

**Graduate Student Handbook
Nutritional Sciences Graduate Program**

Rutgers University

August 2023

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 <https://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 <https://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 thesis. 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 are found in Sections 4 and 5 of this handbook.

2.3 Advisors for the dissertation, thesis, or critical essay

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 4 faculty, 1 of whom is the major research advisor/mentor. 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 has two research options: thesis or critical essay. Both the thesis and critical essay are:

- conducted under the direction of a research mentor (major advisor) and
- approved by a committee comprised of a Chair (typically the major advisor) and 2 other NSGP faculty members.
- **MS thesis option:** requires the writing of a thesis conforming to the requirements of the SGS. It includes an introduction establishing the need for the research, a review of pertinent literature, research methods, results, discussion, and conclusions. The thesis is defended in a public forum followed by a closed session with the thesis committee.
- **MS critical essay option:** requires the writing of an analysis of a topic relevant to nutrition. The critical essay uses an academic journal format to conduct a literature review and summarizes the current state of knowledge in a specific area followed by a discussion and conclusion. The critical essay is orally defended before the major advisor and committee members. This option is currently designed to fit the needs of the MS-Dietetics option.

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 mentor a new graduate student in a given year. 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 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 an 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 advisor you choose will need to help you find funding for your stipend, tuition, and research.
- Individual Development Plans (IDP). The IDP is a tool to help guide the career training path of the student. The NSGP requires students to complete the NSGP IDP yearly that contains the following elements as outlined in the SGS Policies and Procedures:
 1. Descriptions of progress in completing program requirements;

2. Current and future plans for support
3. Short- and long-range goals
4. Steps and timelines to achieve goals
5. Summary of research and other achievements (with comments on availability or need for resources)
6. Overview of skills acquired or needed relevant to completing the program and moving to careers (for example: learning a new methodology) including transferable skills (such as communication, team building, project management)
7. Training in scholarly ethics or responsible research
8. Access to opportunities to advance diversity and inclusion, including workshops, discussion groups, courses and curricula, training in teaching a diverse cohort of students.

Students working in an NIH-funded lab also will complete an NIH IDP.

Students are also encouraged to utilize the structured IDP resources developed by the SGS (<https://grad.rutgers.edu/academics/individual-development-plans/online-individual-development-plans>) to facilitate their own career growth and development. In addition, be aware that some NSGP faculty may utilize Mentoring Agreements during the lab rotation or in general to guide expectations. Please see the following link for more information:

<https://research.rutgers.edu/researcher-support/research-compliance/research-integrity/responsible-conduct-research-toolkit>

2.4 Registration and Course Requirements

Prior to choosing an advisor, students should consult with the NSGP Director or Co-Directors 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 SGS. Students may consult with their major 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 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 template for requesting credit transfer follows.

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 <https://grad.rutgers.edu/academics/forms> . Questions about courses eligible for transfer should be directed to the NSGP Curriculum Committee Chair, Dr. Shapses.

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, see <https://nutrition.rutgers.edu/graduate/ms-dietetics-option/> and consult with the NSGP Director or Co-Directors.

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, 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 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.

<p>75:832:504 Intro to Biostatistics</p>	<p>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.</p>	<p>PXX 6085 - Health Statistics (3 credits)</p>	<p>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.</p>
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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 NSGP Director or Co-Directors and must be pre-approved prior to registration.

E. 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.

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 SGS with the approval of the NSGP Director or Co-Directors. For a full description of the Policy on Incomplete Grades, visit <https://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.

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 PhD degree. In the latter case, the student may submit the Reduced Credit/Course Load Form to the NSGP Director or Co-Directors 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 <https://global.rutgers.edu/resources-forms/visiting-students>.

2.5 Guidelines On Time for Review and Assessment of Qualifying Exams, Dissertations, Theses, and Critical Essays

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 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 dissertation proposal drafts, thesis drafts, critical essay drafts, or other manuscript drafts. Students should ask the 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 advisor as soon as possible and at least 2 months prior to the final deadline so that multiple revisions are possible, as needed. A major 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).

Committees should be provided with the dissertation proposal, final dissertation, final thesis, and final critical essay at least two weeks prior to the defense (note: some committees may request more than 2 weeks). 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 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 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 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.

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 Defenses

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

4.1a 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 Coursework 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 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 Course (Table 2)*</i>
16:709:601	1 cr	Nutritional Sciences Seminar
16:709:602	2 cr	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 16:115:511 and 512: Choose 2 of the italicized courses, or 1 italicized and 1 bold course.

If you've taken a semester of one of these courses (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
<i>16:963:512</i>	<i>3</i>	<i>Integrated Organ Physiology</i>
<i>16:761:507</i>	<i>3</i>	<i>Comparative Physiology</i>
<i>16:761:508</i>	<i>3</i>	<i>Molecular and Cell Physiology</i>
<i>16:761:513</i>	<i>3</i>	<i>Cardiovascular Physiology</i>
<i>16:761:515</i>	<i>3</i>	<i>Medical Physiology</i>
<i>16:682:503</i>	<i>3</i>	<i>Microbial Physiology</i>
<i>16:682:501</i>	<i>3</i>	<i>Microbial Life</i>
<i>16:710:555</i>	<i>3</i>	<i>Neurobiology</i>
<i>16:125:581</i>	<i>3</i>	<i>Mammalian Physiology</i>
<i>01:146:456</i>	<i>3</i>	<i>Advanced Physiology</i>
16:400:530	3	Advanced Food Sensory Science
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
16:572:508	3	Psychophysiology in Kinesiology
16:340:510	3	Neuroendocrinology
<i>Other Endocrinology or Science Courses (with prior approval)</i>		

Table 3. Statistics Options

Course number	Credits	Course Name
<i>16:960:586</i>	<i>3</i>	<i>Interpretation of Data I</i>
<i>16:960:590</i>	<i>3</i>	<i>Design of Experiments</i>
<i>16:960:563</i>	<i>3</i>	<i>Regression Analysis</i>
<i>16:960:584</i>	<i>3</i>	<i>Biostatistics I - Observational Studies</i>
<i>16:960:585</i>	<i>3</i>	<i>Biostatistics II - Clinical Trials</i>
<i>PHCO 0504</i>	<i>3</i>	<i>Introduction to Biostatistics</i>
<i>15:291:531,532</i>	<i>6</i>	<i>Statistical Methods I and II (both must be taken to fulfill NSGP requirement)</i>
<i>01:960:401 *</i>	<i>3</i>	<i>Basic Statistics for Research</i>
<i>01:960:484 *</i>	<i>3</i>	<i>Basic Applied Statistics</i>

Additional information on these courses is provided on the NSGP webpage:
<https://nutrition.rutgers.edu/graduate/doctorate/>

Table 4. Recommended Elective Coursework for Nutritional Biochemistry and Physiology

Course number	Credits	Course Name
Free Electives (selected courses, many other options possible)		
16:682:530	0	Ethical Science Conduct (recommended for all; required for any student working in a lab receiving NIH funding)
16:682:530	1	Scientific Conduct & Ethics
16:709:531	3	Nutritional Epidemiology (recommended)
16:709:521	3	Community Nutrition
16:709:508	3	Medical Nutrition Therapy
16:709:510	2	Advanced Topics in Disease Prevention
16:709:524	3	Health Promotion in Nutrition & Dietetics 1
16:709:526	3	Health Promotion in Nutrition & Dietetics 2
16:709:818	1-12	Dietetics Supervised Practice
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
16:572:511	3	Neurophysiology of Health
16:681:502	3	Molecular Genetics
16:681:543	3	Current Concepts of Immunology
16:695:621-636	1	Molecular Biosciences Minicourses
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
18:821:568	3	Eating and Weight Disorders
18:844:513	3	Intro to Autism Spectrum

Table 5. Sample Program of Study for PhD in *Nutritional Biochemistry and Physiology*

Year 1	
Fall	Spring
709:553 Nutrition: Biochemical & Physiological Basis 1	709:552 Nutrition: A Biochemical and Physiological Basis
16:709:601 Nutritional Sciences Seminar	709:602 Nutritional Sciences Seminar
Biochemistry or Molecular Biology and Biochemistry (Table 1) or Alternate Course (Table 2)*	Biochemistry or Molecular Biology and Biochemistry (Table 1) or Alternate Course (Table 2)*
115:556 Ethical Scientific Conduct	
Year 2	
709:506 Nutritional Aspects of Disease (when offered)	Elective (Table 4)
Statistics (Table 3)	16:709:515 Principles of Nutrition Research
16:709:701 Research in NS	16:709:702 Research in NS
Years 3+	
Electives (Table 4)	Electives (Table 4)
16:709:701 Research in NS	16:709:702 Research in NS

* Options for physiology courses, see Table 2.

** Options for statistics courses, see Table 3.

4.1b. 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
16:709:526*	3	Health Promotion in Nutrition & Dietetics II
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
16:709:524	3	Health Promotion in Nutrition & Dietetics I

*Students taking 16:709:602 and 16:709:515 may opt to take 16:709:625 (1 cr) on Behavior Change Theories.

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
16:070:510	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
HEBS 5563	3	Survey Design
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

Table 8. Sample Program of Study 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)
709:526	Health Promotion in Nutrition & Dietetics 2	(3)	709:521	Community Nutrition	(3)
	Guided Elective*	(3)			
709:601	Nutrition Seminar	(1)	709:602	Nutrition Seminar	(2)
Year 2					
	Statistics**	(3)		Electives	(3)
709:504	Seminar in Nutrition Education	(1)		Statistics**	(3)
	Guided Elective*	(3)	709:702	Research in NS	(4)
	Elective or Research in NS	(3)			
Year 3					
	<i>Electives</i>		709:701	Research in NS	
709:701	Research in NS		709:702	Research in NS	
709:504	Seminar in Nutrition Education	(1)			
Year 4+					
	<i>Electives</i>			<i>Electives</i>	
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 3.

4.2 Admission to Candidacy

To be granted Doctoral Candidacy status, NSGP doctoral students must satisfactorily complete both a written qualifying examination and an oral dissertation proposal defense. An application for Admission to PhD candidacy must then be completed

(<https://grad.rutgers.edu/academics/forms>; download 'Doctoral Qualifying Examination Form') and signed by the dissertation committee members (see section 5.4 below) and the NSGP Director or Co-Directors, and filed with the SGS.

A. Part 1 - Written Qualifying 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 are considered eligible to take the written qualifying exam either:

- 1) at the end of their second year of study, provided they have taken a majority of the required NSGP 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 NSGP Curriculum Committee approved as equivalent substitutions for NSGP requirements, and the student has completed 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 for 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 NSGP 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 with no assistance (closed book and notes, unless expressly allowed by the faculty member write the exam question) and in a proctored setting.

Exam answers are graded by the NSGP 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 SGS 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 PhD candidacy.

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.

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 NSGP Director or Co-Directors.

The committee chair 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 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 outside committee member and get approval of this individual's service before the *proposal* defense.

4.4 Dissertation Defense (Final Examination)

A student typically defends his or her dissertation in the last semester of graduate study. 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 to the public on bulletin boards and via electronic listservs. On the scheduled date, the student presents a seminar (open to the public) focusing on 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 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 (<https://grad.rutgers.edu/academics/forms>) in Black ink indicating whether the student has passed or failed the examination. The NSGP Director or one of the Co-Directors 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.

5.1.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 9. 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 (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 Course (Table 2)</i>
16:709:601	1	Nutritional Sciences Seminar
See Table 3 for options	3	Statistics

Table 10. Sample Program of Study for NSGP MS in *Nutritional Biochemistry and Physiology* track

Masters (Biochem and Physiology)	
Fall	Spring
709:553 Nutrition: Biochemical & Physiological Basis 1	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)
Ethical Scientific Conduct	
Fall	Spring
Statistics (see Table 3 for options)	Electives
Electives	709:702 Research in NS
709:701 Research in NS	

5.1.b. 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 11. 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
16:709:526	3	Health Promotion in Nutrition and Dietetics II
16:709:521	3	Community Nutrition

Table 12. Elective Coursework for NSGP MS in *Community and Applied Nutrition* 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
75:832:504	3	Introduction to Biostatistics
BIST 0535	3	Biostatistical Computing
15:291:531	3	Statistical Methods I (available online)
15:291:532	3	Statistical Methods II (available online)
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
16:709:524	3	Health Promotion in Nutrition and Dietetics I
Free Electives (selected courses, other options possible)		
Nutrition		
16:709:506	3	Nutritional Aspects of Disease
16:709:620	2-3	Advanced Topics in Nutritional Sciences
16:709:515	3	Principles of Nutrition 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

16:070:510	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
HEBS 5563	3	Survey Design
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

Table 13. 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>	<i>(1)</i>			
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 Thesis and Critical Essay Defense

The Master's defense is very 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.

5.3 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 and a letter from the student's major advisor supporting the petition. If the petition is granted, the student must complete an Application for Change of Degree Status (<https://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 (<https://grad.rutgers.edu/academics/forms>) to enter the PhD program; this application requires the consent of the NSGP Director or Co-Directors.

6. 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 having differences with other students or with a faculty member should speak in confidence with the Graduate Director or one of the Co-Directors, 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 dissertation, thesis, or critical essay committee in consultation with their major advisor and/or the NSGP Director or Co-Directors. Substitutions in committee membership require 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 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 SGS.

6.2 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 thesis committee with a copy to the NSGP Director or Co-Directors. Pertinent forms must be filed with the School of Graduate Studies (<https://grad.rutgers.edu/academics/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 NSGP Director or Co-Directors.

6.4 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.

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 opportunities for networking, leadership skills, and academic development. 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 <https://grad.rutgers.edu/academics/forms> for more information.
- Psychological Services: See rhscaps.rutgers.edu/ for more information.
- **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 https://ods.rutgers.edu/

Just In Case Web App	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.	http://health.rutgers.edu/medical-counseling-services/counseling/caps-next-step/
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 www.rhscaps.rutgers.edu/ Medical Services: http://health.rutgers.edu/medical-counseling-services/medical/ Counseling Services: http://health.rutgers.edu/medical-counseling-services/counseling/
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 www.vpva.rutgers.edu/
Scarlet Listeners	Free and confidential peer counseling and referral hotline, providing a comforting and supportive safe space.	(732) 247-5555 scarlet.listeners@gmail.com https://scarletlisteners.wixsite.com/scarletlisteners
Last Updated: 7-26-2023		

7.6 Future Employment

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

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 (<https://grad.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>.

7.8 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: <http://gsnb.rutgers.edu/student-services/problem-resolution>
- Code of Student Conduct: <http://studentconduct.rutgers.edu/disciplinary-processes/universitycode-of-student-conduct/>
- Office of Violence Prevention and Victim Assistance: <http://vpva.rutgers.edu/>
- Title IX, to report complaints <http://compliance.rutgers.edu/title-ix/>
- CAPS: <https://sasundergrad.rutgers.edu/academic-standing/student-services/1895-caps>
- University ethics and compliance: <https://uec.rutgers.edu/programs/ethics/>

For more information visit: <https://grad.rutgers.edu/current-students/policies-procedures-students>

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