



# Nutritional Sciences

*College of Family and Consumer Sciences*

## UNIVERSITY OF GEORGIA

**2024-2025**

### DEPARTMENT OF NUTRITIONAL SCIENCES

College of Family and Consumer Sciences  
University of Georgia  
Athens, GA 30602

## GRADUATE STUDENT HANDBOOK

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## PREFACE

The Graduate Student Handbook provides information concerning the procedures and policies within the Department of Nutritional Sciences and the Graduate School of the University of Georgia. This handbook supplements information from the Graduate School and expands upon the requirements outlined by the Graduate School and their application within the Department of Nutritional Sciences. The handbook is furnished for the benefit and guidance of all departmental graduate students. It is expected that all graduate students will read this manual carefully, follow its guidance, and retain it for future reference.

Additional information can be found in the [Graduate Bulletin](#) and at other web sites including:

- [www.grad.uga.edu](http://www.grad.uga.edu) (Applications, forms)
- [www.fcs.uga.edu](http://www.fcs.uga.edu) (College of Family and Consumer Sciences)

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## SELECTION AND FUNCTION OF COMMITTEES

### MS Thesis/PhD

The Major Professor chairs the student's Advisory Committee and serves as the primary advisor on academic, scientific, and professional matters. Students must ensure they are making adequate progress toward graduation, as the Major Professor oversees multiple graduate students.

The Advisory Committee is selected by the Major Professor in consultation with the student and requires approval from the Graduate Coordinator and Dean of the Graduate School. The committee is responsible for planning the student's Program of Study, advising on research skills, guiding research projects, and approving the Thesis or Dissertation and its defense. The committee also serves as the Examining Committee.

Students should meet with their Advisory Committee at least once a year, scheduling early to avoid conflicts. If a committee member is absent for an extended period during a critical phase, they may be replaced with the agreement of the Major Professor and remaining committee members.

#### A. MS Thesis

The MS Thesis Advisory Committee comprises the Major Professor and two additional members, with the Major Professor and at least one other member required to be part of the Graduate Faculty. Only one faculty member external to the Nutritional Sciences Department is allowed on each committee.

Effective August 12<sup>th</sup>, 2024, the names of the members of the Advisory Committee should be reported by the student electronically in their [Enrolled Student Progress Portal \(the AdvCmte tab\)](#). Instructions are available in the [Graduate Advisory Committee Manual](#). This manual is also available from a "How To" link on the AdvCmte tab in the portal. This form should be submitted before the end of the first semester of residence of a prospective candidate for the degree and must be submitted before the Program of Study.

#### B. PhD

The PhD Advisory Committee will have at least four members, including the Major Professor, with over 50% graduate faculty representation. At least two members must be from the department, and one must be external. The committee will plan and approve the student's Program of Study, arrange comprehensive examinations, advise on research skills, and approve the Dissertation topic, completed Dissertation, and defense.

Effective August 12<sup>th</sup>, 2024, the names of the members of the Advisory Committee should be reported by the student electronically in their [Enrolled Student Progress Portal \(the AdvCmte tab\)](#). An [instruction manual](#) for this procedure has been provided. This manual is also available from a "How To" link on the AdvCmte tab in the portal. This form should be submitted before the end of their first year and before submitting the Program of Study. *If the Advisory Committee contains non-UGA faculty, the student should submit a justification letter signed by their Major Professor along with the Graduate Coordinator and the faculty's curriculum vitae.*

## I. PROGRAMS OF STUDY

All graduate students must submit a Program of Study form, an official document completed in GradStatus via [Program of Study Form G138](#). This must be approved at the department level and Graduate School level. Graduate School policies on Programs of Study are available on the Graduate School [website](#). Students are encouraged to create a broad academic program that includes coursework beyond their specialization. The Program of Study should be submitted during the second semester and must be done before PhD students are admitted to candidacy. Only required courses should be listed, excluding undergraduate dietetics courses.

Changes to the Program of Study can be made using the Recommended Change in Program of Study [form](#), which requires signatures from the Major Professor and Graduate Coordinator before submission to the Graduate School. Acceptable reasons for changes include scheduling conflicts, course unavailability, or shifts in degree objectives. Please email a copy of this form to the Graduate School, [gradinfo@uga.edu](mailto:gradinfo@uga.edu).

At least two NUTR courses must be taken within the first year.

### PhD Program of Study

A [preliminary Program of Study](#), developed by the Major Professor and the doctoral student, must be submitted to the Graduate Coordinator by the end of the first year, with approval from the Advisory Committee. This program should include at least 16 hours of 8000- and 9000-level courses, alongside research, dissertation writing, and directed study. Detailed requirements are available on the NUTR Graduate website [PhD Program Requirements](#).

For students bypassing a Master's degree, the Program of Study must include 4 additional semester hours of graduate-level coursework, totaling 20 hours of graduate coursework (16 hours at the 8000- and 9000-level). Doctoral research (9000), independent study, and dissertation writing (9300) do not count toward these 20 hours.

The final Program of Study should be submitted to the Graduate School six months before the comprehensive examination and must include three hours of dissertation writing (9300). A draft should be reviewed with the Major Professor and submitted for verification. Once approved, the student will submit the final Program of Study electronically via form [G138 Program of Study](#) in GradStatus, with final approvals completed online.

#### A. MS Thesis Program of Study

MS Thesis students do not submit a preliminary Program of Study. They plan their Program of Study with their Major Professor and obtain approval from the Advisory Committee at the end of their first semester. Once approved, the student submits their Program of Study via [Program of Study Form G138](#) in GradStatus. 12 credits must be in courses open only to Graduate Students. Master's Research (7000), Master's Thesis (7300) and Directed Research (7010) are not included in this requirement. A detailed list of program requirements can be found on the NUTR Graduate website [MS Thesis Program Requirements](#).

#### A. MS Non-Thesis Program of Study

MS Non-Thesis students on campus are assigned a faculty advisor by the Graduate Coordinator. All online MS students will have the Graduate Coordinator serve as their faculty advisor. All Non-Thesis students work with their program advisor to develop a Program of Study. Once the Program of Study is completed, it is submitted electronically in GradStatus at [Program of Study Form G138](#) for approval by the Graduate Coordinator and faculty advisor if applicable. Non-Thesis students are

required to take 12 hours of coursework open only to Graduate students. A detailed list of program requirements can be found on the NUTR Graduate website or MS Non- Thesis Community Nutrition Online Program [Requirements](#).

## **B. Completion of Graduation Requirements**

In accordance with the [Graduate School Bulletin](#), all degree requirements must be completed within six years, beginning with the first registration for graduate courses in the Program of Study.

## **C. Substitution for NUTR 6100 Micronutrient Nutrition**

If students have taken NUTR 4100 (Micronutrient Nutrition) as a UGA Undergraduate student or taken a comparable course at another institution, follow these procedures for course substitution:

### For 6100 Substitutions from other Universities:

- Obtain course syllabus and provide to Major Professor/Major Advisor.
- If approved by Major Professor/Advisor, email formal request for course substitution to Graduate Coordinator and cc Major Professor/Advisor and Graduate Coordinator's Assistant. Provide course syllabus and transcript showing completed course with grade in that email request.

### For 6100 Substitutions from UGA:

- Obtain approval by Major Professor/Advisor.
- If approved by Major Professor/Advisor, email formal request for course substitution to Graduate Coordinator and cc Major Professor/Advisor and Graduate Coordinator's Assistant. Provide transcript showing completed course with grade in that email request.

## **D. Graduate Courses offered in the Department of Nutritional Sciences**

See the [UGA Bulletin](#) for course descriptions.

## **E. Departments Offering Courses of Interest to Students in Nutritional Sciences**

Consult with your faculty advisor for selection of courses that meet your career and research goals. Check with individual departments to verify prerequisite requirements and semesters offered.

## **F. Graduate School Requirements**

All MS-Thesis and PhD students must take GRSC 7770 (Graduate Teaching Seminar) their first semester at UGA, for at least 1 credit. For more information, please see the [GRSC 7770 Policy](#) for more information.

Effective Fall 2022, all on campus graduate students must take the GradFIRST Seminar (GRSC 7001) during their first year at UGA. This seminar is intended to help prepare all graduate students for success regardless of their discipline or background. This is a 1 credit course and must be listed on the [Program of Study](#) submitted in GradStatus. Most seminars will be offered each Fall semester with limited offerings during Spring to accommodate those students matriculating in Spring or those unable to take during Fall due to scheduling conflicts. More details can be found on the [GradFIRST website](#).

\*The GradFIRST requirement does **NOT** apply to students in the MS Nutritional Sciences Community Nutrition Emphasis online program\*

## **G. Additional Graduate Programs**

- [Area of Emphasis in Nutrition for Sport and Exercise](#)
- [Certificate in Obesity and Weight Management](#)



- [School Nutrition Director Certification Program](#)

#### **H. Meeting Requirements for Dietetic Internship Program**

##### **Dietetic Internship Program Handbook**

In addition to required coursework, the internship entails 1200 supervised practice hours, completed over two years (NUTR 7911) during Fall and Spring semesters. Additional hours are required for the Nutritional Sciences Internship (NUTR 7910), conducted over two 10-week summer sessions, mostly outside Athens. **Completion of the Internship Program (i.e., receipt of the Verification Statement) will be verified only after the graduate degree is completed.**

Students in the MS/DI or PhD/DI programs must consult Dr. Lauren Housley throughout their studies and plan coursework carefully. The minimum credit requirement is 31 hours for the MS degree and 46 hours for the PhD, with 6 credits for NUTR 7910 and 8 credits for NUTR 7911 in addition to these totals.

During the Nutritional Sciences Internship (NUTR 7910) in the summer, students are ineligible for assistantships. However, if you had an assistantship in the semester before or after their summer rotation, they may qualify for a tuition waiver. For eligibility inquiries, students should consult the Graduate Coordinator.

## **I. Verification Policy: Meeting ACEND Requirements for the Didactic Program in Dietetics**

Please contact Dr. Emma Laing regarding this program at [emonk@uga.edu](mailto:emonk@uga.edu) or 706-542-7983 Office

Students who have obtained a bachelor's degree in a field other than Dietetics at a university accredited by a US regional institutional accrediting body, or foreign equivalent, and completed didactic program in dietetics (DPD) coursework at the University of Georgia to meet course specific ACEND knowledge requirements for registered dietitian nutritionists will be issued a DPD verification statement. Students must also receive at least a "C" grade in all DPD courses and in designated supporting sciences for the verification statement to be issued.

For graduate students completing this option, the DPD Director will evaluate the student's transcripts to determine which courses must be taken to meet DPD verification statement requirements. The director may allow course substitutions for some Nutritional Sciences related courses from other universities that contain the same course content as those offered by the Department of Nutritional Sciences at UGA. This will only be permitted if the course description and syllabus indicate that the course meets ACEND knowledge requirements covered by the required UGA course. However, this does not include courses required for the graduate degree.

## **L. Combined coursework for Master's degree and Didactic Program in Dietetics coursework (courses marked with \* are graduate level only)**

### **Principles of Human Anatomy, Physiology, Microbiology, Biology, Chemistry, and Biochemistry**

- BIOL 1107/L
- CHEM 1211/L and CHEM 1212/L or equivalent general chemistry
- CHEM 2211/L or equivalent organic chemistry
- CBIO 2200/L and CBIO 2210/L or 2 graduate level Physiology courses or equivalent (\*PHRM 6400, \*PHRM 6500, \*VPHY 6090, \*VPHY 6100) (note: must demonstrate that courses have covered all organ systems)
- BCMB 3100 or graduate biochemistry (\*BCMB 6000, BCMB 6120, BCMB 6010, BCMB 6020)
- MIBO 2500 (lab optional) or MIBO 3000 (lab optional) or MIBO 3500 or FDST 6030/L Food Microbiology

### **Nutritional Sciences Courses**

*Many of these courses are sequenced, so they must be taken in the order shown below; if you already have certain 1<sup>st</sup> year courses, you may take 2<sup>nd</sup> year courses your first year*

- NUTR 3600/L – Food Principles with lab, (Fall only, Year 1)
- NUTR 3610/L – Quantity Food Production with lab (Spring only, Year 1)
- NUTR 4070 or 6070 – Research Methodology in Human Foods and Nutrition (not required for MS Thesis or PhD)
- NUTR 6100 – Micronutrient Nutrition
- NUTR 4500 – Medical Nutrition Therapy-I (Fall only, Year 2)
- NUTR 4510 or 6510 – Nutrition Related to the Human Lifecycle (Fall only) OR NUTR 4050E or 6050E – Optimal Nutrition for the Lifespan (Year 1)
- NUTR 4520 – Clinical Nutrition Interventions (Spring only, Year 2)
- NUTR 4600E or 6600E – Food and Nutrition Policy (Spring only, Year 1)
- NUTR 4660S or 6660S – Food and Nutrition Education Methods (Fall and Spring)
- NUTR 4610 or 6610 – Foodservice Procurement and Financial Management (Fall only, Year 2)
- NUTR 6400\* – Advanced Micronutrients (Fall only, Year 2)
- NUTR 6530 – Medical Nutrition Therapy-II (Spring only, Year 2)

- NUTR 4540 or 6540 – Public Health Nutrition (Spring only, Year 2)
- NUTR 4620 or 6620 – Management of Foodservice Organizations (Spring only, Year 2)
- NUTR 4645 or 6645 – Functional & Nutritional Properties of Foods (Fall only, Year 2)
- NUTR 5900 – Professional Development in the Nutritional Sciences (Fall only, Year 1)
- NUTR 8900 – Graduate level seminar course as required for graduate degree (MS Non-Thesis only take 6900)
- NUTR 8560\* – Proposal Writing (not required for MS Non-Thesis)
- Graduate level statistics\* (e.g., BIOS 7010, BIOS 7020, STAT 6210, 6220, or ERSH 8310)
- Other courses as needed for degree completion

Failure to take the courses in this sequence will delay completion by one year or more. There must be a minimum of 12 credit hours of graduate-only courses. Research credits do not count.

Note: NUTR 6100 must be taken at the graduate level. NUTR 3600/L, 3610/L, 4500, 4520, and 5900 must be taken at the undergraduate level. Other Dietetics courses can be taken at the undergraduate or graduate level; however, check with your advisor and your committee members if applicable, as they may recommend non-Dietetics courses for your graduate course electives.

Contact Dr. Emma Laing, [emonk@uga.edu](mailto:emonk@uga.edu) with any questions regarding course requirements to earn a DPD Verification Statement.

## **M. Courses and GPA**

Graduate students must maintain an overall average of 3.0, with no grades below a “C” (a “C-” does not meet requirements). According to UGA Graduate School Policies, students with a cumulative average below 3.0 for two consecutive terms are placed on academic probation and must achieve a 3.0 or higher each subsequent semester. If they fail to do so while on probation, they will be dismissed.

For MS Thesis and PhD students in NUTR research courses (NUTR 7000, 7010, 7210, 7300, 9000, 9010, 9300, and related courses), students are expected to:

- Schedule and keep appointments with the instructor/Major Professor.
- Attend all required meetings unless excused in writing.
- Set hours with the Major Professor for laboratory or office work.
- Prepare monthly written reports that are technically accurate and grammatically correct.
- Deliver at least one oral presentation summarizing progress each semester.
- Follow additional written instructions from the instructor.
- Adhere to the UGA Academic Honesty Policy.

Failure to meet these expectations may result in unsatisfactory grades (U, C-, D, or F). Receiving an unsatisfactory grade in a second course could lead to dismissal from the program. Students should consult their Major Professor or the Graduate Coordinator to develop a written “plan for improvement.”

After receiving an unsatisfactory grade(s), the graduate student may be given a warning about potential dismissal. After the second unsatisfactory grade, the graduate student may be dismissed from the graduate program, even if the student’s overall GPA is 3.0 or higher.

Appeal procedures – If you receive a dismissal notice from the departmental graduate program, you may appeal the decision in the following order:

1. Departmental Graduate Committee
2. College Dean
3. UGA Graduate School

Note that the appeal to the Dean of the Graduate School must be received within 30 calendar days following receipt of notice of dismissal from the College Dean.

## **N. Change of Degree Objective**

A student may request to change their degree objective from MS Thesis to PhD after being enrolled in a graduate program for one to two semesters and completing core Nutritional Sciences courses. The request requires approval from the Major Professor, who must submit a letter to the Graduate Committee detailing their agreement to serve as the major advisor, specifics of the program change, and funding sources. Self-funding is acceptable, as changing degree objectives does not guarantee assistantship funding.

Effective November 11<sup>th</sup>, 2024, all enrolled graduate students will use their Enrolled Student Progress Portal to submit the Degree Objective Change Request form (formerly submitted through GradStatus). These requests will be routed through an approval workflow within GradSlate; the Graduate School, the Major Professor, and the Graduate Coordinator will be part of that approval workflow.

**O. Online Course Limit Policy**

All PhD, MS Thesis, and MS Non-Thesis (except MS Non-Thesis Online) graduate students will have a limit on the number of online courses they can take during their Program of Study. MS students will have a limit of 2, and PhD will have a limit of 3. Any additional online courses beyond these limits must be approved by the Graduate Coordinator.

## II. ORAL AND WRITTEN EXAMS

The student must be registered for at least 3 credits in NUTR 7000 for Master's thesis students and NUTR 9000 for PhD students during the semester in which the final oral examination takes place. The Thesis or dissertation should be given to the Advisory Committee at least two weeks prior to the final oral examination.

### A. MS-Thesis

The Advisory Committee acts as the Oral Examining Committee for the MS. The final oral examination covers the Thesis and Program of Study, focusing on problem-solving applications, typically conducted in the semester the thesis is completed. The student submits [Form G140 Approval Form for Master's Thesis and Final Oral Examination \(for MS and MA\)](#) in GradStatus, which the Graduate Coordinator's Assistant assigns to the Major Professor and Advisory Committee for evaluation. The committee indicates pass or fail, and the form is then sent to the Graduate Coordinator for approval before being forwarded to the Graduate School.

### B. MS Non-Thesis

MS Non-Thesis students take a written cumulative exit exam without an oral component, covering four topic areas. Each test consists of 50 multiple-choice, true/false, or matching questions. A passing score requires a 75% average across the tests, with no individual test below 70%. The exam is unsupervised, remote, and timed at one hour per topic, with breaks allowed, and no outside materials permitted. Topic areas include NUTR 6400 and three others based on the student's coursework; the Graduate Coordinator will notify students of the selected topics six months before the exam.

Successful completion of the exam is required to graduate. Students failing any topic test may retake it after one week. Failing a second attempt could result in dismissal from the program. If a student passes the exam but does not graduate within 12 months, they may need to retake the exam. For further exam details, students should contact the Graduate Coordinator.

### B. PhD

#### Policies and Procedures in Conducting Comprehensive Examinations

All Doctoral students must pass a written and oral comprehensive examination to be formally admitted to candidacy. The PhD Comprehensive Examination assesses whether the candidate is qualified to continue for the Doctorate, covering the Program of Study and dissertation research with an emphasis on problem-solving.

- It is recommended that students take the comprehensive exams at the end of their second year. Refer to the Doctoral student checklist for scheduling and notifying the Graduate Coordinator.
- The exam allows students to integrate and apply their knowledge, while faculty assess their readiness for candidacy.
- If a faculty mentor feels a student is unprepared, they may suggest additional coursework or reading, or even a change to a Master's program. However, the student can still choose to take the exam.
- The timing of the written exam is determined by the faculty advisor in consultation with the student and Advisory Committee.
  
- The written exam consists of questions from each Advisory Committee member, with each member providing 3 to 5 questions. Students have at least 2 hours to answer each question, with the exam spanning several days.
- All committee members review the answers and vote "pass" or "fail" for the written exam. A maximum of one fail vote allows the student to pass. If a student receives two or more fails, they may retake the exam once within 4 weeks.
- If the student fails the second attempt, they will be dismissed from the PhD program.

- Upon passing the written exam, the student can take the Oral Comprehensive Examination, which clarifies responses and discusses current topics. This exam typically lasts about 3 hours.
- Advisory Committee members also vote on the oral exam. If a student receives two or more fail votes, they may retake the exam once within 4 weeks.
- Failing the second oral exam results in dismissal from the program.
- Students who pass the oral examination can be admitted to candidacy.
- The Major Professor must ensure all voting forms for the written and oral exams are completed and signed by the Advisory Committee members.

### **Reading of Dissertation**

The Advisory Committee evaluates the written presentation and substance of the dissertation to determine its suitability for defense. The student, with guidance from the Major Professor, is responsible for organizing, editing, and rewriting the dissertation. If the dissertation is poorly written or substantively weak, it will be returned to the student and Major Professor for further research and revisions.

### **Final Oral Examination and Dissertation Defense**

Refer to the doctoral student checklist for scheduling and notifying the Graduate Coordinator about the final oral examination and dissertation defense. Students should ensure the Advisory Committee receives the dissertation in time for review before the final exam date. The dissertation must be approved by the Major Professor before distribution to other committee members. The Major Professor and Advisory Committee will evaluate the student's performance during the final oral defense.

### III. THESIS OR DISSERTATION PROPOSAL

All MS/PhD students, except MS-NT and MS-online students, must take NUTR 8560 as part of their curriculum. The Advisory Committee will hold a separate meeting for Thesis or Dissertation proposal defenses, typically scheduled in the Spring of the first year for MS students and before the end of the second or third year for PhD students. This defense allows the committee to provide feedback and indicate on the Research Proposal Defense Approval form whether the proposal is acceptable, acceptable with revisions, or unacceptable. If deemed acceptable, the student can proceed with their research. If acceptable with revisions, the student must address all committee comments until the proposal meets approval. If two or more members find the proposal unacceptable, the student must develop a new research project.

**The Research Proposal should contain the items listed below:**

- **Abstract** – summary paragraph
- **Introduction** – State the overall problem and objective or long-term goal of the proposed research
- **Literature Survey** – Review the most essential previous work and describe the current research status of this subject
- **Hypotheses and specific aims** – State the hypotheses to be tested and the specific aims
- **Rationale** – Discuss the rationale behind your approach to hypothesis testing
- **Methods and Procedures** – Describe the experiments you propose to do, and the methods employed to conduct these experiments. Specify the species of animals or human population you plan to use for each method and indicate the manner in which data will be collected, expressed and statistically evaluated. Conduct a power analysis to calculate the sample size needed (e.g., number of cell cultures, animals, and/or people needed in the study.)
- **Discussion** – Discuss the potential significance of the proposed work and their relationship to the hypothesis. Discuss any novel ideas or concepts contained in your proposed research.
- **Estimated budget** – This is a rough estimate of the expense that will be generated by your research. Specify what additional equipment, if any, must be purchased so that the proposed research may be conducted. Provide a budget that includes items such as salary for all personnel associated with the project, laboratory supplies, computer supplies, fees for care of animals, payments for human subjects, travel, and publication costs.
- **Timeline** – Provide the dates during which the various steps of the proposed research will be completed.
- **Bibliography** – References related to above items.



# Research Proposal Defense of Thesis/Dissertation Approval Form

**Student Name**

**Proposed Title of Thesis/Dissertation**

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**Date**

<u>Committee Member Name (Print)</u>	<u>Committee Member Signature</u>	<u>Acceptable</u>	<u>Acceptable with Revisions</u>	<u>Unacceptable</u>

**Graduate Coordinator signature**

**Date**

**Specific Comments**

**Submit completed form to Graduate Coordinator's Assistant**

## IV. RESEARCH POLICIES AND PROCEDURES

### A. Laws, Regulations, and Policies

Numerous laws, regulations, and policies govern research. Failure to comply may jeopardize not only the individual research project but also the entire University research program. Policies include:

1. **Animal Care and Use:** Prior to ordering animals, an Animal Use Proposal Form must be submitted and approved. Contact information for the Director of Animal Care and Use – Leanne Alworth, Director, 706-542-6084 [alworth@uga.edu](mailto:alworth@uga.edu) 210 Tucker Hall <https://research.uga.edu/oacu>.
2. **Biosafety:** Numerous regulations govern genetic engineering and research involving biohazardous agents. Contact information for the Director of Biosafety Office, Patrick Stockton, Director, 706-542-5563, [pstock@uga.edu](mailto:pstock@uga.edu) 310 East Campus Road <http://research.uga.edu/biosafety>.
3. **Human Subjects:** Research involving surveys, interviews, educational strategies, questionnaires, and review of medical or other records requires approval by the Institutional Review Board (IRB) **BEFORE** research is conducted. Students must have an approved IRB to conduct research with human subjects. Contact information for the Director of Human Subjects Office: Kim Fowler, Director, 706-542-5318 [kfowler@uga.edu](mailto:kfowler@uga.edu) 210 Tucker Hall <https://research.uga.edu/hrpp>.
4. **Radiation Safety:** Faculty who use radioactive material must be licensed. Graduate students are encouraged to take the Radiation Safety Course. Information concerning this course, requirements and licensing procedures or assistance in handling radioactive materials may be obtained from the Radiation Safety Office, Esequiel Barrera, Director, 706-542-9373, [ebarr@uga.edu](mailto:ebarr@uga.edu) <https://research.uga.edu/safety/radiation>.

### B. Ownership of Research Records

Detailed written, computer, visual and/or audio records of procedures, experiments and scientific observations must be made. These materials are the property of the University of Georgia and must be left with the Major Professor upon completion of the graduate degree. Discuss these policies with your Major Professor and sign the form on the next page.

### C. Misconduct in Research

The University of Georgia's policy on research misconduct emphasizes its commitment to truth in research, teaching, publication, and public service. Essential to this mission is mutual respect and trust among faculty, staff, and students.

Misconduct includes fabrication, falsification, plagiarism, or practices that significantly deviate from accepted research standards, excluding honest errors or differing interpretations of data. The policy aims to encourage creativity and the development of new techniques without stifling legitimate academic disagreement. Individuals seeking guidance on allegations should consult their Major Professor, Graduate Coordinator, Department Head, Dean, or the Office of the Vice President for Research.

# Policy on Ownership and Publication of Research Data and Findings from Graduate Student’s Projects

## Department of Nutritional Sciences

### The University of Georgia

Detailed written, electronic, visual and/or audio records of procedures, experiments, and scientific observations should be made during the collection and analysis of data. All data, notebooks, research records, electronic files, and related materials associated with data collection and analysis are property of the University of Georgia and must be left with the Major Professor upon completion of the graduate degree. The student may make copies of these materials for themselves.

Students are encouraged to copyright their Thesis or Dissertation to protect their intellectual property (see [UGA policies](#))

Students are expected to produce publishable findings, to write their Thesis or dissertation in manuscript form and to submit their findings for publication either prior to or immediately following defense of their Thesis or dissertation (or graduation). If the results of a Thesis or dissertation are not submitted for publication within three months after the student graduates, then the Major Professor has the option to submit the results for publication with the Major Professor as the first author according to generally recognized standards of co-authorship (circulation of the manuscript draft to all co-authors including the former graduate student prior to submission, etc.). In some cases, the student and the faculty may agree that the Major Professor should serve as first author to expedite submission and publication of the results. In other cases, where the Major Professor must considerably re-analyze data and rewrite a manuscript, they have the option to become the first author, the student would still be co-author.

It is the responsibility of the student to provide their Major Professor with their contact information if they wish to be a co-author of a manuscript. Many journals require signatures of all authors at the time of manuscript submission. If the student does not provide the Major Professor with current contact information, then the right of authorship is forfeited.

The manuscript can be submitted for publication only with the approval of the Major Professor, unless the Major Professor indicates in writing that they do not wish to be a co-author. If the Major Professor elects to not be a co-author, then with the Major Professor’s permission, another member of the student’s Advisory Committee or another faculty member of the Department of Nutritional Sciences with expertise in the area should serve as a co-author.

Student’s Name (print)	Signature	Date
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Major Professor (print)	Signature	Date
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Graduate Coordinator (print)	Signature	Date
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## V. FORMAT FOR THESIS OR DISSERTATION

For complete information and the latest format specifications, please see the [UGA Graduate School website](#).

All theses and dissertations must be submitted to the Graduate School in electronic format.

### A. Journal Articles as Chapters (Manuscript Style)

Some departments allow theses or dissertations to include articles as chapters, known as "manuscript style," which requires departmental approval. This format can be used when manuscripts prepared for publication are incorporated as chapters. A Master's degree requires one manuscript chapter, while a dissertation requires at least two. Chapters should follow the journal's guidelines, with allowances for Graduate School requirements, such as margin standards. Different citation methods may be used, but reprints cannot be included as chapters. For detailed formatting guidelines, refer to the [Graduate School Style Manual](#).

### B. Copyright Release for Thesis and Dissertations

The University of Georgia allows theses and dissertations to be submitted in an alternative manuscript style, which includes articles that are published, accepted, submitted, or intended for publication. Due to increasing copyright concerns, students must provide a copyright release statement from the publisher for each published or accepted article when submitting their Thesis/Dissertation in final form. An email from the publisher confirming this release is sufficient. This release will be kept in the student's permanent record. Students should begin securing this release early in their Thesis/Dissertation preparation, as final submissions in manuscript format will not be accepted without it.

## VI. CHECKLISTS

**\*It is ultimately the student's responsibility to meet all requirements on time for all degree objectives\***

**Unless otherwise noted, all forms are electronically available and submitted through GradStatus. Check with the Graduate School in case any deadlines or forms have changed since this document was last revised.**

### A. MS-Thesis

1. **Advisory Committee Selection:** The Major Professor and student select Advisory Committee members, ensuring that at least two members are from the Graduate Program faculty, with only one external faculty member allowed. The student must submit [Advisory Committee Form G130](#) in GradStatus by the end of the first semester, which is required before submitting the Program of Study.
2. **Program of Study:** Students should discuss their Program of Study with the Advisory Committee. A tentative Program can be emailed to the Graduate Coordinator's Assistant for verification of course requirements. The final [Program of Study Form G138](#) must only include courses required for the degree and must be fully completed. Incomplete forms will be returned for revisions. Once approved by the Major Professor, Advisory Committee, and Graduate Coordinator, the form will go to the Graduate School for final approval. Changes can be made using the non-electronic [Recommended Change in Program of Study Form](#).
3. **Research Data Policy:** Students must discuss and sign the "Policy on Ownership and Publication of Research Data" with their Major Professor, then submit it to the Graduate Coordinator for signature. This form will be kept in the student's academic file.
4. **Research Proposal:** Students must submit and defend their research proposal to the Advisory Committee. Refer to Section IV for detailed policies.
5. **Graduation Application:** Students should electronically submit their graduation application via Athena during the first week of the term they intend to graduate and register for the FACS Convocation if they wish to participate. Notifications for registration will be sent via email. See [Important Dates & Deadlines](#).
6. **Final Defense of Thesis (or Project):** This should be held at least 6 weeks prior to graduation and follow these steps:
  - a. ***At least 3 months prior to the intended defense date*** - The student should confirm the date and time with their Major Professor and Advisory Committee. Allow 45 minutes for presentation, then 90 minutes for defense with the Advisory Committee.
  - b. ***At least 2 months prior to the intended defense date*** – The student contacts the Graduate Coordinator's Assistant to schedule the room. Once the date, time, and location of the defense has been determined, the Major Professor should immediately notify the Graduate Coordinator and the Graduate Coordinator's Assistant.
  - c. ***At least 4 weeks prior to the intended defense date*** – The student will submit the following information to the Graduate Coordinator's Assistant via email:
    - i. **Student name**
    - ii. **81x#**
    - iii. **Full names of Major Professor and Advisory Committee**
    - iv. **Intended defense date**
    - v. **Intended defense time**
    - vi. **Location – building and room number**
    - vii. **Title of Thesis**
  - d. ***At least 4 weeks prior to the intended defense date*** – The student will obtain approval from Major Professor that the Thesis appears ready for defense.

- e. ***At least 2 weeks prior to the intended defense date*** – The student will submit Thesis to Advisory Committee. The Advisory Committee will approve or disapprove the Thesis (or project) as ready for the final defense. If the Advisory Committee disapproves of the Thesis (or project), then a meeting will be held to advise the student on how to proceed with completing the Thesis (or project). If the Advisory Committee approves the Thesis (or project), then the defense proceeds as planned at the scheduled date and time.
  - f. The Major Professor serves as the chair and conducts the final oral examination.
  - g. The student prepares and submits [Approval Form for Master’s Thesis and Final Oral Examination \(for MS and MA\) \(G140\)](#) in GradStatus. Graduate Coordinator’s Assistant will route to Advisory Committee, Major Professor, Graduate Coordinator, then to the Graduate School for approvals.
7. The student electronically submits Thesis to the Graduate School for preliminary format check (See [Important Dates & Deadlines](#)).
  8. The student submits final copy of Thesis to the Graduate School for final approval.
  9. All requirements for the degree must be completed and reported to Graduate School at least 2 weeks before graduation.

**B. MS Non-Thesis**

1. MS Non-Thesis students are assigned a faculty advisor. The Program of Study should be reviewed with the faculty advisor. . Students will submit [Program of Study Form \(G138\)](#) for approval by the faculty advisor, Graduate Coordinator, and Graduate School. Do not list courses that are not required. Changes should be made via [Recommended Change in Program of Study Form](#) which is a fillable PDF and can be emailed to Graduate Coordinator’s Assistant to obtain signatures and to submit to Graduate School.
2. The student should make an appointment to meet with the Graduate Coordinator at least 6 months prior to anticipated graduation to discuss cumulative exit exam content and procedure (See Section III B for exam details).
3. The student should submit their application for graduation electronically in Athena. See [Important Dates & Deadlines](#).
4. All requirements for the degree must be completed and reported to Graduate School at least 2 weeks before graduation.

**C. MS Non-Thesis Online**

1. MS Non-Thesis students are assigned a program advisor.. The Program of Study will be determined by your advisor with your input and submitted submitted online via [Program of Study Form \(G138\)](#) in GradStatus. It will be approved by the Graduate Coordinator and the Graduate School. Any changes are requested via [Recommended Change in Program of Study Form](#).
2. The student should submit the application for graduation in Athena by the end of the first week in the term of intended graduation. See [Important Dates & Deadlines](#).
3. All requirements for the degree must be completed and reported to the Graduate School at least 2 weeks prior to graduation.

## D. PhD Program

Students who enter the doctoral program with strong backgrounds and a Master's degree will usually require 3 to 4 years to complete all requirements. Students who enter the doctoral program in a new area of research for them without a Master's degree, and/or who change Major Professors or research areas will take at least 4 to 5 years to complete all requirements.

The major milestones for completing the doctoral degree are as follows:

### Year 1

- Selection of Major Professor
- Selection of Advisory Committee
- Preliminary Program of Study
- Conduct dissertation research (continue through Year 3)

### Year 2

- Write and defend dissertation research proposal
- Pass written and oral comprehensive exams (End of Year 2 or early Year 3)
- Completion of coursework
- Conduct dissertation research
- Present research at professional meetings (continue through Year 3)

### Year 3

- Continue/complete dissertation research
- Present research at professional meetings
- Defend dissertation research (Earliest is End of Year 3, but usually in Year 4)

### Year 4

- Continue/complete dissertation research
- Present research at professional meetings
- Defend dissertation research

Students should meet with their Major Professor on a weekly basis, and their Advisory Committee at least once a year or more often as needed. The checklist below should be used to help document progress.

- 1. Selection of Advisory Committee** – The Advisory Committee should have four members: The Major Professor, two members of Nutritional Sciences Graduate Faculty, and one member that is not Nutritional Sciences faculty. If the student wishes to use non-UGA faculty as their fourth member, they must submit that faculty member's CV, as well as a justification letter from their Major Professor and signed by the Graduate Coordinator. These two documents are attached to the request within GradStatus. The student submits [Advisory Committee Form G130](#) in GradStatus. Either the Graduate Coordinator or Graduate Coordinator's Assistant will approve and route to the Graduate School for final approval. If the student needs to make any changes to their Advisory Committee, they should submit another form, which will override their previous form.
- 2. Policy on Ownership and Publication of Research Data** – the student discusses this form (on page 16 of the handbook) with Major Professor. The student and Major Professor sign and submit to Graduate Coordinator's Assistant to obtain Graduate Coordinator's signature. The form is kept as a permanent record in the student's academic file.
- 3. Preliminary Doctoral Program of Study** – the student completes and signs [this form](#) in consultation with Major Professor at a meeting with their Advisory Committee. The form is submitted to the Graduate Coordinator by the end of Year 1.

4. **NUTR 8900** – PhD students must register for three credits of NUTR 8900 as follows: 2 credits in their first semester of Year 1, and one credit the semester they defend their dissertation. Students should make sure to register for 8900 in the semester they defend in the section with their Major Professor.
5. **Research Proposal** – The student should submit the research proposal to the Advisory Committee during Spring of Year 2 while taking NUTR 8560. The student will meet with the Advisory Committee to defend the proposal. See Section IV for details and proposal approval form.
6. **At least 6 months before Oral Comprehensive Examination Final Doctoral Program of Study** – Once Preliminary Program of Study is verified and approved, student submits [Program of Study Form G138](#) in GradStatus. Graduate Coordinator’s Assistant will review for accuracy and completeness. If both accurate and complete, the Graduate Coordinator’s Assistant will submit to the Advisory Committee for approval, then to the Graduate Coordinator, then to the Graduate School.
7. **Spring of Year 2/Summer of Year 2/Fall of Year 3 Oral and Written Comprehensive Examination** – the student takes written examination first. If successfully passed, the student takes the oral examination. At least four weeks prior to the oral examination, notify the Graduate Coordinator and Graduate Coordinator’s Assistant via email with the following information:
  - a. **Student’s name**
  - b. **81x#**
  - c. **Date of Oral Exam**
  - d. **Time of Oral Exam**
  - e. **Location (Building and Room #)** – Graduate Coordinator’s Assistant can help with reserving a space
  - f. **Full names of Major Professor and Advisory Committee members**

The Graduate Coordinator’s Assistant will submit Written and Oral Comprehensive Examination Form G168 in GradStatus to the Graduate School for approval. The Graduate School will then email Report of the Written and Oral Comprehensive Examination form to the Graduate Coordinator’s Assistant, who will send it to the student’s Major Professor. Major Professor will obtain “Pass” or “Fail” votes along with signatures of the Advisory Committee and return to the Graduate Coordinator’s Assistant, who will submit to the Graduate School via email. Student should immediately inform Graduate Coordinator and Graduate Coordinator’s Assistant of any changes in the schedule of the comprehensive exams.
8. **Before submission of Report of Written and Oral Comprehensive Examination Form** – the student will submit [Application for Admission to Candidacy for Doctoral Degrees Form G162](#) in GradStatus. The form will be routed to the Major Professor and then Graduate Coordinator for approval. The Graduate School will then inform the student that they have been accepted to candidacy via email.
9. **Electronic Submission of Dissertations** – student should attend trainings for electronic submission of their dissertation
10. **Copyright of Dissertation** – Student should obtain copyright clearance for any manuscripts published or in process. The Graduate School will not accept dissertations without copyright clearance from the publishers.
11. **Graduation** – The student should apply for graduation in the first week of the intended term of graduation.
12. **Final Defense of Dissertation Steps**
  - a. The student must register for one credit of NUTR 8900 with their Major Professor during the term in which they intend to defend and graduate.
  - b. **At least 3 months before the intended defense date** – The student should confirm the time and date with the Major Professor and Advisory Committee. The defense date should be no later than 6 weeks prior to graduation. The presentation and defense take place on the same day, with the defense meeting following the presentation. Students should plan to present their dissertation research during a regularly scheduled departmental seminar. The student should communicate with the seminar coordinator to select an open week. The presentation will be about one hour, and the defense with the Advisory Committee will be about two.



- c. ***At least 2 months before the intended defense date*** – The student should contact Graduate Coordinator’s Assistant to book a room for defense. Once the date, time, and location are established, the student should notify the Graduate Coordinator.
- d. ***At least 4 weeks prior to intended defense date*** – The student should email Graduate Coordinator and Graduate Coordinator’s Assistant with the following information:
  - i. **Student Name**
  - ii. **S1x#**
  - iii. **Defense date**
  - iv. **Defense time**
  - v. **Building and Room # of Defense**
  - vi. **Title of Dissertation**
  - vii. **Full names of Major Professor and members of Advisory Committee**

The Graduate Coordinator’s Assistant will submit this information to the Graduate School via GradStatus on the Dissertation Defense Announcement Form G119.

- e. ***At least 3 weeks prior to the intended defense date***– The student should confirm with Major Professor that dissertation is ready for defense. If ready, students should submit their dissertation to the Advisory Committee for approval. If approved, the defense will proceed as planned. If disapproved, the Advisory Committee will meet with the students to advise on how to proceed. The students will submit [Approval Form for Doctoral Dissertation and Final Oral Examination G164](#) in GradStatus. The Graduate Coordinator’s Assistant will assign the form to the Advisory Committee for “pass” or “fail” status. Once approved, it is routed to the Graduate Coordinator for approval, then to the Major Professor, then to the Graduate School.
- f. ***Dissertation format check*** – The student will submit dissertation electronically to the Graduate School for preliminary format check via [ProQuest](#). For more information regarding dissertation submission, please see [Thesis & Dissertations Overview](#) on the Graduate School website.
- g. ***ETD Approval Form*** – once the dissertation is approved, the student will submit [ETD Submission Approval Form G129](#) in GradStatus.
- h. All degree requirements must be completed and reported to the Graduate School at least two weeks before graduation. Refer to [Important Dates & Deadlines](#) for specific dates.

## VII. GENERAL INFORMATION

### A. Registration

Meet with your Major Professor or advisor to determine your schedule of classes. Once you have met with your Major Professor or advisor, complete any necessary override request forms online – [Nutritional Sciences Graduate Override Request Form](#).

### B. Keys

On-campus students are to request keys from the Graduate Coordinator's Assistant, Hannah Marston, in Room 280 Dawson Hall. Please make sure to know the room number when requesting keys.

### C. Computer Lab

PC labs are available in Dawson Hall rm. 204 and rm. 264 to all graduate students and are open Monday -Friday 7am – 7pm and in Barrow Hall rm. 211 at any time with door combination code. Printing kiosks are located around campus, including Dawson Hall, for printing.

### D. Assistance from Nutritional Sciences Staff – Guidelines

- For printing class materials – email Hannah Marston, [Hannah.marston@uga.edu](mailto:Hannah.marston@uga.edu), completed materials with amount requested, and whether materials can be printed on both sides, stapled, etc. Please allow 2 business days to be completed, Hannah will notify you and place materials in the mailbox of the course instructor for pickup.
- Purchase Orders/Travel & Expense Reports – must be initiated in OneSource and submitted electronically. For assistance with travel and expense reports, please contact Hannah Marston, [Hannah.marston@uga.edu](mailto:Hannah.marston@uga.edu); for assistance with purchase orders, please see the training materials distributed to all graduate students.
- Graduate School Forms – most are electronic through [GradStatus](#) – email Hannah Marston, [Hannah.marston@uga.edu](mailto:Hannah.marston@uga.edu) for assistance
- Poster Printing – If you need a poster printed for a conference or meeting, submit your request through [Poster Printing Service Request Form G143](#) in GradStatus. This service is free of charge for Graduate Students only. Other suggestions include:
  - [Tate Student Center Print & Copy Services](#) 706-542-8493 [tatecopy@uga.edu](mailto:tatecopy@uga.edu)
  - [FedEx Office Print & Ship Center](#) 706-353-8755
  - [Athens Blueprint & Copy Shop](#) 706-548-0656 [largeformatprints@athensblueprint.com](mailto:largeformatprints@athensblueprint.com)
  - [PosterPresentations.com](#) 866-649-3004

### E. NUTR 6900/8900 Departmental Seminar

Each on campus graduate student must attend all seminars given by the Department of Nutritional Sciences every semester whether or not the student is enrolled in NUTR 6900/8900. Seminars expose the graduate student to diversified areas of current research topics and help develop the student's communication skills and ability to report and interpret current events in Nutritional Sciences and research data.

### F. Expectations of Progress and Time Limits

It is expected that a Master's degree be completed in two years; completion of any internship requirements may require additional time. The limit imposed by the Graduate School for completion of a Master's degree is six years. For PhD

candidates, it is expected that all requirements be completed within four to five years; the time limit imposed by the Graduate School is six years to candidacy with five additional years for dissertation after candidacy from first registration.

## **G. Vacations**

It is expected that MS Thesis and PhD graduate students will spend the majority of time during the semester breaks working on their research so that they can graduate in a timely manner.

## **H. Financial Aid and University Employment**

1. For information regarding financial aid, visit the [Office of Student Financial Aid](#) website.
2. **Assistantships**
  - a. Graduate School Assistantships:** Some assistantships and awards are granted competitively university-wide, with the Graduate Committee nominating candidates.
  - b. College Assistantships:** Teaching and research assistantships are competitively available, generally for two years for Master's thesis students and four years for PhD students. Continuation depends on satisfactory academic progress, performance, and funding.
  - c. Departmental Assistantships:** Similar to college assistantships, these are also competitive and generally awarded for two years for Master's thesis programs and four years for PhDs, with the same conditions for continuation.
  - d. Faculty Assistantships:** Some faculty offer research assistantships funded through their own sources, awarded based on student interest in their research and merit.
  - e. Level of Support:** Assistantships are available at 33% (13 hours/week), 40% (16 hours/week), or 50% (20 hours/week). Students cannot work more than 20 hours/week if enrolled half-time. Those on assistantships must maintain a minimum of 12 graduate credit hours in Fall/Spring and 9 in the Summer, with the latter allowed across sessions. A minimum of 33% is required for tuition waivers.
  - f. Scholarships:** Students may apply for scholarships from the College of Family and Consumer Sciences and industry organizations like the Academy of Nutrition and Dietetics and The American Institute of Nutrition.
  - g. University Employment:** Graduate students on assistantships are University employees and can contact the Graduate Coordinator's Assistant or Business Manager for payroll issues, and the Assistant to the Department Head for HR questions.
  - h. Other Employment:** The department discourages full-time students from taking permanent jobs, especially within the University, to avoid conflicts with their educational commitments.

**Funding Agreement**  
**University of Georgia, Nutritional Sciences Graduate Program**

I, \_\_\_\_\_, am content with my understanding of the financial risk relating to possible change in my Degree Objective from MS-Thesis or PhD to MS Non-Thesis in the Department of Nutritional Sciences. Should I switch from MS-Thesis or PhD to MS Non-Thesis, I understand I will lose any financial support for Teaching Assistantship or Graduate Research Assistantship, and will be obligated to pay tuition and all associated fees (self-fund) for the semester in which the Change of Degree Objective is affected and possibly for the remainder of my graduate degree program in the Department of Nutritional Sciences at the University of Georgia.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Name

**Please have the Graduate Coordinator or Department Head sign this form as a witness.**

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness Name

## **I. Course Loads**

Graduate Assistants with 33% to 50% assistantships must enroll in a minimum of 12 graduate hours in Fall/Spring and 9 in Summer. To exceed the typical maximum of 15 credit hours, written approval from the Major Professor and Dean of the Graduate School is required; if the Major Professor is unavailable, the Department Head or Graduate Coordinator can sign the request. Course audits do not count toward course load requirements, but NUTR 7000/NUTR 9000 hours do.

## **J. Grade Point Average**

Graduate students must maintain a minimum overall GPA of 3.0, with no grades below “C,” as a C- does not fulfill degree requirements. [UGA Graduate School Policies](#) state that students with a cumulative GPA below 3.0 for two consecutive terms will be placed on academic probation. They must then achieve a 3.0 or higher in subsequent semesters to remain in good standing. If they fail to meet this requirement while on probation, they will be dismissed. Probation ends once the cumulative GPA reaches 3.0 or above.

## **K. Graduate Student Organization (GSO)**

The GSO organizes academic, community, and social activities with graduate students in the Department of Nutritional Sciences. Recent activities include organizing weekly post-seminar lunches for the department, planning and hosting social events for graduate students, planning and implementing graduate student recruitment events with departmental faculty, serving as graduate student representative on departmental committees, engaging in outreach and service activities, and participating in professional organizations and conferences. To join, contact the current GSO president.

## **L. Grievance Procedure for Graduate Students**

Grievance procedures can be found on the College's [website](#).

## **M. Health Insurance**

See [Student Insurance & Employment](#).

## **N. Reasons for Dismissal**

1. Failure to submit a Program of Study approved by Major Professor and Advisory Committee.
2. Receive two unsatisfactory grades in any courses.
3. Make below a 3.0 semester graduate average while on probation.
4. Violate the academic honesty policy.
5. MS thesis or PhD students who do not have a faculty member willing to serve as their Major Professor after one year in program.
6. PhD students who do not pass written or oral comps after two attempts (See policy in III, C).

## VIII. EVALUATIONS OF GRADUATE STUDENTS AND GRADUATE ASSISTANTS

Major Professors will evaluate their MS Thesis and PhD students once per semester to provide feedback on performance, facilitate timely progress, allocate assistantships, and assess the faculty's role. Key factors in the evaluation include classroom performance, research progress, laboratory participation, and overall attitude. If a Major Professor is dissatisfied with a student's performance, they may choose to discontinue their role. In such cases, the student's CV will be circulated among faculty for consideration. If no faculty member agrees to take on the role, the student will be dismissed from the program.

Each MS Thesis and PhD graduate student, regardless of assistantship status, must complete an [Annual Progress Toward Degree](#) with their Major Professor each year. This form is due to the Graduate Coordinator's Assistant by January 15. Each student will also submit their [Elements Activity Summary](#) with this form.

### A. Operating Procedures for MS Thesis and PhD students

1. Evaluations will use forms developed by the College of Family and Consumer Sciences, submitted to the college HR department, while departmental evaluations will be submitted to the department. Forms are due May 1 for Spring and December 15 for Fall, and may be submitted more often as needed, becoming part of the student's record.
2. Evaluations will be monitored by the department head and conducted by the student's immediate supervisors, which may include the Major Professor and faculty supervising research or teaching duties.
3. Evaluation results must be reported in writing, identifying strengths and weaknesses. Each evaluation must be signed by the student, faculty supervisors, Graduate Coordinator, and Department Head, and submitted to the Graduate Coordinator Assistant for collection of signatures.
4. Students have the right to respond to evaluations in writing within two weeks, addressing any discrepancies or grievances.
5. If significant improvement is needed, a written improvement plan should be created by the student and supervisor(s) within two weeks of the evaluation conference.
6. If performance does not improve according to the plan, further action may be taken, including potential termination of the assistantship if it affects the academic unit's operations.
7. If an assistantship is terminated, the student must receive written notice and information about available appeal procedures.
8. Appeals of terminations, excluding discrimination charges, will follow academic decision channels and must be submitted in writing with specified grounds.

### B. Graduate Research Assistants

#### 1. Position Description

The graduate research assistant position is designed to give assistance to a faculty research endeavor. The time commitment varies in relation to the percentage of the full-time appointment. The range is from 33% to 50%. Students with a 33%-time appointment are obligated to work at least 13 hours per week, 40%-time are obligated to work 16 hours per week, and 50%-time are obligated to work 20 hours per week.

Assigned duties will vary with the project and supervisor. Duties may include data collection and analysis, library research, animal care, laboratory analysis and other relevant responsibilities as indicated by supervisor.

#### 2. Standards of performance:

- a. Recognizes and learns to solve problems encountered in the course of the assigned project.
- b. Develops a research focus.
- c. Communicates the progress of the research using effective written and oral skills.
- d. Makes steady progress towards meeting the degree course requirements and the Program of Study.
- e. Maintains a GPA of 3.0 or better

- f. Maintains an equitable cooperative attitude towards staff, faculty, and fellow students.
- g. Develops technical abilities and skills appropriate for project.
- h. Completes assigned tasks in a timely manner with due regard to accuracy and precision of work.
- i. Gives evidence of developing good work skills, i.e., dependability, integrity, honesty, initiative, enthusiasm, and independence in thought and deed.

**3. Performance Review Forms** – all performance review forms are available at [FACS Performance Review](#).

## C. Graduate Teaching Assistants

### Department of Nutritional Sciences Teaching Assistant (TA) Policy

All MS and PhD students receiving departmental or college funding for their assistantships must serve as Teaching Assistants each semester. In contrast, students funded by external grants or the Graduate School are exempt from teaching responsibilities but must register for 1 credit hour of “teaching experience” through NUTR 6580 Graduate Special Topics in Nutritional Sciences (please note that this course can be repeated up to a maximum of 9 credit hours). This involves assisting the Instructor of Record with teaching-related tasks. If a student’s funding changes from external to departmental, they must become a Teaching Assistant for the remainder of their Program of Study.

This policy, effective November 2016, applies to all students enrolled in the Nutritional Sciences graduate program from that date forward. The Graduate Coordinator, in consultation with the Department Head, will make TA assignments, communicated by the Graduate Coordinator’s Assistant. All students required to be TAs or register for NUTR 8560 must also complete GRSC 7770 Graduate Teaching Seminar before or during their first teaching semester. International students may substitute LLED (ELAN) 7769 for GRSC 7770.

#### 1. Position Description

Graduate Assistants support faculty with teaching and course management, with time commitments varying by appointment percentage: 33% (13 hours/week), 40% (16 hours/week), and 50% (20 hours/week). Assigned duties vary by course and faculty supervisor and may include delivering lectures, assisting in exam construction, supervising undergraduate labs, grading, and providing general classroom support.

#### 2. Standards of Performance

- a. Learns to solve problems relating to the instructional effort
- b. Develops teaching skills, which include organization and presentation of assigned subject matter.
- c. Communicates problems and progress of the course relating to the instructional effort using effective writing and oral skills.
- d. Makes steady progress towards meeting the degree course requirements and the Program of Study.
- e. Maintains a GPA of 3.0 or better.
- f. Maintains an equitable cooperative attitude towards staff, faculty, and fellow students.
- g. Completes assigned tasks in a timely manner with due regard to the needs of the faculty member and the students enrolled in the course.
- h. Gives evidence of developing good work skills, i.e., dependability, integrity, honesty, initiative, enthusiasm, and independence in thought and deed.
- i. Attendance at UGA Teaching Assistant Workshops.

3. **Performance Review Forms** – all performance review forms are available at [FACS Performance Review](#).

## APPENDIX A

### List of potential courses in Statistical Design and Evaluation for Nutritional Sciences MS Thesis & Ph.D. Students

Visit the [UGA Bulletin](#) for more details on each course. \* Indicates Graduate Level only

Course Number	Course Title	Credit Hours	Description
BIOS 7010	Introductory Biostatistics I	3	Introductory statistics with applications to medical and biological problems. Topics to be covered include biostatistical design in health research, data collection and management, and introductory concepts and methods of statistical data analysis.
BIOS 7020	Introductory Biostatistics II	3	Introduction to a variety of statistical tools with applications in public health and the biological sciences, including survey sampling, multiple regression, experimental design, categorical data analysis, logistic regression, and survival analysis. Motivating examples will be drawn directly from the literature in health, biological, medical, and behavioral science.
ERSH 6300	Applied Statistical Methods in Education	3	Techniques for describing and summarizing data for educational research studies. Applications of the standard normal distribution and the use and interpretation of standard scores. Inferential statistics for one and two population studies including means, proportions, and correlations.
ERSH 8310	Applied Analysis of Variance Methods in Education	3	Experimental design and the analysis of data from experiments, including orthogonal analysis of variance for single and multifactor designs, randomized block, repeated measures, and mixed models. Computer applications and reporting results using APA style.
ERSH 8320	Applied Correlation and Regression Methods in Education	3	Nonexperimental and quasi-experimental research studies, including simple and multiple regression techniques, nonorthogonal analysis of variances, correlation techniques, and analysis of covariance.
ERSH 8350	Multivariate Methods in Education	3	Discriminant analysis, multivariate analysis of variance, canonical correlation analysis, and cluster analysis. Relating research questions to methods, conducting computer analyses, interpreting computer printouts, and critiquing analysis reports.
ERSH 8360	Categorical Data Analysis in Education	3	Categorical data analysis with emphasis on practical applications in educational research and on the use of computing packages for analysis of such data. Topics include contingency table analyses, generalized linear models, logistic regression, and loglinear models. These techniques are applied to data sets from educational research.
STAT 6210	Introduction to Statistical Methods I	3	First course on statistics emphasizing applications in social and behavioral sciences. Covers elementary topics, one and two sample inference, simple linear regression, some categorical data analysis. Uses point-and-click software.
STAT 6240	Sampling and Survey Methods	3	Design of finite population sample surveys. Stratified, systematic, and multistage cluster sampling designs. Sampling with probability proportional to size. Auxiliary variables, ratio and regression estimators, non-response bias.
STAT 6315	Statistical Methods for Researchers	4	Basic statistical methods through one- and two-sample inference, regression, correlation, one-way analysis of variance, analysis of covariance, and simple methods of categorical data analysis. The course emphasizes implementation and interpretation of statistical methods. Statistical software (SAS) is integrated into the course.
STAT 6430	Design and Analysis of Experiments	3	Theory and methods for constructing and analyzing designed experiments are considered. Basic concepts in the design of experiments, ANOVA, completely randomized designs, complete and incomplete block designs, cross-over designs, factorial designs, split-plot experiments, non-regular designs, designs for generalized linear models, online experiments, global optimization, computer experiments, and space-filling designs will be covered.
STAT 8090	Statistical Analysis of Genetic Data	3	Methods for analysis of genetic data, with an emphasis on gene mapping. Topics include quantitative genetics, covariance between relatives, estimation of genetic parameters, detection of genetic linkage in crosses and natural populations, association mapping, and QTL mapping. Emphasis on fitting models, estimating parameters, and making inferences based on genetic data.
STAT 8200	Design of Experiments for Research Workers	3	Methods for constructing and analyzing designed experiments are considered. Concepts of experimental unit, randomization, blocking, replication, and orthogonal contrasts are introduced. Designs include completely randomized design, randomized complete block design, Latin squares design, split-plot design, repeated measures design, and factorial and fractional factorial designs.



BIOS(STAT) 8220	Clinical Trials	3	Drug development and FDA approval procedures; randomization; blindness; phase I-IV clinical trials; multicenter trials; bioequivalency; sample size determination; design and analysis; cross-over design; repeated measurements design; survival analysis; meta-analysis.
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## APPENDIX B

**PhD students are required to take 3 credits of Physiology, Biochemistry, or Cell Biology. The following courses are preapproved Physiology courses that will fulfill this requirement. Other Physiology courses may be used with approval.**

**Visit the [UGA Bulletin](#) for more details on each course. \* Indicates Graduate Level Only**

Course Number	Course Title	Credit Hours	Description
NUTR 6590	Metabolism and Physiology of Energy Balance and Obesity	3	The mechanisms involved in regulating food intake and energy balance. Nutritional, endocrine, genetic, and epigenetic processes and their impact on obesity will be covered. Specific attention will be given to human obesity.
KINS 6690/L	Neuromuscular Physiology	4	Mechanics, energetics, and motor unit recruitment during skeletal muscle contraction; regulation of energy metabolism during exercise; mechanisms underlying oxygen delivery to muscle during exercise
VPHY (KINS) 7690/L	Skeletal Muscle and Mitochondria Physiology	4	This advanced muscle physiology course will focus predominantly on the biology of mitochondria and the physiology of one cell type in which the mitochondria live, skeletal muscle. Topics and discussions will range from mitochondrial biogenesis during skeletal muscle adaptation to mitochondrial dysfunction in diseases such as aging, diabetes, and Alzheimer's.
*KINS 7310/L	Clinical Exercise Physiology	4	Provides knowledge and skills necessary for conducting diagnostic and functional cardiopulmonary evaluations and conditioning programs for chronically diseased patients with an emphasis on the cardiopulmonary patient.
*KINS 7330/L	Metabolic and Cardiorespiratory Aspects of Exercise	4	Metabolic and cardiovascular-respiratory responses to exercise and adaptations to training, with emphasis on applications to human physical performance and fitness.
*KINS 8300	Exercise, Obesity, and Cardiometabolic Disorders	3	Advanced study of mechanisms responsible for exercise-induced effects on cardiovascular and metabolic health through reading and discussion of current research literature.
*KINS 8420	Muscle Energetics and Oxygen Transport During Exercise	3	Reading and discussion of current topics in skeletal muscle biochemistry and oxygen transport relating to exercise. Topics will include contractile protein energetics, ATP production pathways, blood flow to muscle, and oxygen delivery. Emphasis will be placed on acute changes with exercise, and plasticity of skeletal muscle in response to increases and decreases in physical activity.
*PHRM 6400	Human Physiology I	4	Physiology of the human body with emphasis on the central nervous system, autonomic nervous system, and digestive system.
*PHRM 6450	Human Physiology and Pathophysiology I	6	Physiology and pathophysiology of the human body with emphasis on cellular function, the immune system, the nervous system, including the special senses. Diseases of each of these systems will be covered in detail. Additional emphasis will be placed on reviewing current scientific literature emphasizing recent advances in both fields.
*PHRM 6500	Human Physiology II	4	Human physiology of the cardiovascular, renal, endocrine, respiratory, immune, and reproductive systems, including selected topics in integrated physiological regulation. Directed literature studies in human physiology.
*PHRM 6560	Human Physiology and Pathophysiology II	6	Human physiology and pathophysiology of the endocrine, muscle, gastrointestinal, cardiovascular, renal, and respiratory systems.
VPHY 7111	Principles of Physiology I	4	Veterinary professional and graduate training in general physiology.
VPHY 7112	Principles of Physiology II	3	Veterinary professional and graduate training in general physiology. This is a lecture-based course with additional reading and reports required for graduate student credit.
*VPHY 6090	Comparative Mammalian Physiology	3	The animal body as a single functioning organism, including neurophysiology, cardiovascular, and respiratory physiology.
*VPHY 8000	Cardiovascular Physiology	2	Advanced study of current concepts in cardiovascular physiology.
*VPHY 8010	Mammalian Cell Physiology	3	The physiology of the mammalian cell.
*VPHY 8120	The Molecular Basis of Renal Physiology	2	Current concepts in fluid-electrolyte physiology and renal function.
*VPHY 8400	Neurophysiology	3	The nervous system stresses cellular physiology of the nervous system and how changes in cellular physiology impact behavior.

VPHY 8600	Current Topics in Synaptic Physiology	3	An overview of synaptic structure/function followed by in-depth discussions and analyses of current and emerging topics in synaptic physiology. Open to graduate students from multiple disciplines with interests in neurotransmission. Although not required, a previous graduate course in physiology or neuroanatomy will be beneficial.
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## APPENDIX C

# Summary of Trends in Dietetics, Nutritional Sciences, and Culinary Science and Nutrition

### Trends in Dietetics

Employment of registered dietitian nutritionists (RDNs) and nutrition professionals is projected to grow 7% from 2021 to 2031 according to the Bureau of Labor Statistics [website](#), which is the average for all occupations. The role of food in preventing and treating chronic diseases, such as diabetes, is well known. More nutrition professionals will be needed in the workforce to provide care for patients with various medical conditions and to advise people who desire to improve their overall health.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics has outlined the following expectations of a Master's-level graduate:

- Demonstrate leadership skills, including actively engaging in mentoring others (scholarship of Teaching);
- Integrate problem-solving/critical thinking skills throughout their professional life (scholarship of Application);
- Synthesize independent thoughts/critique within their field of expertise (scholarship of Application);
- Enter any employment setting and demonstrate confidence in their ability to grow, work independently and be a member of an interprofessional team (scholarship of Integration);
- Ability to do independent and collaborative research/inquiry and apply research/evaluation methodology to topic of interest (scholarship of Discovery);
- Continue to learn and develop skills as new knowledge/new research data become available (scholarship of Discovery); and
- Provide expertise as to how the dietetics field applies to public policy, global health, strategic thinking, etc. (scholarship of Application)

### Trends in Dietetics to be Addressed in the Curriculum

- Geriatric care- the role of nutrition in healthy aging and nutrition care for diseases that increase with age
- Pediatric nutrition- knowledge of evidence-based programs to reduce childhood obesity epidemic, knowledge of neonatal nutrition, nutrition care for the infant in the Neonatal Intensive Care Unit and for those with metabolic disorders
- New areas of focus related to disease prevention and management: nutrition-genetics interactions, the impact of gut microbiota on health, evidence-based obesity prevention and management and new research on obesity-related diseases
- Strong knowledge of community nutrition services and linkages with other public health programs; emphasis on food security and sustainability
- Food science principles, food safety and food/nutrition regulation
- Management skills including strong communication skills, technological competency, financial management skills, decision making skills and ability to manage human resources
- Informatics: Increased need for understanding of data management and statistics for management of services
- Enhanced research skills
- Use of new technologies for client communication
- Cultural competency to meet the needs of increasingly diverse clients
- Interdisciplinary teaming - graduates must work across health care disciplines and be flexible

## **Trends in Nutritional Sciences**

Nutritional Sciences students are interested in the following careers in healthcare: 1) physician assistant, 2) physician, and 3) pharmacist. A growing number of students have joined this major in the last two years with an interest in becoming a physical therapist, dentist, or registered nurse. Most of these career choices are expected to grow over the next decade. Physician assistant and physical therapist careers are growing at a much faster than average rate. These careers are the fastest growing interests among Nutritional Sciences students. Overall, these projections predict optimal career opportunities for Nutritional Sciences students for the next several years.

*Source: Bureau of Labor Statistics*

### **Career Prospect I: Physician Assistant-**

- Job Outlook, 2021 - 2032 28% (Much faster than average)

### **Career Prospect II: Physicians and Surgeons**

- Job Outlook, 2021 - 2031 3% (Slower than average)

### **Career Prospect III: Pharmacist**

- Job Outlook, 2021 - 2031 2% (Slower than average)

### **Career Prospect IV: Physical Therapist**

- Job Outlook, 2021 - 2031 17% (Much faster than average)

### **Career Prospect V: Dentist**

- Job Outlook, 2021 - 2031 6% (Faster than average)

### **Career Prospect VI: Registered Nurse**

- Job Outlook, 2021 - 2031 6% (Faster than average)

## Trends in Culinary Science and Nutrition

### Food Industry:

**Culinary Science** focuses on the blending of food science and the culinary arts and that prepares individuals to work as research chefs and related research and development positions in the food industry. The program examines the functions of ingredients in foods and food products. Students learn how to conduct analytical evaluation of foods, including color, pH, viscosity, and moisture content. Sensory characteristics (appearance, aroma, taste, flavor, texture) which impact consumer acceptance of food products when ingredients are modified or removed are also examined. Students learn to apply this knowledge to the selection, preparation, and processing of food in commercial and industrial environments. Increased consumption of more fresh and refrigerated foods rather than processed foods.

- Change in eating behaviors due to demographics and specific lifestyles.
- Diets and diet habits are driving the market (nutrition labeling of calories to lose or maintain weight, etc.). Consumers are also continuing to experiment with alternative eating styles such as exclusion diets due to food restrictions, intolerances or allergies.
- Organic and “natural” foods. Trend in buying more local and organic products.
- Whole food nutrition. Fiber and whole grain foods is still a trend on the rise.
- Reassessment of snacking options- consumers are looking for healthier options for snacks.
- The industry is also reformulating existing products
- Breakfast – Increase healthy choices and ethnic flavors for breakfast (chipotle, chutney, etc.)
- New cuisines. Globalization and availability of new ingredients, spices and flavors have influenced consumers; there is an increase in consumption of new gourmet products especially if they have additional nutritional benefits (ex. Quinoa).
- Handmade recipes vs. cook-less meals. Traditional family recipes are being revamped focusing on less complicated preparation steps. Packaged meals and kits, oven baking and take-and-bake products are still popular amongst consumers.

### Restaurants and Fast-Food Trends:

The trend for restaurants is to obtain fresh products, coming from local farmer’s market when possible; posting calories to menus, offering alternative healthier sides; counting on mobile technology for ordering, marketing and loyalty programs. Health minded consumers favor restaurants that customize orders, so they may choose healthy options as an alternative to traditional fast-food chains.