of Disease (when offered) – 3 credits	Statistics (Table 3) or Elective (Table 4)
Statistics (Table 3) or Elective (Table 4)	16:709:515 Principles of Nutrition Research – 3 credits
16:709:701 Research in NS – Discuss credit amount with Primary Mentor and Co-GPDs***	16:709:702 Research in NS – Discuss credit amount with Primary Mentor and Co-GPDs***
Years 3+	
Electives (Table 4)	Electives (Table 4)
16:709:701 Research in NS – Discuss credit amount with Primary Mentor and Co-GPDs***	16:709:702 Research in NS – Discuss credit amount with Primary Mentor and Co-GPDs***

* Options for physiology courses, see Table 2.

** Options for statistics courses, see Table 3.

***Consult with Co-GPDs if registering for more than 3 research credits

4.1 b Summary of degree requirements for *Community and Applied Nutrition track*

72 Credits Required

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

Table 6. Required Core Curriculum Coursework for PhD in *Community and Applied Nutrition track*

Course number	Credits	Course Name
16:709:601	1	Nutritional Sciences Seminar
16:709:602	2	Nutritional Sciences Seminar
16:709:620	2-3	Advanced Topics in Nutritional Sciences
16:709:521	3	Community Nutrition
16:709:524	3	Health Promotion in Nutrition & Dietetics I
16:709:552	4	Nutrition: A Biochemical and Physiological Basis
16:709:553	4	Nutrition: A Biochemical and Physiological Basis
See Table 3 for options	6	Statistics (choose two courses)
Guided Electives (students choose two courses)*		
16:709:515	3	Principles of Nutrition Research
16:709:530	3	Nutrition Epidemiology
16:709:526	3	Health Promotion in Nutrition & Dietetics II

*Students may petition to replace 1 of the Guided Electives with Free Electives listed in Table 7.

Table 7. Free Elective Coursework for PhD in *Community and Applied Nutrition* track

Course number	Credits	Course Name
Nutrition		
16:709:506	3	Nutritional Aspects of Disease
16:709:503	3	Introduction to Applied Research
16:709:508	3	Medical Nutrition Therapy
16:709:510	2	Advanced Topics in Disease Prevention
16:709:818	1-12	Dietetics Supervised Practice
Anthropology/Culture		
16:070:503	3	Social/Cultural Anthropology
16:070:546	3	Medical Anthropology
16:070:561	3	Human Behavior Ecology
16:350:512	3	Cultural Studies
16:450:508	3	Environmental Problems in Developing Countries
Communication		
17:194:510	3	Communication and Society
17:194:546	3	Social Media
17:194:548	3	Communication Ethics
17:194:560	3	Health Communications
17:194:561	3	Topics in Communication & Health
Public Health		
75:832:501	3	Health Systems & Policy
75:832:502	3	Principles and Methods of Epidemiology
75:832:505	3	Social and Behavioral Health Sciences
75:832:524	3	Leadership and Management Essentials for Public Health
75:832:651	3	Public Health Ethics and Law
75:832:653	3	Health Behavior & Policy Research Design
75:832:655	3	Health Politics & Policy
75:832:600	3	Program Planning and Evaluation
75:832:664	3	LGBTQ Health and Health Disparities
75:832:665	3	Health Care Economics
75:832:667	3	Public Health Risk Communication
75:832:672	3	Introduction to Global Public Health
75:832:674	3	Global Food System & Policy
75:832:677	3	Global Food & Culture
75:832:678	3	Maternal & Child Health
Food Science		
16:400:513	3	Food Science Fundamentals I
16:400:514	3	Food Science Fundamentals II
16:400:530	3	Advanced Food Sensory Science

See next page for more options

Table 7 (continued). Free Elective Coursework for PhD in *Community and Applied Nutrition* track

Course number	Credits	Course Name
Psychology		
16:830:506	3	Social Psychology
16:830:508	3	Research Methods in Social Psychology
16:830:534	3	Psychology of Decision Making
16:830:560	3	Emotion and Motivation
16:830:577	3	Health Psychology
16:830:612	3	Seminar: Social Psychology
16:830:620	3	Seminar: The Dynamics of Small Groups
Sociology		
16:920:523	3	Sociology of Health
16:920:524	3	Sociology of Organization

Other appropriate courses may exist; inquire with Co-GPDs to seek approval for a course not listed above.

Table 8. Sample Course Sequence for PhD in *Community and Applied Nutrition*

FALL			SPRING		
Year 1					
709:553	Nutrition: Biochemical & Physiological Basis 1	(4)	709:552	Nutrition: Biochemical & Physiological Basis 2	(4)
709:521	Community Nutrition	(3)	709:524	Health Promotion in Nutrition & Dietetics I	(3)
	Guided Elective*	(3)			
709:601	Nutrition Seminar	(1)	709:602	Nutrition Seminar	(2)
Year 2					
709:504	Statistics**	(3)		Electives	(3)
	Seminar in Nutrition Education	(1)		Statistics**	(3)
	Guided Elective*	(3)	709:702	Research in NS #	(4)
	<i>Free Elective</i> *** or Research in NS #	(3)			
Year 3					
709:701	<i>Free Electives</i> ***		709:702	<i>Free Electives</i> ***	
709:504	Research in NS			Research in NS #	
	Seminar in Nutrition Education	(1)			
Year 4+					
709:701	<i>Free Electives</i> ***		709:702	<i>Free Electives</i> ***	
	Research in NS #			Research in NS #	

* Students choose from Table 6.

** Options for statistics courses, see Table 3.

*** Options for free electives, see Table 7.

Consult with Co-GPDs if registering for more than 3 research credits

4.2 Admission to Doctoral Candidacy

To be granted Doctoral Candidacy status, NSGP doctoral students must satisfactorily complete a two-part Qualifying Exam that consists of Part 1: a written qualifying examination and Part 2: an oral dissertation proposal defense. An application for Admission to PhD candidacy must then be completed (grad.rutgers.edu/academics/forms; download ‘**Doctoral Qualifying Examination Form**’; guidance also available in NSGP Student Resources Canvas Sandbox) and signed by the Ph.D. dissertation committee members (see section 4.3 below) and the NSGP Director or Co-Directors, and filed with the SGS.

A. Qualifying Exam Part 1 - Written Exam for Doctoral Students

The written portion of the Qualifying Examination is administered by the NSGP 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 normally take the written qualifying examination at the end of their second year of study, after they have taken a majority of the required NSGP coursework, have matched with a lab, and are not on academic probation. Students who entered the doctoral program with an advanced graduate degree and are in good academic standing may petition the NSGP Executive Committee to take the written exam earlier.

The Nutritional Sciences Curriculum Committee is responsible for the administration of the qualifying exam for doctoral students. Normally, the written qualifying exam is administered once per year, usually during the summer. However, exam administration may vary based on student and NSGP Curriculum Committee needs. Preparatory related readings for the written qualifying exam are usually made available to students approximately 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 with up to eight (8) sets of readings to study (each set typically contains up to five (5) research articles or other resources). The readings are provided approximately 4 weeks before the exam. Normally, students answer a minimum of five questions from a selection of questions provided by the Curriculum Committee (i.e., one question per set of readings). 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 interpretation. 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 choices will be knowledge-based and at least 2 choices will be data interpretation. Students have about 8 hours to complete the exam in a proctored setting without assistance (i.e., ‘closed book’ and no notes, except for questions that in the directions provide additional resources).

Exam answers are graded by the NSGP faculty normally within 3 weeks of completion of the exam. Students must pass all 5 questions. A student who does not meet expectations for more than 2 questions will be asked to retake the qualifying exam the following year. A student who does not meet expectations for 1 or 2 questions has the opportunity to remediate the question(s) following communication of the exam outcome and subsequent instructions. For students who retake the written qualifying exam, the process follows the same procedures and rules as the first attempt. A student who does not meet expectations for more than 2 questions

on the second attempt is a final failure and the student shall be referred to the Dean of the SGS for further action. A student who does not meet expectations for 1 or 2 questions on the second attempt has the opportunity to remediate the question(s) following communication of the exam outcome and subsequent instructions.

B. Qualifying Exam Part 2 - Dissertation Proposal Defense

Doctoral students are required to satisfactorily verbally defend a written research proposal in front of their dissertation committee (see 4.3 below) before being admitted to PhD candidacy. The research proposal should be developed with the dissertation advisor but written entirely by the doctoral student. The written dissertation proposal format is decided in consultation with the dissertation research advisor. Dissertations typically have 3 research questions/aims building in complexity and are structured similarly to research articles, including an introduction/rationale, background literature review, methods, results, and discussion. Proposals may also follow the style of a grant proposal as covered in 16:709:515 Principles of Nutrition Research.. It is recommended that the written proposal is shared with the dissertation committee at least two weeks (some committees may require more time) before the scheduled proposal defense date.

4.3 PhD Dissertation Committee

A PhD 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 and to conduct regular (yearly at a minimum) meetings with their committee.

The composition of doctoral dissertation committees must be endorsed by the NSGP Director or Co-Directors. The committee chair, typically the research advisor, must be a full member of the NSGP. Two committee members must be full or associate members of the NSGP (<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 NSGP or an outside member. For the defense of the *completed* dissertation, the remaining (fourth member) must be outside the NSGP.

The outside member, approved by the NSGP Director or Co-Directors and approved by the SGS, must have research and/or academic credentials appropriate for such committee service. The student's major research advisor should work with the student to submit the outside appointment request, in writing, to the NSGP Director or Co-Directors 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 NSGP 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 external committee member and get approval of this individual's service before the *proposal* defense.

4.4 Final Examination / Dissertation Defense

A student verbally defends their final written dissertation in the last semester of graduate study in a seminar open to the public. The student is required to provide a copy of the dissertation to the committee at least two weeks before the defense seminar date. The student should provide sufficient time between the scheduled defense seminar date and the SGS October, January, or May

dated degree deadline dates to make any additions or changes requested by the dissertation committee.

The final defense seminar must be advertised to the public via electronic postings and listservs. On the scheduled date, the student presents a public seminar focusing on their dissertation research. After the seminar, the student meets with the dissertation committee who then further probes understanding of the research conducted by the student. Students are informed whether they have passed the defense examination immediately after its completion.

Required changes to the dissertation, if any, will also be made at this time. If the student fails the defense examination, the reasons for the decision are given at this time. Upon successful completion of the defense examination, the members of the dissertation committee sign the Application for Doctoral Degrees form (grad.rutgers.edu/academics/forms) indicating whether the student has passed or failed the defense examination. The NSGP Director or one of the Co-Directors signs the form after all defense committee members sign.

Table 9. Preparing for your PhD Dissertation Final Defense - Recommended Timeline

Every semester during doctoral study	• Track and plan your progress. • Update your plan for course completion. • Review your transcript to be certain it is correct and every course has a grade. Contact the Graduate Program Director/Co-Directors if there is a problem. • Confer with your research mentor about your research and progress.
At least one semester before final defense	• Conduct a careful, final review of your transcript to be certain you have sufficient credits (72; a minimum of 33 course credits and 24 research credits; the other 15 can be either course or research credits). • Compare your coursework to the Handbook to be sure you have met all the requirements. Contact NSGP Director(s) if you have any questions after your review.
Semester of final defense	• If you have transfer credits, be certain they are indicated on your transcript. • Confirm your dissertation committee membership with the NSGP Director(s). • Work with your Advisor and thesis committee to set a defense date. Do this well in advance to accommodate committee availability and room scheduling. Confirm with your committee the date they expect to receive your near final dissertation draft. • Contact NSGP Director(s) and staff assistant to get the defense announcement scheduled, room reserved, zoom link set up, and Docusign document ready. • Work with your research advisor to create your seminar presentation.
At least two weeks before final defense	• Submit near final dissertation draft to your committee. Be certain it is formatted using the SGS style guide. grad.rutgers.edu/academics/graduation/electronic-thesis-and-dissertation-style-guide. • Discuss with Co-GPDs any possible issues that would interfere with the final defense immediately upon knowing; e.g., medical issue.
Day of defense seminar	Final defense has a public and private component. The public component is a seminar usually about 45 min in length followed by Q&A. After that, a closed session with you and your committee is held to continue the discussion and identify revisions needed.
After final defense	Allow 1 to 2 weeks (or more if you are anticipating many changes) before the dissertation deposit deadline to make edits and get your committee members' signatures on the electronic Docusign. Work with the NSGP Administrator to set up the signature forms (best to do this BEFORE the defense seminar).
Thesis deposit deadline	Be sure to speak with your research advisor about whether you should embargo your dissertation for a defined period after deposit so that you have time to publish your work before it is publicly available at the RU library. The deposit form allows <i>only you</i> to embargo your dissertation.

5. MASTER OF SCIENCE (MS 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 Rutgers Dietetics DI Handbook located in the NSGP Student Resources Canvas site.

5.1.a. Summary of coursework requirement for NSGP MS in *Nutritional Biochemistry and Physiology* track

30 Credits Required

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

Table 10. Required Core Curriculum Coursework for MS in *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 <i>or</i> 16:115:511	4 <i>or</i> 3	Biochemistry <i>or</i> Molecular Biology and Biochemistry <i>or Alternate Course</i> (Table 2)
16:115:504 <i>or</i> 16:115:512	4 <i>or</i> 3	Biochemistry <i>or</i> Molecular Biology and Biochemistry <i>or Alternate Course</i> (Table 2)
16:709:601	1	Nutritional Sciences Seminar
See Table 3 for options	3	Statistics

Table 11. Sample Course Sequence for MS in *Nutritional Biochemistry and Physiology* track

Masters (Biochem and Physiology)	
FALL	SPRING
Year 1	
709:553 Nutrition: Biochemical & Physiological Basis	709:552 Nutrition: A Biochemical and Physiological Basis
16:709:601 Nutritional Sciences Seminar	709:602 Nutritional Sciences Seminar
Biochemistry or Molecular Biology (Table 9) or Alternate Course (Table 2)	Biochemistry or Molecular Biology (Table 9) or Alternate Course (Table 2)
<i>Ethical Scientific Conduct</i>	
Year 2	
Statistics (see Table 3 for options)	Electives
Electives	709:702 Research in NS
709:701 Research in NS	

Italicized courses are strongly encouraged.

Summary of coursework requirement for NSGP MS in *Applied and Community Nutrition* track

30 Credits Required

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

Table 12. Required Core Curriculum Coursework for NSGP MS in *Community and Applied Nutrition* 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
16:709:524	3	Health Promotion in Nutrition and Dietetics I
16:709:521	3	Community Nutrition

Table 13. Elective Coursework for NSGP MS in *Community and Applied Nutrition* track

Course number	Credits	Course Name
Guided Electives – Statistics (students must choose one course)		
		See Table 3
Guided Electives (students must choose two courses)		
16:709:503	3	Introduction to Applied Nutrition Research
16:709:530	3	Nutrition Epidemiology
16:709:526	3	Health Promotion in Nutrition and Dietetics II
Free Electives (selected courses, other options possible)		
		See Table 7

Table 14. Sample Program of Study for NSGP MS in *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)
709:526	Health Promotion in Nutrition & Dietetics 2	(3)	709:521	Community Nutrition	(3)
	Guided Elective*	(3)		Guided Elective*	(3)
	<i>Ethical Scientific Conduct</i>	(1)			
Year 2					
	Statistics**	(3)	709:702	Research in NS	(3)
709:701	Research in NS	(3)			

Italicized courses are strongly encouraged electives.

*Students choose at least 2 of these courses.

** Options for statistics courses, see Table 12.

5.2 MS Research Committee

MS students, in consultation with their research advisor, must form a thesis committee consisting of 3 members (the advisor plus 2 others). The committee chair (research advisor) must be a full or associate member of the NSGP. Two committee members must be full, associate, or affiliate members of the NSGP (<http://nutrition.rutgers.edu/faculty/grad-faculty.html>). Deviations from this committee structure may be possible with the approval of the NSGP Director(s).

The research committee must be approved by the NSGP Director or Co-Directors. The student's research advisor should work with the student to submit the committee membership request to the NSGP Director or Co-Directors. Students are personally responsible for requesting participation by each committee member selected.

5.3 MS Thesis Defense Seminar

The Master's Thesis defense seminar is similar to the doctoral dissertation defense but typically shorter due to the more limited scope of the research project. Please refer to section 4.4 in this handbook. Master's students completing the Critical Essay instead of a Master's Thesis are not required to deliver a seminar of their research.

Table 15. Preparing for your MS Thesis Defense - Recommended Timeline

Every semester during study	• Track and plan your progress. • Update your plan for course completion. • Review your transcript to be certain it is correct and every course has a grade. Contact the Graduate Program Director/ Co-Directors if there is a problem. • Confer with your research mentor about your research and progress.
At least one semester before final defense	• Conduct a careful review of your transcript to be certain you will have sufficient credits (30; a minimum of 24 course credits and 6 research credits). • If you have transfer credits, be certain they are indicated on your transcript. Transfer credits also include courses taken at Rutgers while an undergraduate that will be counted toward your degree. • Compare your coursework to the Handbook to be sure you have met all the requirements. Contact the NSGP Director or Co-Director(s) if you have any questions after your review.
Semester of defense	• Confirm your dissertation committee membership with the NSGP Director(s). • Work with your research advisor, thesis committee to set a defense date. Do this well in advance to accommodate committee availability and room scheduling. Confirm with your committee the date they expect to receive your near final thesis draft. • Contact NSGP Director(s) and staff assistant to get the defense announcement scheduled, room reserved, zoom link set up, and Docusign document ready. • Work with your research advisor on creating your seminar presentation.
At least 1 week before final defense	• Submit nearly-final thesis draft to your committee. Be certain it is formatted using the SGS style guide. grad.rutgers.edu/academics/graduation/electronic-thesis-and-dissertation-style-guide. • Work with the NSGP Administrator to set up the electronic signature forms in Docusign. • Discuss with Co-GPDs any possible issues that would interfere with the final defense immediately upon knowing; e.g., medical issue.
Day of defense seminar	Final defense has a public and private component. The public component is a seminar usually about 35 min in length followed by Q&A. After that, a closed session with you and your committee is held to continue the discussion and identify the revisions needed.
After final defense	Allow 1 week (or more if you are anticipating many changes) before the thesis deposit deadline to make edits and get your committee members' signatures on the electronic Docusign.
Thesis deposit deadline	Be sure to speak with your research advisor about whether you should embargo your thesis for a defined period after deposit so that you have time to publish your work before it is publicly available at the RU library. The deposit form allows <i>only you</i> to embargo your dissertation.

5.4 Transferring from the MS program to the PhD

Prior to completing the master's degree, students can petition the NSGP Curriculum Committee to change their status from the MS to the PhD program. The petition includes, at a minimum, a memo to the Curriculum Committee requesting the change, a personal statement, and a letter from the student's major research advisor supporting the petition. If the petition is granted, the student must complete an Application for Change of Degree Status (grad.rutgers.edu/academics/forms); this application requires the consent of the NSGP Director or Co-Directors.

Students who have already completed the MS degree in the Rutgers NSGP who wish to continue their studies as a doctoral student must complete an Application for Change of Degree Status (grad.rutgers.edu/academics/forms) to enter the PhD program; this application requires the consent of the NSGP Curriculum Committee and NSGP Director or Co-Directors.

6. PROGRESS REPORTS AND DEVELOPMENT PLANS, MENTORING AGREEMENTS

The NSGP requires students to complete a graduate student progress report that includes an individual professional development (IDP) plan yearly. This document covers a range of topics for student reflection including the following elements as outlined in the SGS Policies and Procedures (section 1.2.7): academic progress and goals, career goals, timelines, achievements, skill development, and ethics training. Blank and example IDP documents are available in the 'NSGP Student Resources' Canvas Sandbox. The blank document is completed by the student and signed by the research advisor. Before signing, the research advisor discusses with the student their progress and goals. The form also provides the faculty adviser the opportunity for written comments. Once signed by both the student and research advisor, the completed form is submitted to the 'NSGP Student Resources' Canvas Sandbox.

Students working in a laboratory that receive funding from the National Institutes of Health also may need to complete an IDP approved for biomedical sciences. The IDP is another tool to help guide the career training path of the student and facilitate effective mentoring and communication between the student and research advisor. Students are also encouraged to utilize the various IDP resources developed by the SGS to facilitate their own career growth and development. For more information see: grad.rutgers.edu/academics/academic-enrichment-programs/individual-development-plans

Some NSGP faculty may utilize Mentoring Agreements during the lab rotation or in general to guide expectations. For access to sample mentoring agreements please visit the NSGP Student Resources Canvas sandbox.

7. PROCEDURES IF THINGS GO WRONG

Problems and concerns should be discussed with the NSGP Director or co-Directors who may then review them with the NSGP Faculty, and where applicable, with the Department of Nutritional Sciences Chair. Students who have differences with other students or with a faculty member should speak in confidence with the Graduate Director or one of the Co-Directors, Department Chair, or with any faculty member.

7.1 Change of Major Research Advisor or Committee Membership

Should a student's major research advisor leave the University, the student must consult with the Graduate Director concerning the appointment of a new major research advisor. After retirement, a major professor, as a Professor Emeritus, can serve as the major research 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 research advisor and/or faculty membership on their committee in consultation with their major research advisor and/or the NSGP Director or Co-Directors. Substitutions in committee membership require the approval of the NSGP Graduate Director or Co-Directors and will occur only if a member is unable to serve or if a student's research topic changes, requiring a new research advisor and/or modification in the committee. In cases other than these, approval for a change in committee membership rests with the Dean of the SGS.

7.2 Extension of Time Request

Requests for extension of the deadline for satisfying the PhD qualifying examination requirements must be made in writing to the chair of the student's research advisor and committee with a copy to the NSGP Director or Co-Directors. Pertinent forms must be filed with the School of Graduate Studies (grad.rutgers.edu/academics/forms).

7.3 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 NSGP Director or Co-Directors.

7.4 Other Issues

Other student appeals and complaints may be addressed to the NSGP Director or Co-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 NSGP Executive Committee for a formal review and discussion with NSGP Faculty. Students may appeal decisions of the NSGP Faculty with the SGS Appeals Committee as outlined in the SGS bylaws.

8. OTHER ACADEMIC SUPPORTS AND OPPORTUNITIES

8.1 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 opportunities for networking, leadership skills, and academic development. Watch the nutri_grad@email.rutgers.edu listserv for announcements.

8.2 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:
academicintegrity.rutgers.edu/ grad.rutgers.edu/professional-development/teaching-skills/ta-project

8.3 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.

8.4 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: grad.rutgers.edu/academics/inter-university-exchange

8.5 Your Health

- Student Health Insurance: See Health Insurance for Graduate Students form at grad.rutgers.edu/academics/forms for more information.
- Psychological Services: See health.rutgers.edu/ for more information.

Table 16. Student-Wellness Services:

Service	Description	Contact Information
Student Accommodations	If you are a student in need of accommodations, please register with the Office of Disability Services in order to initiate the accommodations process. Please present your letter of accommodation to your instructor during the first week of the semester. Please note that accommodations are not retroactive.	(848) 445-6800 Lucy Stone Hall Suite A 145 Livingston Campus 54 Joyce Kilmer Avenue Piscataway, NJ 08854 ods.rutgers.edu/
Counseling, ADAP & Psychiatric Services (CAPS)	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.	(848) 932-7884 17 Senior Street New Brunswick, NJ 08901 health.rutgers.edu/ <u>Medical Services:</u> health.rutgers.edu/medical-and-counseling-services/medical-services health.rutgers.edu/medical-and-counseling-services/make-appointment <u>Counseling Services:</u> health.rutgers.edu/medical-and-counseling-services/counseling-services
Violence Prevention & Victim Assistance (VPVA)	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.	(848) 932-1181 3 Bartlett Street New Brunswick, NJ 08901 vpva.rutgers.edu/
Scarlet Listeners		(732) 247-5555 scarlet.listeners@gmail.com scarletlisteners.wixsite.com/scarletlisteners
Last Updated: 7-26-2025		

8.6 Future Employment

To explore options for using your graduate degree in biomedical careers, visit the Rutgers iJobs office: grad.rutgers.edu/professional-development/biomedical-career-development

8.7 Be Proactive

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

8.8 Code of Responsible Conduct

The SGS Code of Responsible Conduct and Professionalism in Graduate Education for faculty, students, mentors, and mentees.

We expect and encourage:

- Honesty and integrity
- Respect and tolerance
- Sensitivity to differences among individuals
- Professionalism
- Attention to goals and responsibilities
- Timely and constructive feedback
- Acceptance of constructive feedback

Inappropriate behaviors:

- Mistreatment, abuse, bullying, or harassment, whether by actions or language
- Unprofessional criticism
- Requests for personal services
- Assigning tasks as punishment or retribution
- Sexual assault or sexual harassment
- Discrimination
- Indifference to inappropriate behaviors that are witnessed

Resources:

- SGS Problem Resolution: grad.rutgers.edu/current-students/problem-resolution
- Code of Student Conduct: studentconduct.rutgers.edu/processes/university-code-student-conductOffice of Violence Prevention and Victim Assistance: vpva.rutgers.edu/Title IX, to report complaints: nbttitleix.rutgers.edu/resources/faqs-student-complainants-and-respondentsCAPS: health.rutgers.edu/medical-and-counseling-services/counseling-services
- University ethics and compliance: uec.rutgers.edu/

SGS Committee on Responsible Conduct and Professionalism in Graduate Education Susan Albin, Joan Bennett, Beth Leech, Diana Sanchez, Kristen Syrett, Nancy Walworth
Approved by the SGS Executive Committee, December 2018

9.0 Nutritional Sciences Graduate Program Values

The Nutritional Sciences Graduate Program is committed to fostering a rigorous, inclusive, and collaborative environment that prepares students to advance nutrition science and improve health across populations. The program is guided by the following core values:

- **Intellectual Curiosity and Scientific Inquiry**

NSGP values rigorous scholarship, critical thinking, and open intellectual exchange. Students and faculty are encouraged to ask important questions, challenge assumptions, evaluate evidence carefully, and pursue innovative approaches to understanding nutrition, metabolism, health, and disease.

- **Inclusive Excellence and Belonging**

NSGP recognizes that a diverse community of students, faculty, and staff strengthens research, education, and professional growth. The program is committed to cultivating an environment where all members feel respected, supported, and empowered to contribute fully.

- **Integrity, Accountability, and Responsible Scholarship**

NSGP upholds the highest standards of ethical conduct in research, teaching, mentoring, data collection, analysis, and communication. Faculty and students are expected to act with honesty, transparency, professionalism, and accountability in all aspects of graduate education.

- **Collaboration, Communication, and Community**

NSGP values collaboration across disciplines, laboratories, departments, and professional pathways. The program encourages students to communicate effectively with scientific peers, health professionals, policymakers, communities, and the broader public.

- **Mentorship, Resilience, and Professional Development**

NSGP is committed to supporting students as they develop the knowledge, skills, independence, and resilience needed for successful careers. The program values strong mentorship, constructive feedback, perseverance, and the development of each student's professional identity.

- **Service to Science, Health, and Society**

NSGP seeks to translate nutrition science into knowledge and practices that improve individual, community, and population health. The program values research, education, and service that contribute meaningfully to society and address pressing challenges in nutrition and health.