

# **GRADUATE HANDBOOK**

**The University of Arizona  
School of Nutritional Sciences and Wellness**

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*Disclaimer: You are a student at the University of Arizona. Hence, you are subject to all of the policies and procedures of the University of Arizona graduate college, registrar's office, bursar's office, police department, and so forth. We cannot list all of those policies here, but they are on the relevant websites. Before you do anything unusual (adding classes late in the semester, protesting a campus ordinance, telling a student to appeal a grade) you should check the relevant campus policies. Failure to do so could, for instance, cost you money. We do our best to keep this handbook up to date with Arizona policies. However, if anything in this handbook appears to conflict with a UArizona campus-level policy, chances are the campus policy will win. Please let us know if you find any such inconsistencies.*

## I. THE SCHOOL OF NUTRITIONAL SCIENCES AND WELLNESS (SNSW)

This handbook outlines the philosophy and requirements of the Graduate Degrees offered in the discipline of Nutritional Sciences at the University of Arizona. It is intended to be used as a tool to understand the requirements for obtaining a graduate degree. This handbook should be used in conjunction with the current Graduate College Catalog. The requirements of the Nutritional Sciences Graduate Program outlined herein are under the authority of and consistent with the rules and guidelines set forth by the Graduate College of the University. Some of our curricular requirements exceed those stated in the Graduate College Catalog. Students must meet the more stringent requirements contained in this handbook. Certain general University regulations and specific Nutritional Science Graduate Program degree requirements are only outlined in this document; consult the current Graduate College website for policies and guidelines set forth by the Graduate College and Graduate Council: <https://grad.arizona.edu/new-and-current-students>.

Attainment of a graduate degree in Nutritional Sciences requires outstanding scholarship and demonstration of distinguished research leading to a thesis/dissertation that contributes significantly to the general body of knowledge in the discipline. The degrees are never granted solely as certification of faithful performance of a prescribed program of study. All degree requirements must be fulfilled. Therefore, the requirements for these degree areas are also outlined in the handbook.

The School of Nutritional Sciences and Wellness at the University of Arizona is leading the way in cutting-edge, interdisciplinary research that advances the discovery and translation of nutrition science and health. This research strength provides outstanding opportunities for students in our graduate programs, leading to a Master of Science degree or a Doctor of Philosophy degree in Nutritional Sciences. A primary mission of the Nutritional Sciences Graduate Program (NSGP) is to graduate outstanding scientists who will make strong contributions to the body of knowledge in Nutritional Sciences through scientific research. Food, nutrition, and physical activity are essential to human health, and they're at the center of our work. We take a multifaceted approach in our commitment to advancing the discovery and translation of the roles of nutrition and physical activity in optimizing health for people in Arizona and beyond. Currently the department serves approximately 15 graduate students and approximately 1,000 undergraduate students.

The MS degree in Nutritional Sciences prepares students for the pursuit of a PhD, for work in an academic/educational setting, or for work in the private or nonprofit sector. The PhD in Nutritional Sciences is a research degree that develops students' research expertise in their chosen area of study, leading to careers in, teaching and research-related specialties.

All students should refer to the [Graduate College website](#) and/or [The School of Nutritional Sciences and Wellness website](#) for forms, rules and policies. Graduate College policies are the final authority in the event of any conflicts. It is each student's individual responsibility to familiarize themselves with the Graduate College policies.

### **Expected Learning Outcomes of Graduate Programs**

Expected Learning Outcomes for the NSGP

1. Critically evaluate nutritional science research and integrate core concepts, principles, and data to deepen understanding of the field.
2. Apply critical thinking skills to develop testable hypotheses, design experiments to test these hypotheses, and interpret and apply new findings to the field.
3. Develop effective oral and written communication skills.

### **Graduate Research Degree (GRD) Committee For Graduate Programs**

The Graduate Research Degree Committee in the School of Nutritional Sciences and Wellness in the College of Agriculture and Life Sciences is comprised of all graduate faculty in the School, the program chair and

coordinator, and a graduate student representative. The GRD formulates policies and coordinates activities of the graduate program. This committee is charged with the overall evaluation of graduate student performance and also makes final decisions concerning applicants for admission to the program. The student representative is not included in the evaluation of student performance. The committee is also charged with overseeing all curriculum matters.

**School of Nutritional Sciences and Wellness Graduate Faculty**

**Floyd "Ski" Chilton, PhD**

Professor, School of Nutritional Sciences and Wellness  
Associate Director, The BIO5 Institute  
Director, The Precision Wellness Initiative

**Nancy Driscoll, MS, RD**

Assistant Professor of Practice, School of Nutritional Sciences and Wellness  
Graduate Programs Coordinator, School of Nutritional Sciences and Wellness

**Scott Going, PhD**

Director, School of Nutritional Sciences and Wellness  
Professor, School of Nutritional Sciences and Wellness  
Co-Director, The Collaboratory for Metabolic Disease, Prevention and Treatment

**Melanie Hingle, PhD, MPH, RD**

Associate Professor, School of Nutritional Sciences and Wellness

**Kirsten Limesand, PhD**

Professor, School of Nutritional Sciences and Wellness  
Assistant Dean for Graduate Education, College of Agriculture and Life Sciences

**Donato Romagnolo, MSc, PhD**

Professor, School of Nutritional Sciences and Wellness  
Program Director, Mediterranean Diet and Health Study Abroad Program  
Professor, Arizona Cancer Center

**John Paul SanGiovanni, ScD**

Associate Professor, School of Nutritional Sciences and Wellness

**Richard Simpson, PhD**

Professor, School of Nutritional Sciences and Wellness  
Director, Graduate Research Degrees in Nutritional Sciences  
Associate Professor, Steele Children's Research Center, Dept. of Pediatrics, College of Medicine

**Ann Skulas-Ray, PhD**

Assistant Professor, School of Nutritional Sciences and Wellness

**Ashley Snider, PhD**

Associate Professor, School of Nutritional Sciences and Wellness

**Jennifer Teske, PhD**

Associate Professor, School of Nutritional Sciences and Wellness

**Ningning Zhao, PhD**

Assistant Professor, School of Nutritional Sciences and Wellness

**Joint Appointed Faculty**

<https://nutrition.cals.arizona.edu/directory/appointees>

**Graduate Student Representative**

A Graduate student representative is elected by the graduate student body of the NSGP for a one-year term on the Graduate Research Degree Committee. The representative serves as an official liaison between the students and faculty of the Program. The representative is responsible for organizing graduate student participation in Program endeavors, as well as serving on Program committees in an advisory capacity. Each student should seriously consider his/her choice for the graduate student representative(s) in order to maintain an effective student voice in Program issues.

## II. PHYSICAL RESOURCES AND FACILITIES

### *Adequacy of Physical Resources and Facilities*

The faculty and graduate students in the NSGP occupy space in the Labs in The Shantz Building, The Collaboratory for Metabolic Disease Prevention and Treatment, Abrams Building, on Ajo Way (this is the county public health building, not to be confused with the Abrams Building (FCM) on AHSC campus. Also, The Department of Pediatrics, Steele Children's Research Center, AHSC, Arizona Cancer Center, AHSC, The Bio5 Institute and The Thomas Keating Bioresearch Building. This distribution of labs in these different locations reflects the interdisciplinary nature of the program. The School of Nutritional Sciences and Wellness seminars are held in the Marley building and organized social events to bring faculty and students together periodically occur in a variety of locations.

### *Equipment Resources*

Availability of modern scientific instruments is crucially important to research and graduate education programs. We are fortunate to possess ample instrumentation to conduct research at all levels of scientific research. Each investigator's laboratory is equipped with specialized instrumentation required for research in their field. All laboratories have access to modern computers and data processing systems.

### *NSGP Graduate Student Office*

The NSGP Graduate Student office is a private and secured room in the Shantz building (Room 161) that provides access to computer workstations (Windows and Mac platforms), a local multifunctional printer and scanner, separate work desks, a meeting table, white board, microwave, and refrigerator.

### *Library Resources*

The University of Arizona takes pride in the outstanding quality of its libraries. UArizona Libraries are made up of the Main Library, Science-Engineering Library, Fine Arts Library, and Health Sciences Library and they hold extensive collections of periodicals, monographs and special collections.

The Health Sciences Library <http://ahsl.arizona.edu/> is located at the Arizona Health Sciences campus. It is the largest, most comprehensive health sciences library in Arizona. In addition to its holdings of pertinent health sciences periodicals and monographs, the library provides an excellent array of valuable services including bibliographic searches, librarian consults, and research support. The Health Sciences Library provides access to essential medical information, and specialized databases such as Embase, the world's largest database of drug information. Librarians participate as instructors in the curriculum of the health sciences colleges, and work in partnership with researchers and clinicians to advance health information literacy. The library also provides spaces for small group collaboration and quiet study.



### III. NUTRITIONAL SCIENCES GRADUATE PROGRAM GENERAL INFORMATION

#### **Student Responsibilities**

Students are expected to fully comply with the Code of Academic Integrity as detailed by the University of Arizona Dean of Students: [https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity#student\\_responsibility](https://deanofstudents.arizona.edu/policies-and-codes/code-academic-integrity#student_responsibility)

Students engaging in academic dishonesty diminish their education and bring discredit to the academic community. Students shall not violate the Code of Academic Integrity and shall avoid situations likely to compromise academic integrity. Students shall observe the generally applicable provisions of this Code whether or not faculty members establish special rules of academic integrity for particular classes. Students are not excused from complying with this Code because of faculty members' failure to prevent cheating. Students must also be aware of Graduate College requirements and general University policies and deadlines.

#### **Orientation**

All entering students are required to attend the NSGP's Orientation held prior to the first day of classes.

#### **Individual Health Insurance Through Campus Health Services**

The University of Arizona will cover the single student Campus Health insurance premium charges for a GA during their appointment. The health insurance and health services are provided through the University of Arizona Campus Health and is not transferrable to outside insurance providers. To receive this benefit, a student must enroll in the student health insurance program during the open enrollment period.

GAs who enroll in the plan cannot cancel their coverage after the open enrollment period ends, even if they resign or are terminated. GAs who resign or are terminated during the period of insurance coverage will be responsible for repayment of the remaining insurance premium. Also, a GA will be automatically re-enrolled in the student health insurance program each semester upon enrollment in classes.

For more information on the student health insurance offered, including plan dates and costs, please visit [The University of Arizona Campus Health website](#).

#### **Creating a UA NETID and UA Email Account**

All UA students are required to set up a UA email account (free to UA students), but first a UA Net ID must be established. The instructions on the UITS website (<https://netid.arizona.edu/>) will walk you through establishing your UA NetID, and then your email account. After the UA student has created a UA Net ID, the student may access the University of Arizona UAccess Student Center System, also known as GradPath. Deadlines for the submission of paperwork pertaining to graduate programs, as well as all forms, are available online through GradPath and can be accessed from: <https://uaccess.arizona.edu/>

#### **Financial Support**

Most students enter the NSGP with some level of support. There are basically three sources of support for students (described below), and the source of support will determine whether you rotate through laboratories.

#### **Fellowship**

Students can choose any advisor they wish but the choice should be made early in the program within the first several months because the fellowship may be linked to a particular research program. Often this decision is made before arrival at the university. The stipend will vary depending on the fellowship award. An example is the Initiative for Maximizing Student Development (IMSD) <https://grad.arizona.edu/diversityprograms/imsd>

### **Nutritional Sciences Graduate Assistantship**

Offered/awarded to students during the admission process; may be either a teaching assistantship or a research assistantship or some combination of both. Because it involves School of Nutritional Sciences and Wellness (SNSW) funds, students on assistantships are required to rotate through research laboratories. This generally provides ½ time (20 hours/week) support for the first year. Students receiving An SNSW assistantship will receive a quarter-time (10 hours/week) assistantship starting at the beginning of the second year (1 July). The laboratory in which the student is doing their thesis/dissertation research may supplement their support up to but not in excess of ½ time (20 hours/week) support for their second year and support the student financially up to ¾ time (30 hours/week) in their remaining years of study. A student cannot receive more than 30 hours/week in financial support.

### **Individual Faculty Assistantship**

Funded by grants awarded to individual faculty in the program. Because these funds are provided by a grant, the student is not required to rotate through laboratories, but works in the laboratory of the faculty member receiving the grant funds. In rare instances, a faculty member may request a student complete a rotation.

<b>Graduate Assistant/Associate Stipend Levels and Benefits</b>	<b>Tuition Waiver Fall/Spring</b>	<b>Student Insurance Full Year</b>
Graduate Assistant (entering with a BS Degree) \$48,361	\$12,106	\$2,861
Graduate Associate (Entering with a MS degree, other graduate level degree or after 2 years is completed toward PhD program requirements) \$54,515	\$12,106	\$2,861

### **Graduate College Information on Assistantships/Associateships**

Please refer to the Graduate College GA Hiring Manual for complete details regarding your GA.

<https://grad.arizona.edu/funding/ga>

### **Tax Information**

Students should be aware of current tax laws, which impact salaries or stipends from graduate teaching/research assistantships, fellowships, and stipends. Contact the IRS at (800) 829-1040 and ask for the scholarship/fellowship publication or visit the IRS forms/publications website at <http://www.irs.gov>

### **Child Care Subsidies and Family Friendly Information**

The Graduate College is dedicated to promoting and strengthening family relationships. Many resources have been designed to help graduate students balance and manage family, work, and school.

- Graduate Assistant/Associate Parental Leave at <https://grad.arizona.edu/funding/ga/benefits-appointment>
- Temporary Alternative Duty Assignments (TADA) for Teaching Assistants/Associates at <https://grad.arizona.edu/funding/ga/temporary-alternative-duty-assignments-graduate-assistantsassociates>
- Extension of Time to Degree Policy at <https://grad.arizona.edu/policies/academic-policies/extension-time-degree>
- Life & Work Connections - Child and Elder Care Resources <https://lifework.arizona.edu>

## IV. GRADUATE STATUS AND ADMISSION

### **Regular Graduate Status**

Students who meet all admission requirements may be admitted to Regular Graduate Status to undertake work leading to an advanced degree.

### **Graduate Non-Degree Status**

Individuals holding a bachelor's degree, or its equivalent, from a college or university which grants degrees recognized by The University of Arizona, may attend graduate-level courses without being admitted to a graduate degree program. Such students may enroll in graduate level coursework as their qualifications and performance permit. It is advisable to contact the department(s) offering courses of interest, to ensure that the courses are available to non-degree students. Up to twelve (12) units of graduate credit, earned in non-degree status and/or transferred from other institutions, may be petitioned for application toward an advanced degree once the student obtains regular admission to a degree program. International applicants requiring a student visa are not eligible for graduate non-degree admission.

### **Conditional Admission**

Although The NSGP does not generally admit students conditionally, the program's admissions faculty may recommend conditional admission on a case-by-case basis. Conditional Admission is a departmental promise of future admission for international students who have met all Graduate College requirements *except* the English proficiency requirement. Conditional Admission requires that the student apply to and enroll at the UA Center for English as a Second Language (CESL) at their own expense (or their sponsor's) with the expectation of achieving TOEFL-equivalent English proficiency within one year. The initial I-20 will be generated by CESL to allow the student to attend CESL classes. Once CESL certifies that the student has achieved English proficiency at the TOEFL minimum, he or she will be admitted as a regular standing student.

<https://grad.arizona.edu/admissions/types/international-admission-types#intl-conditional>

### **Class Registration**

Registration for classes is accomplished through the University of Arizona UAccess Student Center System. UAccess Student Center can be accessed from: <https://uaccess.arizona.edu/> Contact the Program office for registration of courses that are not open to web registration.

### **Graduate Appointments Minimum Registration**

All graduate students in the College of Agriculture and Life Sciences who are supported by or through the University are considered to be full-time students. All full-time students are expected to enroll for some combination of coursework, research, or independent study that results in a minimum of 9 units of credit for their first academic semester and a minimum of 6 units for the remaining years of study.

### **Minimum Registration Requirements For Students Not Receiving Funding**

A student admitted to a doctoral or masters. program must register each fall and spring semester for a minimum of 1 graduate unit, from original matriculation until all course and dissertation/thesis requirements are met. Non-credit courses, audited courses or courses from which the student withdraws do not count toward the determination of continuous enrollment for graduate purposes.

Master's students who have maintained continuous enrollment, fulfilled all their other degree requirements and were enrolled in the prior semester may defend and file in the summer or winter term without registration. If, however, a student needs library privileges or if they plan to make other use of University facilities or significant faculty time during summer or winter session, enrollment is required.

Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend and file in the summer

or winter term without registration. If, however, a student needs library privileges or if they plan to make other use of University facilities or significant faculty time during summer or winter session, enrollment is required. Students who have maintained continuous enrollment, fulfilled all their other degree requirements and are only completing an incomplete in coursework (a class other than 900 level) are not required to enroll while they complete the incomplete. If, however, students need library privileges or plan to use other University facilities or need significant faculty time while they complete their incomplete, enrollment is required.

Unless excused by an official Leave of Absence (which may not exceed one year throughout the student's degree program), all graduate students are subject to the Continuous Enrollment Policy and must pay in-state and out-of-state tuition and fees in order to remain in the program. If the student fails to obtain a Leave of Absence or maintain continuous enrollment, he or she will be required to apply for re-admission, to pay the Graduate College application fee, and pay all overdue tuition and fees, including cumulative late penalties. There is no guarantee of re-admission. Tuition or registration waivers cannot be applied retroactively. Any student considering re-application should first check with the Graduate Student Academic Services Office to see whether additional work or updated forms will be necessary.

### **Full-Time Graduate Student Status**

A student who has completed all course work, the thesis/dissertation unit requirements, has advanced to candidacy, is working on the thesis/dissertation, and is not employed as a Graduate Assistant/ Associate may apply for advanced status at: <https://arizona.app.box.com/v/grad-gsas-advancedstatus> which allows 1 unit of 900-level credit for full-time status. In all other cases, full-time status consists of a minimum enrollment in 6 units of graduate credit.

### **Minimum Academic Requirements**

A student cannot receive a graduate degree unless he or she has achieved a grade-point average of 3.00 or higher on all course work taken for graduate credit. A student whose cumulative GPA is below 3.0 for two consecutive semesters will be dismissed and may then reapply for non-degree status. Programs may allow students to take additional course work while in non-degree status. In order to graduate, the student may apply for readmission to the Graduate College through their graduate department. Readmission is not guaranteed.

### **Laboratory Rotations**

Laboratory rotations are a valuable experience for students. They provide an opportunity for the student to learn new techniques, to be exposed to different approaches to nutrition research and to meet faculty and students in the program. Hence, the rotation experience should be taken seriously, and students should immerse themselves in each rotation and maximize the amount of time they spend in each laboratory and with the people in it, including evenings and weekends as appropriate.

All incoming MS and PhD students will select two research laboratories to rotate through during their first semester. Rotations are generally for a period of 7-8 weeks. Students can select a laboratory from any of the tenure-track School [faculty](#), [joint appointed faculty](#) or faculty designated as Graduate Research Faculty in the NSGP.

If necessary, the Director and Coordinator of the NSGP can assist students in the selection of their first rotation and students should familiarize themselves with all available. The laboratory for the first rotation will be chosen before the start of the semester or no later than the first week of the semester; the laboratory for the second rotation should be chosen by the second Friday in September. It is the student's responsibility to contact the laboratories in which they wish to rotate. Keep in mind that some laboratories may be fully committed and unable to accommodate a rotation student, so start your selection process early. Professors are very busy so contact may need to be done by email or by directly going to the laboratory to set up a meeting with the professor. The Director and Coordinator of the NSGP will ask for an update on progress toward selecting your rotations by July 10<sup>th</sup> of the year you begin the program.

Course credits are awarded for laboratory rotations. Students completing a rotation will enroll in 3 units of NSC 699 under Dr. Richard Simpson, Director of the NSGP, for the semester that they are completing their research laboratory rotations. Students are expected to spend a minimum of 9 hours/week (1 unit=3 hours) in the laboratory in which they are doing their rotation. There are no maximum allowable hours for lab rotation but rather it is at the discretion of faculty and the individual student in order to assure an ample and optimal learning experience.

### **Semester Meetings**

Graduate Students will meet with the Coordinator and Director of the NSGP at the end of each semester to review their progress toward degree, discuss any concerns, ask questions and have the opportunity to provide feedback on their experience in the program. First semester graduate students will also meet approximately 8 weeks after the start of their first semester. The Coordinator of the NSGP will schedule these meetings and email students with notification of date/time and place of the meeting.

### **Graduate Student Progress Report**

At the end of each semester graduate students will document their progress toward degree completion. All students are required to submit this biannual progress report by starting/updating a [Graduate Student Progress Report form](#). Advisors review student's reports to help make an assessment of student progress. The Progress Report must be submitted to the student's advisor 2 weeks before the annual review meeting. An electronic copy must also be submitted to the NSGP Coordinator each semester prior to the semester meeting, and a copy should be brought to meeting to discuss with the Coordinator and Director. A copy of the policy along with the Graduate Student Progress Report form is posted on NSGP [Forms](#) page.

### **Graduate Student Annual Review**

The purpose of the Graduate Student Annual Review is to promote optimal student performance. By assessing in a systematic way, evaluations provide a basis for accountability. Evaluations are expected to give an accurate analysis of successes and to identify areas for improvement. Annual evaluations will help to identify an individual student's performance in training, to provide constructive feedback on performance and to support the highest standard of performance. Every graduate student will be evaluated on a yearly basis.

The evaluation will be completed by the student's major advisor and by the student. If a major advisor has not been identified the Director of the NSGP will evaluate the student. The annual evaluation should be completed by the end of the spring semester of every academic year or by May 20th. The Graduate Student Progress Report should be provided to the Major Advisor 2 weeks before the review meeting. A copy of the [policy](#) along with the [Annual Review Form](#) is posted on the NSGP Forms page. In addition to completing the written review form the major advisor should schedule a meeting with the student to review the written evaluation. At the end of the meeting this written evaluation must be signed by the student and the major Advisor and submitted to the NSGP Coordinator.

### **Graduate Student New Skill Individual Development Plan**

The Individual Development Plan (IDP) concept is commonly used in industry to help employees define and pursue their career goals. By implementing this activity students will develop a written list of goals mapped onto a timeline, designed to achieve a career outcome. At the end of the first year of graduate study students will complete the Individual Development Plan which can be found at this site: <https://myIDP.sciencecareers.org> and after completing this assessment will fill out the Individual Skills Self-Assessment Worksheet. This will be translated into a plan of action using the Self Development Goal Setting Worksheet. Each semester the student will review the Goal Setting Worksheet to assess their progress toward goals and update these goals as they feel is needed. An electronic copy of the Self Development Goal Setting Worksheet must be submitted to the NSGP Coordinator each semester prior to the semester meeting and a copy brought to the meeting to discuss with the Coordinator and Director. A copy of the Individual Skills Self-

Assessment Worksheet and the Self Development Goal Setting Worksheet form is posted on NSGP [Forms](#) page.

The Graduate Student Progress Report, Graduate Student Annual Review Form and the Skills Development Goal Setting Worksheet will be maintained in the student's records in the office of the NSGP Coordinator. These annual reviews may be shared with the student's advisory committee, the NSGP Director, the NSGP Coordinator, the School Director and the Graduate College Dean's office.



## V. MASTER OF SCIENCE DEGREE

The MS degree offers training in Nutritional Sciences research that can serve as a foundation to achieve a variety of career objectives. Students who wish to earn an MS in Nutritional Sciences will pursue a thesis option. The thesis option prepares students to seek placement in highly competitive PhD programs, including our own or pursue a professional career in such areas as healthcare, industry, government, or in teaching at the community college level. The program emphasizes theory, research design, problem conceptualization, research methodologies, and the ability to conduct empirical research culminating in the MS thesis.

Students that would like to enroll in the MS program for part time study will be reviewed on a case- by-case basis.

### *MS Standards and Requirements*

#### *Advisor and Committee*

Prior to the selection of a Major Research Advisor, the student must become familiar with the research interests of the faculty. Students should meet individually with the faculty whose research is of particular interest or potential interest. Additional familiarity is gained through the laboratory rotations.

After these preliminary interviews and research laboratory experiences, the student decides with whom he/she would like to do his/her thesis research. After consultation with, and agreement of the faculty member, the student must communicate this decision to the Director and Coordinator of the NSGP early spring semester of their first year.

All members of the Graduate Faculty in Nutritional Sciences shall have the endorsement to chair MS committees. It is very important that students select an advisor as soon as possible in their program and then together with their advisor, select a Graduate Advisory Committee to guide their master's research. As per the Graduate College website "MS committees must consist of three members; at least two must be tenure-track UA faculty members. If the third member is not a tenure-track UA faculty member, he or she must be approved by the Graduate College as a special member." The student's research program cannot be planned before selecting an advisor, and not having a designated research project will delay graduation. Advisors may be changed based on discussion between the student, the current advisor, and the potential future advisor. The Graduate Research Degree committee (GRD) must be notified of the change as soon as it occurs. Faculty members of the Thesis Committee are selected on the basis of their ability to provide useful advice about the research problem, to assist in selection of appropriate coursework, and to help guide the student to successful completion of degree requirements.

The first research committee meeting should take place prior to the end of the second semester of study. After this first meeting, the student will meet with their thesis committee at least once a semester (June 1 - May 31) to review progress in coursework and research.

A "Master's/Specialist Committee Appointment Form" form must be submitted to GSAS via [GradPath](#). This should occur by the second semester of the student's program. This form is routed to the department's graduate coordinator and then directly to GSAS. Once the advisor and committee composition has been submitted and approved, any change in the committee requires the approval of the advisor and the involved faculty, or a majority of the committee and the Director of Graduate Studies. Students should consult with the Director and Coordinator of the NSGP if they are experiencing problems or are seeking an alternative advisor. Changes in committee composition will require the student submit a new Master's/Specialist Committee Appointment Form to the Graduate College.

### ***Credit Requirements and Transfer Credit***

MS students must successfully complete a minimum of 30 units of which at least 24 credits must be in non-thesis credits to achieve the degree. A minimum GPA of 3.0 is required. All coursework must be approved by the advisor by the end of the second semester. Graduate credit earned at other approved institutions, if accepted by the major department and the Graduate College with a grade of A or B, may be counted toward the requirements of this degree, but will not be calculated in The University of Arizona G.P.A. All required units of credit must be at the 500-level or above at The University of Arizona (or, in the case of transfer units, their equivalent at other institutions). Students who wish to use transfer credit must first submit a request form in GradPath before the end of their first year of study. This allows the Graduate College to evaluate the transfer credit while the transcripts are still in the Graduate College and ensures that students will know early in their studies whether or not the credits are acceptable. The Graduate College evaluation simply determines whether or not the courses are eligible for transfer; the student's advisor and committee will still decide which courses should be part of the Plan of Study. The specific courses to be counted toward a student's master's degree requirements are subject to approval by the faculty advisor and major department on the [Plan of Study](#) the student submits in [GradPath](#).

### ***NSGP Required Courses***

1. NSC 501 *Statistics for Applied Nutritional Sciences I* (1 unit)
2. NSC 502 *Statistics for Applied Nutritional Sciences II I* (1 unit)
4. NSC 561 *Communicating Nutrition and Health* (1 unit) – must be taken twice
5. NSC 595 *Emerging Topics in Nutritional Sciences* (1 unit) – must be taken twice
6. NSC 608 *Metabolism and Energetics* (3 units)
7. NSC 610 *Nutrition and Disease* (3 units)
8. NSC 624 *Micronutrients* (3 units)
9. NSC 675 *Advanced Nutrigenomics* (3 units)
10. NSC 699 *Laboratory Rotation* (3 units)
11. NSC 910 *Thesis* (6 units)

**Total Required Units = 27 (21 course units + 6 thesis units)**

12. Electives, remaining units needed to fulfill Graduate College requirements of 30 total units. (maximum of 3 units of house-numbered courses in your elective units) \*.

University-wide house-numbered courses comprise two categories of courses using alternative teaching formats: (1) courses offered in small group settings, and (2) courses taught on an individual basis. An example of a university wide house-numbered course would be 695 or 699.

A typical course schedule for the first semester of a first year MS student starting on an even year may be similar to the following:

1. NSC 608 3 units---this course is offered every year and should be included for most students.
2. NSC 610 3 units---this course is offered every other year and should be included for most student.
3. NSC 699 3 units---rotations must be completed by students to identify a research laboratory for their MS project.
4. NSC 501 1-unit 1<sup>st</sup> 7 weeks
5. NSC 502 1-unit 2<sup>nd</sup> 7 weeks

A typical course schedule for the first semester of a first year MS student starting on an odd year may be similar to the following:

1. NSC 624 3 units---this course is offered every year and should be included for most students.
2. NSC 675 3 units---this course is offered every other year and should be included for most student.
3. NSC 699 3 units-----rotations must be completed by students to identify a research laboratory for their MS project.



4. NSC 501 1-unit 1<sup>st</sup> 7 weeks
5. NSC 502 1-unit 2<sup>nd</sup> 7 weeks

Students funded on an assistantship through the College of Agriculture and Life Sciences are required to enroll in 9 course units during their first year of funding and 6 course units the remaining years.

It is highly recommended that all students take a course in ethics before graduating. Two possible ethics courses are listed below:

1. MCB 695E, Science, Society, and Ethics, Spring
2. SLHS 649, Survival Skills and Ethics, Spring

If the student has decided on an advisor, then they will advise regarding the selection of courses for the remaining semesters, bearing in mind that the coursework requirements of the NSGP and the Graduate College must be met. If a student has not selected an advisor by the end of the first semester, then the Coordinator and Director of the NSGP can advise the student on their second semester courses. It is the student's responsibility to know exactly which courses and the total number of units they are registered for each semester.

### **Plan of Study**

The Plan of Study is the document used by the UA Graduate College to track student course work and progress to a degree. All MS students must have a Plan of Study on record by the end of their first year (30 June). The Plan of Study identifies:

1. Courses the student intends to transfer from other institutions
2. Courses already completed at UA which the student intends to apply toward the graduate degree
3. Additional course work to be completed to fulfill degree requirements

The Plan of Study must have the approval of the student's Advisor and the Director of NSGP before it is submitted to the Graduate College. The Plan of Study form can be found under forms on the "[GradPath](#)" through the [UAccess Student](#).

Each student should fill out the Plan of Study form and email the Coordinator of the NSGP to let them know it can be reviewed. The NSGP Coordinator will review the form to make sure all School of Nutritional Sciences and Wellness and Graduate College requirements are being met and will let the student know that they can submit the form for approval. Students submit to Graduate Student Academic Services (GSAS) through [GradPath](#), using a link found on the [UAccess Student Center](#). Only coursework *required* for the degree should be listed on the "Plan of Study" form. The Plan of Study form will be routed to the department's graduate program coordinator first, then to the student's advisor and Director of NSGP for approval, before receiving final approval by GSAS. Once approved by all approvers, the student receives a notification email from GSAS. If changes occur after the Plan of Study has been submitted and approved, the student must submit a new Plan of Study to the Graduate College. Resources for navigating the GradPath system are available here: <https://grad.arizona.edu/gsas/gradpath/gradpath-videos>. If you are unsure as to how to complete the Plan of Study, please make an appointment with the Coordinator of the NSGP for guidance.

### **MS Thesis**

The thesis is a rigorous, empirical research project that addresses an important question in Nutritional Sciences. Central to MS research is the premise that students will master new skills in research methods and begin to master scientific writing. A recommended procedure is for the student, with advice from his/her Advisor, to identify an appropriate project and prepare a 1-2-page summary/outline of the research methods and to schedule an advisory committee meeting to discuss the proposed research and obtain approval. The summary outline normally includes: (a) Introduction/Literature Review, (b) Hypotheses, and (c) Method and Analysis plan. Complete references and full appendices of materials (questionnaires, stimuli) also are expected. Any thesis

proposal involving human subjects must first be approved by the Human Subjects committee (see <https://research.arizona.edu/compliance/RLSS>) before any data collection occurs.

Once the thesis is completed and approved by the advisor, the student presents and defends the research to the committee at a scheduled oral defense date. The student must provide a final copy of the advisor-approved thesis to all committee members at least *two weeks* prior to the defense. Students should consult with their advisors about how to prepare for the defense. Upon successful defense of thesis and completion of all degree requirements (including any major thesis revisions indicated and all required courses) the department’s program coordinator submits MS completion confirmation to GSAS. After completion, students must archive their thesis: see Graduate College site for information in this regard <https://grad.arizona.edu/gsas/dissertations-theses/submitting-and-archiving-your-thesis>

The thesis defense results in three possible outcomes: (1) Pass with no/minor revisions to be supervised and approved by the advisor; (2) Pass with major revisions, requiring the committee to evaluate the revisions; (3) Fail.

The thesis should be successfully completed and defended by the end of the second year of the program. Students should provide electronic copies of the final MS thesis to their advisor and committee members.

Please refer to the grad college webpage <https://grad.arizona.edu/gsas/dissertations-theses> for updated policies, sample pages, formatting guides, and archiving instructions.

**Completion of MS Thesis**

When the student's Advisor and thesis committee determines that the student has completed all degree requirements, the department's Graduate Coordinator will submit the Master's/Specialist Completion Confirmation form in [GradPath](#) on behalf of the student. The submission of the Completion Confirmation form initiates the Graduate College's final audit of the student's program and ultimately leads to the award of the student's degree following resolution of any outstanding issues.

For dates by which requirements must be met to graduate in a particular semester, please refer to our [Important Deadlines](#).

Graduating students are requested to complete our Exit Survey (Appendix 1) so we can provide a great student experience to future students. We need and appreciate your feedback.

**Sample MS Timeline**

YEAR	TIME-FRAME GUIDELINES
<p style="text-align: center;">YEAR 1 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• Complete 2 Laboratory Rotations</li> <li>• Begin Core Coursework and electives</li> <li>• Spring semester —Selection of Mentor/Research Advisor</li> <li>• Select Thesis committee members</li> <li>• Begin MS Research</li> <li>• Complete Individual Skills Self-Assessment Worksheet and the Self Development Goal Setting Worksheet</li> <li>• Complete Plan of Study</li> </ul>
<p style="text-align: center;">YEAR 2 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• Continue Thesis Research</li> <li>• Complete Core Coursework and electives</li> <li>• Update Self Development Goal Setting Worksheet</li> <li>• Present Defense Seminar</li> <li>• Defend Thesis</li> </ul>

SEMESTER	<ul style="list-style-type: none"> <li>• Complete Progress Report</li> <li>• Attend Semester Meeting</li> </ul>
YEARLY	Complete Annual Review (on or before June 1)

**Satisfactory Academic Progress**

Benchmarks for sufficient degree progress in the MS (see timeline above):

- COURSEWORK
  - Coursework should be completed no later than the end of 7<sup>th</sup> semester
- THESIS
  - Final defense should occur no later than the end of the 10<sup>th</sup> semester.
- PROFESSIONALISM
  - The student will maintain appropriate standards of professional and collegial behavior.

Continued School funding will be contingent upon satisfactory progress. If a student does not meet these benchmarks (barring extenuating circumstances):

- A warning letter will be issued by the GRD Committee.
- Loss of School funding and *dismissal from the program* (“academic disqualification”) will occur if sufficient progress has not been achieved after one semester, or earlier if quicker action is deemed appropriate by the graduate student’s committee acting in consultation with the Director of the NSGP and the School Director.

Students should also be familiar with Graduate College Procedures and University procedures (<http://catalog.arizona.edu/> & <https://grad.arizona.edu/funding/ga>).

**Procedure For Advancement From MS to PhD**

Admission into the PhD program in the School of Nutritional Sciences and Wellness is not automatic upon successful completion of the MS degree. MS students wishing to pursue a PhD in the department must apply for admission into the PhD program. Typically review of these applications will coincide with the department’s established deadline for receipt of graduate application materials. The appropriate time for MS students to apply for admission into the department’s PhD program would be by the application deadline of January 3<sup>rd</sup> of their 2<sup>nd</sup> year in the MS program. M S. students applying for the PhD program follow the same application procedures as applicants outside of the Department and must pay the application fee. However, some of the materials and information required for the application are already on file in the Department and need not be re-submitted. See NSGP Coordinator for clarification on required submissions. The GRD application subcommittee will evaluate these documents and may consult with the student’s advisor prior to rendering a decision.

In making determinations regarding admission to the PhD program, the committee has the right to: (1) designate a date by which all requirements for the MS degree must be completed, and/or (2) postpone a decision until the successful completion of the MS degree. The decision to admit an applicant into the PhD program will be based on the merits of the application and the applicant’s ranking relative to other applicants.

## **VI. DOCTOR OF PHILOSOPHY (PhD) IN NUTRITIONAL SCIENCES**

The School of Nutritional Sciences and Wellness offers a PhD degree in Nutritional Sciences. Students in this program must take courses in the major area as well as one of the several possible minor areas of study. The PhD program is designed to impart advanced scientific knowledge in the various areas of specialty and to provide training opportunities in conducting state-of-the-art approaches to research in Nutritional Sciences, and closely related sub-disciplines, in order to prepare the students for careers in independent research or related careers in academia, industry or government. The average time to graduation is less than five years.

A student in the PhD program will, at minimum, be expected to demonstrate mastery of the subject matter in at least two substantive areas (their major and minor areas). Of course, it is expected that the student will develop additional competencies beyond these minimal requirements. Specifically, students will develop a sophisticated understanding of research practices, internalize sound scholarly values, and begin to develop a record of published research and conference presentations. Students will additionally receive training and experience in teaching.

PhD students are expected to fulfill degree requirements in a full-time manner which means: (1) enrollment in full graduate course-load until completion of requirements, (2) half-time teaching and/or research assistantship, and (3) active research team participation. Thus, the majority of the student's time is devoted to course work, advanced scholarship, instruction, research, and preparation of dissertation.

Students that would like to enroll in the PhD program for part time study will be reviewed on a case-by-case basis.

### **PhD Standards and Requirements**

#### ***PhD Advisor and Committee***

Prior to the selection of a Major Research Advisor, the student must become familiar with the research interests of the faculty. Students should meet individually with the faculty whose research is of particular interest or potential interest. Additional familiarity is gained through the laboratory rotations.

After these preliminary interviews and research laboratory experiences, the student decides with whom he/she would like to do their dissertation research. After consultation with, and agreement of the faculty member, the student must communicate this decision to the Director and Coordinator of the NSGP before the end of the Spring Semester.

All members of the Graduate Faculty in Nutritional Sciences shall have the endorsement to chair PhD committees. It is very important that students select an advisor as soon as possible in their program and then together with their advisor, select a Graduate Advisory Committee to guide their PhD research. The major professor serves as the student's faculty advisor and mentor. Students may change major professors with departmental approval but are required to have a major professor in order to maintain Satisfactory Academic Progress.

Students will form a dissertation committee by the 3<sup>rd</sup> semester in the program. As per the Graduate College "a minimum of three members of the committee must be current University of Arizona faculty members that are tenured, tenure-track, or approved as tenure equivalent". The NSGP requires four members on the dissertation committee and per the Graduate College there may be one dissenting vote. The fourth member may be tenured or tenure-track, or an approved special member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be tenured or tenure-track or approved special members. All dissertation committee members are expected to attend the entire final defense. Individual faculty members may decline membership on committees for academic reasons.

When the student has an approved doctoral Plan of Study on file (see Plan of Study section on pages 23-24), has satisfied all course work, language, and residence requirements, and passed the written and oral portions of the Comprehensive Examination, he or she must file a Committee Appointment form. The “PhD Committee Appointment Form” form must be submitted to GSAS via [GradPath](#). This form is routed to the department’s graduate coordinator and then directly to GSAS. Once the advisor and committee composition has been submitted and approved, any change in the committee requires the approval of the advisor and the involved faculty, or a majority of the committee and the Director of Graduate Studies. Students should consult with the Director and Coordinator of the NSGP if they are experiencing problems or are seeking an alternative advisor. Changes in committee composition will require the student submit a new “PhD Committee Appointment Form” to the Graduate College.

The Committee Appointment form reports the student’s planned dissertation committee, dissertation title (subject to change) and the expected graduation term. It requires approval from the dissertation director and the major and minor departments. The approval signature from the minor department on this form indicates both approval of the reported dissertation committee and confirmation that the student has satisfied all requirements for the minor.

### **Credit Requirements and Transfer Credit**

PhD students must successfully complete a minimum of 63 units (of core, minor, electives, and research) to achieve the degree and the equivalent of at least six semesters of full-time graduate study is required for the PhD. A minimum of 36 units of coursework in the area of the major subject, 9 units in the minor subject, and 18 units of dissertation must be completed. All required units of credit counted toward the degree must be taken for graduate credit, including any courses transferred from another institution.

A minimum GPA of 3.0 is required. All coursework must be approved by the advisor by the end of the third semester. Graduate credit earned at other approved institutions, if accepted by the major department and the Graduate College with a grade of A or B, may be counted toward the requirements of this degree, but will not be calculated in The University of Arizona GPA. All transfer units must be at the 500-level or above, or their equivalent at other institutions. A maximum of 30 units of transfer coursework may be used toward the PhD requirements.

Students who wish to use transfer credit must first submit a request form in [GradPath](#) before the end of their first year of study. This allows the Graduate College to evaluate the transfer credit while the transcripts are still in the Graduate College and ensures that students will know early in their studies whether or not the credits are acceptable. The Graduate College evaluation simply determines whether or not the courses are eligible for transfer; the student’s advisor and committee will still decide which courses should be part of the Plan of Study.

### ***Minor***

Students must have at minor. The requirements for these are specified by the minor department. The Graduate College’s minimum requirement is that 9 credits be taken in the minor department. If the department does not have a specified minor track, the person(s) serving on the committee from the minor department will specify the required course work.

### **NSGP Required Courses**

1. NSC 501 *Statistics for Applied Nutritional Sciences I* (1 unit)
2. NSC 502 *Statistics for Applied Nutritional Sciences II I* (1 unit)
4. NSC 561 *Communicating Nutrition and Health* (1 unit) – must be taken twice
5. NSC 595 *Emerging Topics in Nutritional Sciences* (1 unit) – must be taken twice
6. NSC 608 *Metabolism and Energetics* (3 units)
7. NSC 610 *Nutrition and Disease* (3 units)
8. NSC 624 *Micronutrients* (3 units)

9. NSC 675 *Advanced Nutrigenomics* (3 units)
10. NSC 699 *Laboratory Rotation* (3 units)
11. NSC 920 *Dissertation* (18 units)
12. 2 Seminar classes outside of the department (2 units)
13. 2 Journal Club classes outside of the department (2 units)

**Total Required Units = 43 (25 course units + 18 dissertation units)**

14. Minor Units – 9 or amount specified by minor department
15. Electives, remaining units needed to fulfill Graduate College requirements of 63 total units. (maximum of 3 units of house-numbered courses in your elective units) \*.

University-wide house-numbered courses comprise two categories of courses using alternative teaching formats: (1) courses offered in small group settings, and (2) courses taught on an individual basis. An example of a university wide house-numbered course would be 695 or 699.

A typical course schedule for the first semester of a first year PhD student starting on an even year may be similar to the following:

1. NSC 608 3 units---this course is offered every year and should be included for most students.
2. NSC 610 3 units---this course is offered every other year and should be included for most students.
3. NSC 699 3 units---rotations will be completed by most students to identify a research laboratory for their PhD project.
4. NSC 501 1-unit 1<sup>st</sup> 7 weeks
5. NSC 502 1-unit 2<sup>nd</sup> 7 weeks

A typical course schedule for the first semester of a first year PhD student starting on an odd year may be similar to the following:

1. NSC 624 3 units---this course is offered every year and should be included for most students.
2. NSC 675 3 units---this course is offered every other year and should be included for most students.
3. NSC 699 3 units-----rotations must be completed by students to identify a research laboratory for their PhD project.
4. NSC 501 1-unit 1<sup>st</sup> 7 weeks
5. NSC 502 1-unit 2<sup>nd</sup> 7 weeks

Students funded on an assistantship through the College of Agriculture and Life Sciences are required to enroll in 9 course units per semester in their first year of funding and then 6 units per semester in their remaining years.

It is highly recommended that all students take a course in ethics before graduating. Completing an ethics course is usually a requirement of the fellowship funding the student. Two possible ethics courses are listed below:

1. MCB 695E *Science, Society, and Ethics*, Spring
2. SLHS 649 *Survival Skills and Ethics*, Spring

If the student has decided on an advisor, then they will advise regarding the selection of courses for the remaining semesters, bearing in mind that the coursework requirements of the NSGP and the Graduate College must be met. If a student has not selected an advisor by the end of the first semester, then the Coordinator and Director of the NSGP can advise the student on their second semester courses. It is the student's responsibility to know exactly which courses and the total number of units they are registered for each semester.

**Plan of Study**

After discussion with your advisor and committee, the student will prepare a proposed plan of study. The Plan of Study is the document used by the UArizona Graduate College to track student course work and progress to a degree. All PhD students must have a Plan of Study on record by the end of their third semester. The Plan of

**Sample PhD Timeline**

YEAR	TIME FRAME GUIDELINES
<p>YEAR 1 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• Complete 2 Laboratory Rotations</li> <li>• Begin Coursework and electives</li> <li>• Spring Semester -selection of Mentor/Research Advisor</li> <li>• Complete Individual Skills Self-Assessment Worksheet and the Self Development Goal Setting Worksheet</li> <li>• Begin PhD Research</li> </ul>
<p>YEAR 2 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• Continue Coursework and electives</li> <li>• Choose PhD Dissertation/Comprehensive Committee Members</li> <li>• Choose Minor Area of Study and Minor committee member</li> <li>• Complete Plan of Study</li> <li>• Continue PhD Coursework</li> <li>• Continue PhD Research</li> <li>• Update Self Development Goal Setting Worksheet</li> </ul>
<p>YEAR 3 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• Finish PhD Coursework</li> <li>• Write and Submit Fellowship Grant</li> <li>• Submit Comprehensive Exam Committee Appointment Form</li> <li>• Meet with Committee about Comprehensive Exam</li> <li>• Study for Comprehensive Exam</li> <li>• Submit: Announcement of Doctoral Comprehensive Examination Form</li> <li>• Complete Comprehensive Exam between semesters 5 and 7</li> <li>• Submit: Graduate College Doctoral Dissertation Committee Appointment Form after successful defense of Comprehensive Exams</li> <li>• Update Self Development Goal Setting Worksheet</li> <li>• Continue Dissertation Research</li> </ul>
<p>YEAR 4 (fall/spring/summer)</p>	<ul style="list-style-type: none"> <li>• If it is not done, complete Comprehensive Exam fall semester and Doctoral Dissertation Committee Appointment Form</li> <li>• Complete Dissertation Research</li> <li>• Submit: Dissertation to committee 1 month before expected defense date</li> <li>• Send out Email Announcement of Defense 1 month before defense</li> <li>• Submit: Announcement of Final Defense” form to Graduate College <i>10 business days before</i> the date of the final defense</li> <li>• Present Defense Seminar</li> <li>• Complete Dissertation Defense</li> </ul>
<p>YEAR 5 (fall/spring/summer)</p>	<p>If you have not completed Dissertation do steps listed above 5th year</p>
<p>SEMESTER</p>	<ul style="list-style-type: none"> <li>• Semester Meeting</li> <li>• Graduate Student Progress Report</li> <li>• CV and Updates</li> </ul>
<p>YEARLY</p>	<p>Graduate Student Annual Review</p>

Study identifies:

1. Courses the student intends to transfer from other institutions.
2. Courses already completed at UA which the student intends to apply toward the graduate degree.
3. Additional course work to be completed to fulfill degree requirements.

The Plan of Study must have the approval of the student's Advisor and committee before it is submitted to the Graduate College. The Plan of Study form can be found under forms on the "[GradPath](#)" through the [UAccessStudent](#).

Each student should fill out the Plan of Study form and email the Coordinator of the NSGP to let them know they can review the document. The NSGP Coordinator will review the form to make sure all School of Nutritional Sciences and Wellness and Graduate College requirements are being met and will let the student know that they can submit the form for approval. The Plan of Study form will be routed to the department's graduate program coordinator first, then to student's minor advisor, major advisor, and Director of Graduate Studies for approval before receiving final approval by Grad College. Once approved by all approvers, the student receives a notification email from GSAS.

Failure to file an approved "Plan of Study" form by the end of the fourth semester of study may constitute lack of satisfactory academic progress. The Plan of study becomes the student's contract and can only be changed by approval of the committee. Of course, a change in advisors may also necessitate a program change at the discretion of the committee. If changes occur after the Plan of Study has been submitted and approved, the student must submit a new Plan of Study to the Graduate College.

Resources for navigating the GradPath system are available here:

<https://grad.arizona.edu/gsas/gradpath/gradpath-videos>.

If you are unsure as to how to complete the Plan of Study, please make an appointment with the Coordinator of the NSGP for guidance.

### **Fellowship Proposal Application**

It is crucially important for the training of PhD graduate students to learn to write a research proposal. In addition, students should learn the process of submitting a grant and all the steps involved (e.g., writing a budget and getting university approval). The Graduate Research Committee has decided the most effective way to teach this skill is to require PhD students (starting with the class that entered Fall 2012) to submit a fellowship application. It should be noted that this is a fellowship that offsets the salary paid by the department or PI and applications for scholarships would not satisfy this requirement. Fellowship Submission Guidelines can be found on the [Forms](#) page of the NSGP website.

### **Comprehensive Written and Oral Exam**

PhD students must pass a Doctoral Comprehensive Examination before being formally admitted to candidacy for the PhD degree. The examination consists of a written section and an oral section. The GRD recommends taking the Comprehensive Examination by the end of the 5th semester and no later than the 7th semester. Requests to take the comprehensive examination past the 7th semester must be made in writing (petition) to the GRD committee and receive approval prior to scheduling. The written and oral sections of the Comprehensive Examination must take place at least six months prior to the Final Oral Defense Examination.

### **Purpose**

The purpose of the Comprehensive Examination is for the student to demonstrate competency in the core NSC curriculum and the identified competencies of the chosen minor. The examination should not take place until the student has completed all or almost all of their coursework. This exam will cover the breadth of knowledge



expected of students with graduate training in Nutritional Sciences along with the student's analytic ability, creativity and potential for successful completion of the PhD program. The student must be in good academic standing to sit for the comprehensive exam. The Comprehensive Examination is considered a single examination, although it consists of written and oral parts.

### ***Comprehensive Examination Committee***

The student is responsible for forming a comprehensive examination committee that can examine her/him on the major and minor fields to confirm competency in those areas. In the NSGP this committee is typically the same faculty as those on the Dissertation Committee. The examining committee must consist of a minimum of four members. The Major Advisor and two additional members must be current tenured, or tenure track faculty members, or graduate faculty in the NSGP by the GRD. The fourth member may be tenured or tenure-track, or an approved special member. Special members must be pre-approved by the Dean of the Graduate College. Any members beyond the fourth can also be current tenured or tenure-track faculty members, graduate faculty in the NSGP or approved special members. The comprehensive exam is described in greater detail in the section titled "Doctoral Comprehensive Examination Policies" below.

### ***Comprehensive Exam Committee Appointment Form***

After the Plan of Study is approved and before the student defends comprehensive exams, a "Comprehensive Exam Committee Appointment Form" must be submitted to Graduate College through [GradPath](#). This should occur no later than the first three weeks of the fall semester in the student's third year in the PhD program. This form is routed to the department's graduate coordinator first, then to minor advisor, major advisor, and Director of Graduate Studies for approval before receiving final approval from GSAS.

Once the advisor and committee composition paperwork has been submitted and approved, any change in the comprehensive exam committee requires the approval of the advisor and the involved faculty, or a majority of the committee and the Director of Graduate Studies. Students should consult with the Director of Graduate Studies if they are experiencing problems or are seeking an alternative advisor. If changes occur after committee has been submitted and approved, a new Comprehensive Exam Committee Appointment Form must be submitted to Graduate College.

### ***Format***

Each Committee member will write two questions. For each writing session, the student will be presented with two of the written questions and will select one of the questions for a written response. This is repeated for the next three writing sessions, which are to occur over two consecutive days. The student will have three hours to write their answer for each question and this will be conducted as a closed book session. The minor department controls the minor portion of the written examination and may waive it at their discretion.

A student will pass the written portion before sitting for the oral portion. The Oral section of the Comprehensive Examination cannot exceed 3 hours. The oral section of the examination can involve follow-up questions from the written exam, general questions on the classes/seminars that the student has included on his/her Plan of Study, recent literature in the student's field, and questioning from the chosen minor area of study.

### ***Evaluation***

Committee members will create a rubric of scoring for their own question. A pass or fail grade is given for each question and at least two questions must be passed in order to progress to the oral section. Faculty members may provide feedback to the student based on their written responses prior to the oral session. The oral session may be used to ask the unanswered questions and/or may focus on follow-up to the answered question. Students should be evaluated on accuracy of information provided and any gaps in knowledge.

### ***Scheduling***

The student should meet with their committee two months prior to the comprehensive examination and plan a tentative date for the oral examination. At this time, the committee members should discuss general areas from which questions will be drawn and the person responsible for writing the questions for each area. After this meeting the student is allowed to talk to each committee member to discuss the general topic area from which the questions will be drawn. The written examination should be scheduled three weeks prior to the oral examination. Committee members will have one week to grade the written examination and the committee chair will notify the student of the result.

### ***Next Steps After the Exam***

#### ***Failure of the Comprehensive Examination***

Students will be allowed to retake the oral section of the examination one time if performance on the initial examination is unsatisfactory. If a second oral examination is necessary, the exam should be ideally re-scheduled within 3 months of the first examination. Students will either pass or fail the second examination (i.e., the oral examination cannot be taken three times).

1. Failure of the Comprehensive Examination on the second attempt will result in dismissal from the NSGP. With Advisor and Advisory Committee approval candidates failing the exam can be considered for a MS degree.

#### ***Passing The Comprehensive Examination***

At the time the student passes the Comprehensive Examination his/her bursar account will be billed the fee for candidacy and dissertation processing. This is a one-time fee, and you will not be billed again if he/she changes the anticipated graduation date.

#### ***Committee Appointment Form***

When the student has an approved doctoral Plan of Study on file, has satisfied all course work and passed the written and oral portions of the Comprehensive Examination, he or she must file a Committee Appointment form through [GradPath](#) on [UAccess](#). This form must be submitted as soon as requirements are met but no later than six months before the Final Oral Defense Examination is scheduled. Deadlines for the submission of paperwork pertaining to doctoral programs are available online at [Deadlines for Completion of Degree Requirements](#)

### ***Dissertation***

All PhD students must prepare a dissertation proposal that is approved by the committee before the dissertation work is undertaken. The student's advisor serves as the director of the dissertation. The dissertation represents the culmination of a student's intellectual development. Accordingly, the proposal should comprehensively describe relevant research, advance original hypotheses that make a meaningful contribution to the literature, provide a clear and rigorous method, describe plans for data-collection, offer an analysis plan, as well as provide complete appendices of materials (e.g., questionnaires, stimuli) and a complete reference section.

Research involving human subjects or vertebrate animals, requires permission from the relevant UA committee. Consult your Advisor and the Office for [Responsible Conduct of Research](#) (RCR) for details. The RCR Office telephone number is 520-626-5515. You must have Human Subjects approval in your own name; your project is not covered under your Advisor's approval. Research activities involving the use of human subjects require the review and approval of the [University Human Subjects Committee](#).

Any research involving vertebrate animals must be approved by the [Institutional Animal Care and Use Committee](#) (IACUC). The student must be listed on an approved IACUC protocol before they begin their animal research.

### ***Dissertation Prospectus/Proposal***

Every student in a doctoral program needs to have an approved dissertation prospectus or proposal for their dissertation research. As soon as the student has an approved prospectus/proposal the NSGP Coordinator will submit the prospectus/proposal confirmation form in [GradPath](#) on behalf of the student.

### ***Completion of PhD Requirements***

The NSGP requires all PhD students write a dissertation, present a seminar of their research findings and complete a Final Oral Defense Examination administered by a student's PhD Advisory Committee prior to graduation. A student must be in good academic standing to schedule the defense. The examination focuses on the dissertation itself but can include general questioning related to the field of study within the scope of the dissertation. The dissertation must meet required standards of scholarship and demonstrate the candidate's ability to conduct original research. It is anticipated that students will submit three manuscripts for publication during their doctoral study program. These manuscripts are generally a result of dissertation-specific research.

### ***Announcement of Final Defense***

The student must submit the "Announcement of Final Defense" form through [GradPath](#) to the Graduate College 10 business days before the date for the final defense. The student must provide the dissertation to the defense committee two weeks prior to the defense date so they can read the dissertation and allows an additional one for the Graduate College to process the defense paperwork.

The exact time and place of this examination must be scheduled with the Graduate Student Academic Services Office at least 7 working days in advance and announced publicly in *Lo Que Pasa* at least one week in advance. Final Oral Examinations should be scheduled during days when the university is in session and during normal business hours. Announcement of Final Defense - *must be submitted and approved at least one week before the date of defense through GradPath.*

The dissertation Advisor presides over the Final Oral Defense Examination. The examination is closed to the public, except for the initial seminar portion during which the student presents the dissertation and entertains questions. There is no minimum time limit for the Final Oral Defense Examination, but the entire proceedings may not exceed three hours.

If the Committee requires revisions, those must be done in a timely manner, not to exceed one year. If the revisions are not completed by the dissertation submission deadline for the term when the student defends, the student will be required to register for the next semester and will graduate in the semester when the revisions are complete and approved. If revisions are not done by the end of the time to degree period, the student will have to re-take the comprehensive examination to demonstrate currency of knowledge.

### ***Submission of the Dissertation***

Upon successful completion of the Final Oral Defense examination, and having gained final approval from the dissertation committee after completing any revisions needed following the defense, the candidate submits the dissertation electronically via the [submission website maintained by ProQuest/UMI](#). **This submission must be made by the [submission deadline](#) for the desired graduation term.** The Graduate College will check the formatting of the submitted dissertation and may request changes before accepting the submission. When the dissertation has been accepted by the Graduate College, [completion of requirements](#) has been fulfilled, and all other [final items](#) are accounted for, the degree will be awarded provided the degree conferral date for the graduation term has been reached. Please refer to the [Academic Calendar](#) for the relevant semester for the conferral date.

### ***The Format Check Process***

1. The dissertation acceptance process consists of the steps outlined below, done after you have defended your dissertation and you have final approval from your committee. It consists of two

parts; an auditing of your PDF file to verify that it meets archiving standards as listed in step 1, and the collection of documentation as listed in steps 2 through 4.

2. Please refer to the Doctoral Dissertation Formatting Guide at <https://grad.arizona.edu/gsas/dissertations-theses/dissertation-and-thesis-formatting-guides> for help on formatting your dissertation.
3. Your format check begins once you submit your dissertation to [UMI Electronic Submissions Site](#). Your dissertation will be audited against this manual so if you follow the instructions carefully you will have minimal edits to make after we review it. If your dissertation includes published papers or papers accepted for publication, you must use an alternate format.
4. Use the sample at <http://grad.arizona.edu/degrecert/samples-templates> to prepare your Approval Page.
5. Please submit the 'Survey of Earned Doctorates' online survey.
6. Please complete the [Exit Survey](#) online.

## VII. TEACHING ASSIGNMENTS AND POLICIES

A STUDENT MUST BE ENROLLED IN 9 credits per semester their first year and 6 credits per semester their remaining years. All students holding teaching assistantships/associateships will receive their assignments from the Coordinator of the NSGP. Assignments are made in consultation with the Chairs of the Undergraduate Program and based upon input from the faculty and students regarding availability and fit. All GATs will be evaluated by the faculty they are assigned to work with each semester. The evaluation form can be found in Appendix 2. Assignments should reflect students' level of experience and expertise. Students on half-time appointments (.50 FTE) should expect one of the following or similar assignments:

1. Two "stand alone" courses or its equivalent, OR;
2. Teaching responsibilities in a larger in-person or on-line class.

Summer and Winter teaching is often available. In order for GTAs to teach in the summer, they must be enrolled in 6 hours *in the upcoming fall*. These additional teaching opportunities are contingent on teaching performance, needs of the department and support for the student teaching from the student's research advisor.

As a general policy, assistantship/associateship appointments will be considered according to the following priorities: 1) 2nd-year doctoral and master's 2) first-year doctoral and master's students, and 3) continuing graduate students in good standing,

### ***Research and Teaching Time Commitments***

Time commitments will inevitably vary according to the nature of the assignment, but the following should serve as a rough guide to expectations:

1. On teaching and funded research assistant assignments, 1/4-time appointments carry expectations of 10 hours of work per week, 1/2-time of 20 hours of work per week.
2. Appointments at the same level and pay should require approximately equal levels of work, regardless of the distribution of duties and funding sources. However, there is natural variation in teaching appointments both within semesters and between courses.
3. The majority of our NSGP GTAs are on a .50 FTE.

**IMPORTANT NOTE ON GRADING:** Getting feedback to students in a reasonable amount of time is an important part of your job as a teacher. When you are working as a TA, you should aim to get grading done promptly and the expected grading time period should be clearly outline between the supervising professor and the TA.

### ***Teaching Improvement***

There are resources available to assist you in developing your skills as a teacher. Please see the Office of Instruction and Assessment: <http://oia.arizona.edu/>.

### ***Loss of Teaching Position***

Repeated unsatisfactory teaching evaluations are grounds for loss of a GTA position. The School of Nutritional Sciences and Wellness will work with you to improve your teaching before taking this step. Unprofessional behavior (e.g., inappropriate relationships with students, engaging in teaching activities [including grading] while intoxicated, etc.) will result in immediate loss of the teaching position. Teaching positions are budget contingent. In a catastrophic budget situation, anybody could lose a teaching appointment, but this is not likely.

### ***Change Of Status: Moving From Assistant to Associate Status***

In order for a person to be paid as a graduate associate, that person **must** possess a graduate degree or have a B.S. degree and have completed 2 years of your PhD program. It is Graduate College policy that the change in status from assistant to associate will only occur at semester end/beginning. No changes in status will be made mid-semester.

## VIII. OTHER IMPORTANT INFORMATION

### Graduate Student Funding

These expectations do not represent contractual obligations. *Funding depends on the yearly departmental budget.*

1. Master's students should expect support for no more than two years. Support during those years is contingent on making satisfactory academic progress and receiving satisfactory evaluations from teaching and research supervisors. Satisfactory academic progress is defined in the present document.
2. Master's students who wish to be considered for admission to the doctoral program must schedule for master's degree completion no later than the Graduate College's published deadlines during the semester before doctoral work would begin. (For fall entrance into the doctoral program, this means filing for candidacy no later than April, with the intent of completing the thesis in May or August.)
3. Doctoral students can expect funding for four academic years. Support during those years is contingent upon making satisfactory academic progress and receiving satisfactory evaluations from teaching and research supervisors. Funding beyond four years is at the faculty's discretion and is based on: (a) successful defense of dissertation proposal, (b) the availability of funds, (c) the department's needs, (d) the status and standing of the applicant's ongoing research, (f) the student's performance to date in the areas of research, coursework, and teaching, and (g) the potential for successful completion in the one-year timeframe.
4. Summer funding is based on teaching summer courses. This may be available and the department will make every effort to provide it. For neither MS nor PhD students is this part of the contractual academic funding. Summer funding priorities are based on course enrollments, graduate student ability, graduate student progress, and experience in teaching independently, fit between graduate student ability and expertise and available courses, and graduate student tenure in the program. Currently, students are unable to get summer teaching on the summer of their departure from the program—enrollment in the subsequent fall is now a university requirement for TA hiring.
5. Summer funding is typically not available in the summer after the student's funding term expires (MS: after the second year, unless continuing to the PhD program; PhD: after fourth year). In some cases, the Director of the NSGP, in consultation with the graduate committee and the student's advisor, will require that the student make satisfactory progress in their program (e.g., dissertation proposal) before summer funding is offered.

### Graduation Procedures For MS and PhD Degrees

1. The name that is on your student record is the name on your diploma unless you file a name change with the Registrar's Office, 210 Admin Building (<http://www.registrar.arizona.edu/>). International students must use their passport name on the diploma.
2. Diplomas are mailed approximately two weeks after degree is posted by Graduate Student Academic Services. Inquiries concerning the ordering or mailing of diplomas must be directed to Graduate Student Academic Services, 621-3484. Diplomas are not mailed to campus addresses.
3. If the completion date that appears on your Doctoral Dissertation Committee Appointment Form changes, notify the Graduate Student Academic Services Office at least 2.5 months before Commencement to ensure your name will appear in the program.
4. If you want a specific faculty member to come to graduation and "hood" you, you should make that request of the faculty member *well* in advance of the ceremony.

Commencement dates and procedures and deadlines for the submission of paperwork pertaining to graduate degrees are available online at the Graduate College.

### Graduate Student Appeals

As outlined above, students who fail to make satisfactory progress are subject to dismissal from the program. The student will be notified of this decision in writing, typically at the end of the academic year (May or June). Students will be given the opportunity to internally appeal dismissal decisions by doing the following:

1. Submit a written appeal to the Director of the NSGP and the advisor. This must be done within 30 days of the written notification of dismissal. If, after reviewing the appeal, the DGS and advisor are in agreement, they can decide to reverse the dismissal decision upon the satisfactory completion of appropriate conditions.
2. In cases in which the DGS and advisor are not in agreement or seek further consultation, a meeting between the student, advisor, DGS, and graduate committee will be scheduled at a time that is feasible for all parties. The student's dismissal will be re-considered in light of the student's written appeal and follow-up questioning during the meeting as appropriate.
3. In the event that the dismissal decision is upheld, the Graduate College will be notified as soon as the decision is made. Any further petition, appeal, or rebuttal will need to be routed to the Graduate College.

### **Academic Probation**

Students who have a cumulative grade-point average of less than 3.0 will be placed on academic probation. The student will come off probation when they bring their GPA back up to a 3.0 average. Students on probation are required to meet with their graduate advisor, discuss the steps to be taken to rectify the problems that led to the probationary status, and devise a written plan of action to be submitted to the Graduate College and Director of the NSGP.

Graduate students who are on probation for two consecutive semesters will be academically disqualified by the Graduate College. To obtain non-degree status they are required to apply for non-degree status at the Graduate College. To be re-admitted to the graduate program, they would have to have achieved a cumulative grade point average of at least 3.0 through additional graduate coursework before applying for admission. Readmission is not guaranteed and would require recommendation by the School Director, Graduate Committee, and the Dean of the Graduate College. No more than 12 credit units taken as non-degree will apply to degree.

The GRD believes that early identification and counseling for students having academic difficulty are in the best interests of students and departments. The GRD stresses that there is no intent to be punitive to students having difficulty, but to encourage immediate intervention and closer mentoring of students that would enhance retention and probability of graduation. Students currently enrolled who are on academic probation will be contacted and encouraged to follow the steps indicated in paragraph one above so that they might take advantage of intervention and closer mentoring. Contact persons on this topic are the Associate Deans in the Graduate College.

### **Continuous Enrollment Policy**

#### ***Master's Enrollment Policy***

According to the Graduate College a student admitted to a master's program must register each fall and spring semester for a minimum of 1 graduate unit, from original matriculation until all course and thesis requirements are met. A semester in which a student is enrolled for course credit will be counted toward continuous enrollment. Non-credit courses, [audited courses](#) or courses from which the student withdraws do not count toward the determination of continuous enrollment for graduate purposes.

Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirement. Similarly, international students may have different requirements to maintain their visa status. All students should check with their program advisor regarding such requirements to ensure that they remain qualified for funding and/or visa status.

Master's students who have maintained continuous enrollment, fulfilled all their other degree requirements and were enrolled in the prior semester may defend and file in the summer or winter term without registration. If,



however, a student needs library privileges or if they plan to make other use of University facilities or significant faculty time during summer or winter session, enrollment is required.

Students who have maintained continuous enrollment, fulfilled all their other degree requirements and are only completing an incomplete in coursework (a class other than 900 level) are not required to enroll while they complete the incomplete. If, however, students need library privileges or plan to use other University facilities or need significant faculty time while they complete their incomplete, enrollment is required.

### ***Doctoral Enrollment Policy***

A student admitted to a doctoral program must register each fall and spring semester for a minimum of 1 graduate unit, from original matriculation until all course and thesis requirements are met. A semester in which a student is enrolled for course credit will be counted toward continuous enrollment. Non-credit courses, [audited courses](#) or courses from which the student withdraws do not count toward the determination of continuous enrollment for graduate purposes.

Students who have maintained continuous enrollment, fulfilled all their other degree requirements and are only completing an incomplete in coursework (a class other than 900 level) are not required to enroll while they complete the incomplete. If, however, students need library privileges or plan to use other University facilities or need significant faculty time while they complete their incomplete, enrollment is required.

Students receiving funding such as assistantships, fellowships, loans, grants, scholarships or traineeships may be required by their funding source to register for more than 1 unit to meet full-time status requirement. Similarly, international students may have different requirements to maintain their visa status. All students should check with their program advisor regarding such requirements to ensure that they remain qualified for funding and/or visa status.

Doctoral students who have maintained continuous enrollment and are taking only comprehensive exams during either Summer or winter term do not have to register for graduate credit during that summer or winter session.

Doctoral students who have maintained continuous enrollment, fulfilled all their other degree requirements as well as the 18 hours of dissertation and were enrolled in the prior semester may defend and file in the summer or winter term without registration. If, however, a student needs library privileges or if they plan to make other use of University facilities or significant faculty time during summer or winter session, enrollment is required.

Students who have maintained continuous enrollment, fulfilled all their other degree requirements and are only completing an incomplete in coursework (a class other than 900 level) are not required to enroll while they complete the incomplete. If, however, students need library privileges or plan to use other University facilities or need significant faculty time while they complete their incomplete, enrollment is required.

### ***Continuous Enrollment and Financial Aid***

Please note that "*continuous enrollment*" is not the same as "*full-time enrollment*" for financial aid and international visa purposes. Please refer to the most recent UA Academic Catalog found at <http://catalog.arizona.edu/>

### ***Leave of Absence Policy***

Graduate students may apply for a Leave of Absence from a program for a semester or for the academic year using the [Graduate Petition for a Leave of Absence](#). Leaves of Absence may affect the status of a graduate student's financial aid. Students are responsible for determining the requirements of the funding agency and/or academic unit prior to applying for a Leave of Absence. See the Graduate College website for further information in this regard.



### ***Academic Leaves***

Academic LOAs (i.e., leaves taken for course work elsewhere, for research, fieldwork, internships, professional development) are handled on a case-by-case basis by the student's department and Graduate College.

### ***Medical Leaves***

Graduate students in degree programs may be granted a Medical Leave of Absence by the Dean of the Graduate College.

### ***Personal Leaves***

Graduate students in degree programs may be granted a Leave of Absence (for a maximum of one year throughout the course of their degree program) by the Dean of the Graduate College upon the written recommendation of the student's advisor and School Director. LOAs are granted on a case-by-case basis for compelling reasons including birth or adoption of a child, personal or family reasons, medical reasons, military duty, or financial hardship. Students will be readmitted without reapplying to the department and the Graduate College. Only when the LOA is approved prior to the beginning of the semester for which the LOA is being sought will students be exempted from fees for that semester. Only academic services or facilities available to the general public can be used during the LOA. Failure to obtain a Leave of Absence or remain in continuous enrollment will result in penalties, as described in the continuous enrollment policy requirements.

### **Graduation**

Most grads attend the CALS graduation because that is where the formal hooding occurs; however, there is a whole-university graduation ceremony as well. You do not have to attend any ceremony. If you are planning on attending a ceremony and would like your advisor and/or the School Director to be there, you should let those individuals and graduate program coordinator know as early as possible.

### **Expectations For Working With An Advisor**

Different faculty members work in different ways. This handbook cannot tell you how long your advisor might take to turn around a document like a dissertation proposal (or the actual thesis/dissertation itself), or how many drafts of a document your advisor might need to see before declaring it ready. However, you should assume:

- a. That your advisor is a busy person and your document may not be their first priority at any given time, and;
- b. That carefully reading and providing feedback on a long and complex document like a proposal is not a quick task, and;
- c. That a proposal for a thesis or dissertation is unlikely to be ready on the first or second draft. It will almost certainly be weeks between the completion of a first draft and readiness for defense, and sometimes it might be a semester-long process.

As you develop a timeline for a dissertation/thesis, factor in times when you will be waiting for feedback. Plan to use those times to work on other aspects of the project, or to work on other projects. If you feel that your advisor is taking an excessive amount of time to get you feedback on a document, you should consult with him/her, the graduate Chair, or any other faculty member, in order to get an idea of what reasonable expectations might be for a specific document. The advisor-advisee relationship is a reciprocal one; if you turn things around quickly and efficiently and with high quality, you are more likely to receive the same treatment from your advisor.

### **Expectations For Working With Your Committee**

Committees get 1 month to read your thesis, comps, and dissertation (plus grad college processing time for the latter). Don't ask them to do it in less time. If you are heading towards a committee meeting during an exam week, vacation period, or holiday time, consult early and often with your committee about their availability. Double check whether committee members are on sabbatical during a period when you are planning a defense; if they are then you will need to work around their sabbatical schedule. More generally, do not make assumptions about faculty availability, and do not back yourself into a position where you "have to" defend in a constrained period of time, because your crisis is not your committee's emergency.

### ***Be Nice; Be Professional***

We value a collegial and pleasant department environment. Interpersonal behavior not conducive to that environment is not appropriate. Communication is a small field, and you do not know when and where you might meet people again in your life. Be nice. Being a graduate student is your job; you are getting paid to teach and learn. The School of Nutritional Sciences and Wellness is not an overly formal school, but basic standards of professional behavior apply to all of your academic activities here. You should behave respectfully toward staff, faculty, students and respond to official requests for information promptly.

### **Useful Websites**

#### ***University of Arizona Sites:***

- School of Nutritional Sciences and Wellness: <https://nutrition.cals.arizona.edu/>
- Graduate College: <http://grad.arizona.edu>
- Degree Certification Forms and Steps to Your Degree: <https://grad.arizona.edu/gsas/degree-requirements> .  
A link to the *Manual for Submission of Theses and Dissertations* is also available at this site.
- GradPath: <http://grad.arizona.edu/gsas/gradpath>
- Forms for Master's/Specialist Plan of Study, Master's/Specialist Completion of Degree Requirements,
- Doctoral Plan of Study, Results of Oral Comprehensive Examination for Doctoral Candidacy, Committee
- Appointment Form, and Announcement of Final Oral Examination are available at the UAccess Student
- Center and must be submitted via GradPath.
- Human Subjects Approval: <http://www.orcr.arizona.edu/hspp>
- NIH F31 Fellowship Opportunity: <https://grants.nih.gov/grants/guide/pa-files/PA-21-051.html>

## Appendix 1 Exit Survey

### School of Nutritional Sciences and Wellness (SNSW) Nutritional Sciences Graduate Program Exit Survey

Date: \_\_\_\_\_

Degree: PhD MS (Select one)

Please complete the following survey. Your responses will assist us in assessing the effectiveness of our Nutritional Sciences Graduate Program. Thank you for your help.

*Based on your experiences in the Nutritional Sciences Graduate Program, please respond to the following questions by circling the most appropriate number.*

#### How satisfied were you with how the SNSW faculty and staff:

	<i>Highly Satisfied</i>	<i>Medium</i>	<i>Unsatisfied</i>	<i>N/A</i>
1. Provided a welcoming atmosphere.	4	3	2	1
2. Offered helpful assistance.	4	3	2	1
3. Demonstrated concern for individual needs.	4	3	2	1
4. Match a research laboratory with your personal research interests	4	3	2	1
5. Help you establish a program of study	4	3	2	1
6. Helped you understand the concepts being presented in a course.\	4	3	2	1

#### To what degree did your Graduate education enhance your ability to:

	<i>Highly Satisfied</i>	<i>Medium</i>	<i>Unsatisfied</i>	<i>N/A</i>
1. Design and conduct experiments	4	3	2	1
2. Analyze and interpret data	4	3	2	1
3. Develop basic lab skills (HPLC, Elisa, PCR etc)	4	3	2	1
4. Function on multidisciplinary teams	4	3	2	1
5. Advance knowledge, skills, and values appropriate to the discipline	4	3	2	1
6. Work as an individual researcher/scholar as well as collaborate with other scholars contributing to their scholarship of their disciplines.	4	3	2	1
7. Develop advanced oral and written communication skills	4	3	2	1
8. Recognize the need for life-long learning	4	3	2	1
9. Know contemporary nutrition issues	4	3	2	1
10. Gain a knowledge of new and various methods and technologies.	4	3	2	1
11. The ability to be creative, analytical, and critical thinkers	4	3	2	1
12. Prepare you for the next stage in your career	4	3	2	1

#### For each of the following topics, please indicate the adequacy of your instruction during your graduate education:

	<i>Too Much</i>	<i>Just Right</i>	<i>Not Enough</i>	<i>N/A</i>
1. Nutrition Science and Metabolism	4	3	2	1
2. Disease-specific nutrition pathology	4	3	2	1

	<i>Too Much</i>	<i>Just Right</i>	<i>Not Enough</i>	<i>N/A</i>
3. Molecular Nutrition	4	3	2	1
4. Vitamins	4	3	2	1
5. Minerals and Trace Elements	4	3	2	1
6. Epidemiology	4	3	2	1
7. Nutrigenomics	4	3	2	1
8. Statistics	4	3	2	1
9. Study design/methodology	4	3	2	1

**To what extent do you agree with the following:**

1. My experience in Nutritional Sciences has met my educational expectations.
2. The selection and depth of coverage of topics in my major courses were adequate.
3. My graduate studies in Nutritional Sciences provided a good resource for scientific study (intellect, shared services, equipment)
4. My advisor in Nutritional Sciences was a good mentor.
5. I would recommend a degree in Nutrition at the University of Arizona.

<i>Agree</i>	<i>Disagree</i>

**Rate the following nutrition courses on a scale of one to four, with 1 indicating low relevance and 5 indicating highly relevant/informative quality of the course and instruction.**

		<i>High</i>			<i>Low</i>	
N SC 501	Statistics for Applied Nutrition I	5	4	3	2	1
N SC 502	Statistics for Applied Nutrition II	5	4	3	2	1
N SC 545	Assessment and Regulation of Human Body Composition	5	4	3	2	1
N SC 561	Communicating Nutritional Sciences	5	4	3	2	1
N SC 595	Emerging Topics in Nutritional Science	5	4	3	2	1
N SC 608	Bioenergetics and Metabolism	5	4	3	2	1
N SC 610	Nutrition and Disease	5	4	3	2	1
N SC 624	Micronutrients	5	4	3	2	1
N SC 675	Advanced Nutrigenomics	5	4	3	2	1
N SC 699	Lab Rotation	5	4	3	2	1
N SC 910	Thesis	5	4	3	2	1
N SC 920	Dissertation	5	4	3	2	1

Are there other courses that you suggest as core courses for graduate education in NSC?

Course #: \_\_\_\_\_

Course #: \_\_\_\_\_

Course #: \_\_\_\_\_

Other Comments:

Please return this form to Nancy Driscoll in Room 320 Shantz Bldg., 626-0970, nancya@u.arizona.edu

**Nutritional Sciences Graduate Program  
Follow-Up Information**

Full Name: \_\_\_\_\_

Date of Graduation: \_\_\_\_\_ Email Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

What are your plans for the future?

\_\_\_\_\_ I have accepted a job.

Job Title? \_\_\_\_\_

Company Name? \_\_\_\_\_

Company Location? \_\_\_\_\_

\_\_\_\_\_ I will continue my graduate education at the following school

\_\_\_\_\_

\_\_\_\_\_ I am pursuing a job in:

\_\_\_\_\_ Academia

\_\_\_\_\_ Industry

\_\_\_\_\_ Clinical practice

\_\_\_\_\_ Consulting

Other \_\_\_\_\_

Please explain and describe: \_\_\_\_\_

\_\_\_\_\_

In the space below, please write any comments that would benefit our future planning for making changes/modifications in the Nutrition Sciences Graduate Program. Thank you for your participation.

**Appendix 2 TA Evaluation Form**

**SUPERVISOR'S INDIVIDUAL PERFORMANCE EVALUATION  
GRADUATE ASSISTANT/ASSOCIATES IN TEACHING**

**SCHOOL NAME:** School of Nutritional Sciences and Wellness **DEPT. #** 0123 / 2423

**GAT'S NAME:** \_\_\_\_\_

**SEMESTER** (Fall OR Spring & Year) \_\_\_\_\_ **DATE** \_\_\_\_\_

**SUPERVISING PROFESSOR** \_\_\_\_\_

**COURSE #/ TITLE** \_\_\_\_\_

**PREVIOUS TRAINING/TEACHING EXPERIENCE AS A GAT** (Please check one below):

NONE \_\_\_\_\_ SOME \_\_\_\_\_ EXTENSIVE \_\_\_\_\_

**TEACHING CATEGORY** (Please check one below):

- \_\_\_\_\_ PRIN LEC (Primary responsibility for course)
- \_\_\_\_\_ ASST LEC (Lecturer under supervision)
- \_\_\_\_\_ DISC (Discussion or recitation sections only)
- \_\_\_\_\_ LAB (Teaching lab or practicum only)
- \_\_\_\_\_ SCG (Scoring or grading with little and/or no direct class contact)
- \_\_\_\_\_ OTH (Please name any other category)

**SUPERVISOR'S EVALUATION** (Check left for only those functions, which GAT is responsible for. Be sure to give rating on the right)

<b>TEACHING FUNCTIONS</b>	<b>PERFORMANCE LEVEL</b>		
	<b>SUPERIOR</b>	<b>SATISFACTORY</b>	<b>UNSATISFACTORY</b>
_____ Mastery of Subject Matter	_____	_____	_____
_____ Keeping class records	_____	_____	_____
_____ Scoring exams, exercises, papers	_____	_____	_____
_____ Construction Exams	_____	_____	_____
_____ Preparation (media, written materials, practicing)	_____	_____	_____
_____ Lecturing	_____	_____	_____
_____ Class demonstrations	_____	_____	_____
_____ Laboratory, studio instruction	_____	_____	_____
_____ Teaching with team, under supervision	_____	_____	_____
_____ Speaking fluency: English as a second language	_____	_____	_____
_____ Professional demeanor & appearance	_____	_____	_____
_____ Holds office hours: other individual	_____	_____	_____
_____ Other (specify) _____	_____	_____	_____
<b>OVERALL EVALUATION</b>	_____	_____	_____

Comments: **(Please give 1-2 sentence summary)**

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**NOTE:** THIS SUPERVISOR'S INDIVIDUAL PERFORMANCE EVALUATION FORM IS NOT TO BE SENT TO THE GRAD COLLEGE UNLESS THE STUDENT HAS RECEIVED AN OVERALL RATING OF UNSATISFACTORY. IN THE EVENT YOUR STUDENT RECEIVED AN UNSATISFACTORY RATING OVERALL, PLEASE FORWARD A COPY OF THIS FORM TO JULIE TREANOR AT THE GRAD COLLEGE.

YOUR DEPARTMENT DOES NEED TO COMPLETE AND RETURN THE GRADUATE ASSISTANTS IN TEACHING TRAINING RECORD SPREADSHEET (WHICH IS SENT TO YOU EACH SEMESTER) AT THE SAME TIME YOUR DEPARTMENT SUBMITS FINAL GRADES, OR, BY THE END OF EACH SEMESTER.