
Graduate Student Manual

This document provides information about the graduate programs offered in the Department of Nutrition, Food and Exercise Sciences at Florida State University, including the policies and procedures for the M.S. and Ph.D. degree programs.

2016

Department of
Nutrition, Food and
Exercise Sciences

GRADUATE STUDENT MANUAL

Department of Nutrition, Food and Exercise Sciences

Table of Contents

Table of Contents	2
POLICIES FOR THE MASTER'S DEGREE PROGRAM.....	4
I. RESIDENCE	4
II. INCOMPLETE GRADE POLICY (recommended)	4
III. LATE COURSE DROPS & WITHDRAWALS	4
A. Course Drops	4
B. Withdrawal.....	5
E. Examples of Documentation	5
F. Student Acknowledgement of Potential Repercussions	6
G. Role of the Instructor	6
H. Role of the Academic Dean.....	6
IV. LEAVE OF ABSENCE POLICY	6
V. MAJOR PROFESSOR AND SUPERVISORY COMMITTEE	7
A. Major Professor	7
B. Procedure.....	7
VI. REGENCY OF STUDY	7
VII. PROGRAM OF STUDY (POS)	7
B. Credit Requirements:	7
C. Program Approval.....	9
VIII. PROSPECTUS.....	9
IX. COMPREHENSIVE EXAMINATION (Non-Thesis Students).....	9
X. APPLICATION FOR DEGREE	10
XI. THESIS REPORT AND ORAL DEFENSE.....	10
XII. FINAL DEGREE CLEARANCE	10
XIII. COMMENCEMENT	11
XIV. GUIDELINES FOR BYPASSING THE MASTER'S DEGREE	11
Curriculum sheets for the Master's Degree Programs.....	12
EXERCISE PHYSIOLOGY	13
SPORTS NUTRITION	15
SPORTS SCIENCES	17
FOOD AND NUTRITION SCIENCE by Specialization	19
DIETETICS INTERNSHIP	20

POLICIES FOR THE DOCTORAL DEGREE PROGRAM	22
I. SCHOLARLY ENGAGEMENT	22
II. INCOMPLETE GRADE POLICY.....	22
III. LATE COURSE DROPS & WITHDRAWALS	22
A. Course Drops.....	22
B. Withdrawal.....	23
E. Examples of Documentation	23
F. Student Acknowledgement of Potential Repercussions	24
H. Role of the Academic Dean.....	24
IV. LEAVE OF ABSENCE POLICY	24
V. MAJOR PROFESSOR	25
VI. SUPERVISORY COMMITTEE.....	25
VII. PROGRAM OF STUDY (POS).....	26
VIII. PRELIMINARY EXAMINATIONS.....	27
IX. ADMISSION TO CANDIDACY.....	28
X. PROSPECTUS.....	29
XI. DISSERTATION.....	29
XII. APPLICATION FOR THE DEGREE.....	30
XIII. REGISTRATION FOR THE FINAL TERM	30
XIV. EXAMINATION IN DEFENSE OF DISSERTATION	30
XV. DEGREE CLEARANCE.....	31
XVI. COMMENCEMENT	31
Curriculum sheets for the Doctoral Degree Programs.....	32
Human Sciences	33
Emphasis in Food Science	33
Emphasis in Nutrition Science.....	34
Exercise Physiology.....	35

POLICIES FOR THE MASTER'S DEGREE PROGRAM

Department of Nutrition, Food and Exercise Sciences

Revised August, 2016

The degree of Master of Sciences is offered in Food and Nutrition and Exercise Physiology

I. RESIDENCE

There is no University-wide requirement for the Master's degree beyond that implicit in the limitation upon transfer credit, the recency of work requirement, and the full-time student load requirement. Master's candidates are advised that some programs and departments may impose a stricter rule of residency by the specific program of study.

II. INCOMPLETE GRADE POLICY (recommended)

"Incomplete" ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student's control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case.

"Incompletes" will not be granted in order to allow students to do extra coursework in an effort to increase their grades. Even under these circumstances, the authority for determining whether to grant an "Incomplete" rests solely with the instructor. A graduate teaching assistant must have approval from a supervising faculty member to grant an "Incomplete." The academic dean's offices can often provide guidance to instructor regarding the appropriateness of an "Incomplete" in individual cases.

- A. Before an instructor assigns an "Incomplete," the instructor is required to complete an "Incomplete Grade Agreement" documenting the amount of work to be completed, the time frame for resolution of the grade, and the default grade to be assigned if the work is not completed. Calculation of the default grade is determined by the instructor based upon the coursework completed to date. It is the student's responsibility to complete the remaining academic work within the agreed-upon time frame. The Incomplete Grade Agreement Form should be on file in the Academic Dean's Office before the first day of class of the following semester from when the "I" was awarded. The default grade for an incomplete cannot be "I," "NG," or left blank.
- B. Under University policy, an "Incomplete" grade automatically reverts to the predetermined default grade at the end of the semester with encompasses the date specified for resolution, unless one of two conditions are met:
 1. Upon completion of the agreed-upon work and prior to the end of the semester for which the defaults grade is assigned, the instructor submits a final grade for the course.
 2. The instructor submits a separate "Incomplete Extension of Time" form to the evaluation and Posting Section of Registrar's Office before the end of the semester in which the "I" is set to expire.

Exceptions/Additions for Non-thesis

No grade changes will be made to default grades or unresolved "I" grades after the degree has been granted.

III. LATE COURSE DROPS & WITHDRAWALS

A. Course Drops

1. After the seventh week of the semester (with dates pro-rated for individual summer sessions) require the academic dean's approval. Petitions for a late drop will only be approved for **documented exceptional circumstances beyond the student's control.**
2. In the case of a late course drop, there must also be justification as to why that particular course has been affected. Petitions for late course drops must be submitted within one calendar year following the completion of the course(s). Approved late drops will appear on the student's transcript with the notation "WD."

3. The student must provide written explanation as to why the exceptional circumstances that occurred have selectively impacted certain courses and not others; the fact that a course may be considered more challenging is NOT an acceptable reason. There must be something about the course requirements, policies and/or schedule that were problematic given the circumstances; a copy of the course syllabus should be included with the student's explanation. If a Medical/Mental Health late drop is requested, the university procedures will be followed regarding required documentation.
- B. Withdrawal
1. To terminate all courses for a semester, the student must withdraw from the University. A withdrawal represents a formal separation from the University and as such requires the academic dean's approval for reentry into the University. Students who are away for 2 or more semesters, including summer, following the withdrawal must apply for readmission.
 2. While all withdrawals require the academic dean's approval, late withdrawals (after the seventh week of the semester or prorated individual summer term) incur grade liability.
 3. In instances of **documented exceptional circumstances beyond the student's control**, the academic dean can recommend that grades of "WD" be assigned.
 4. The student must provide a written explanation stating why the exceptional circumstances related to their request for a withdrawal during the semester will not be a factor for the re-entry term.
 5. For students who answer "yes" to question #11 on the University Application for Withdrawal and Re-entry form ((a) scholastic or behavioral misconduct, (b) violation of the law resulting in probation, community service, jail sentence or revocation or suspension of driver's license, or (c) charged with a felony), the academic dean will not approve automatic re-entry without the student having completed the appropriate University Application for Withdrawal and Re-Entry Supplemental Information form; this form is vetted by the Admissions Office, which then provides input to the academic dean.
 6. The reentry process should be endorsed by the department and/or major professor before the academic dean signs off on the student's re-entry.
- C. Examples of exceptional circumstances beyond the student's control for late course drop/withdrawal include:
1. Medical/Mental Health;
 2. Death in the immediate family; and
 3. Active military duty.
- D. The following examples are NOT considered acceptable reasons for course drop/withdrawal by the University:
1. Student is changing majors and no longer needs the course;
 2. Protecting the student's GPA from a future grade; and
 3. Improving the student's GPA by dropping a past grade.
- E. Examples of Documentation
1. For medical or mental health reasons, the University has a specified procedure. Documentation is submitted along with the application directly to University Health Services (medical drops and withdrawals), the University Counseling Center (mental health course drops) or the Withdrawal Services Office (mental health withdrawals).
 2. For a death in the immediate family, an original death certificate (not a copy) or an original newspaper obituary must be provided as well as something to confirm the relationship to the deceased.
 3. For active military duty, deployment papers must be provided.
 4. For family/personal circumstances, documentation may include court documents, police reports or a letter from the FSU Victim Advocate Program; evidence of a family member's hospitalization or illness; evidence of a change in financial status, etc.

- F. Student Acknowledgement of Potential Repercussions
The student will be asked to sign a statement that he/she understands that the course drop(s) or withdrawal may impact insurance coverage (health and auto), financial aid, housing, academic mapping, graduation, repeat course surcharge and eligibility for athletics or other extracurricular activities.
- G. Role of the Instructor
For all late course drops and withdrawals instructors will be asked to verify that there are no allegations of academic dishonesty pending against the student. Instructors may also be asked to provide the student's dates of attendance, grades (including dates that exams were taken or assignments were submitted) and any other information pertinent to the student's academic performance in the course.
- H. Role of the Academic Dean
To give approval, determine grade liability, recommend waiver of fee liability to the registrar and providing a memo to the Registrar for late course drops stating the reason for the drop.

IV. LEAVE OF ABSENCE POLICY

- A. Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.
- B. To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the Department head and subsequently to the Associate Dean of Graduate Studies for consideration. If approved at all of these levels, the Associate Dean should notify the Registrar and the Dean of the Graduate School of the decision. The Associate Dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.
- C. An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.
- D. A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.
- E. While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on

their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

V. MAJOR PROFESSOR AND SUPERVISORY COMMITTEE

A. Major Professor

1. Should be named as early as feasible but no later than the end of the first semester;
2. Must be a member of graduate faculty with directive status; and
3. Must have competence in the student's proposed area of study.

B. Procedure

Student shall consult with department chair or graduate program coordinator on the selection of major professor;

C. The supervisory committee should be selected by the student with the advice of the major professor and shall consist of at least three members:

1. Major professor as chairman;
2. Another member from the department;
3. Member from another department in the College of Human Sciences or outside the College of Human Sciences (***Exceptions:*** No member from outside the department is required for non-thesis committees);
4. All members designated must hold directive status (***Exceptions:*** Non-thesis chair of the committee must hold Graduate Faculty Status. Other members should have a minimum of permanent Graduate Teaching Status.); and
5. The student must submit the constituency of the supervisory committee to the major professor, department chair and the academic dean for approval on the Master's program of studies (POS) document as early as feasible but no later than prior to registration for the second semester. Students will not be allowed to register if the signed POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.

VI. RECENCY OF STUDY

Study for the degree must be completed within seven years from the first semester the student registers as a graduate student.

VII. PROGRAM OF STUDY (POS)

A. The student and the major professor should plan and submit a POS as early as feasible but no later than the end of the first semester.

B. Credit Requirements:

1. A master's thesis student must have a minimum of 30 semester hours of graduate credit. At least 18 of these must be taken on a letter grade basis (A, B, C).
2. A Non-thesis must have a minimum of 32 semester hours of graduate credit, at least 21 of which must be taken on a letter grade basis
3. Check requirements on curriculum sheets for the credit hours of the different concentration areas. Transfer credit may not be used to improve a student's GPA nor will it count toward the minimum hours needed for the degree. Not more than 6 hours are to be taken

Satisfactory/Unsatisfactory (S/U) and those courses should be noted as such on the POS. Students may be given the option to take a letter grade course as S/U. It is the student's responsibility to submit the proper forms and meet the deadlines set forth by the university in order to take the class on an S/U basis. After the deadline has passed, the student's work will be evaluated on a letter grade basis. .)

4. Graduate credit hours for the degree:
 - a. May include a maximum of 3 hours in supervised research and maximum of 3 hours in supervised teaching;
 - b. A minimum of 6 thesis hours. The student must register for thesis credit each term in which substantial amount of work is done on the thesis. Thesis has been set up as a 3-6 credit hour course but a student may request to take the university minimum of 2 thesis hours/semester by submitting the appropriate form before the applicable semester. A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but **has not made a final thesis submission** shall include in the required full-time load a minimum of 2 hours of thesis credit per term. (***Exceptions:*** Non-thesis may include 9 to 12 semester hours of credit for the special project or practicum depending on the enrolled degree program.)
 - c. May include 6 semester hours of graduate credit (with grades of B or better) **earned as a non-degree seeking student, only if:**
 - (1) The student later qualifies for admission to a graduate degree program;
 - (2) The major department approves; and
 - (3) The credits were taken within the time limits prescribed for the degree program.
 - d. Thesis Students must register for HUN 8976 - Thesis Defense (0 credit hour) in the term they expect to graduate and this **must be listed** on their POS form. Non-thesis students must register for a comprehensive exam (0 credit hours). A student should only need to register one time for the thesis defense or comprehensive exam.
 - e. Students are required to earn 3 CHS graduate credit hours, counting toward the degree, prior to graduation by attendance in at least one summer term.
5. Transfer credit:
 - a. May not exceed 6 semester hours and will not count toward the GPA or the total required hours for the degree. It is beneficial in that a student will not be required to complete the same coursework covered by a course already taken elsewhere;
 - b. Must be approved by the supervisory committee, the chair of the department, and the academic dean; and
 - c. Must be evaluated as graduate work by the evaluation section of the Office of Admission of Florida State University and have been completed with grades of 3.0 ("B") or better;
6. Quality of study
 - a. Must maintain a B average on all courses taken;
 - b. Must maintain overall GPA of 3.0 to retain assistantship appointment;
 - c. No course with a grade below C- may carry graduate credit;
 - d. For thesis students, departmental requirements for research must be met.
7. Credit Hours per Semester: All graduate students must be enrolled in at least 6 credit hours per semester to receive financial aid. The number of credit hours which a graduate student may carry without special permission is
 - a. Permission to take a heavier load than 15 credit hours must be approved before the first day of classes for that semester.
 - b. Students that want to enroll in less than 3 credit hours must request and obtain approval before the first day of classes for that semester. To enroll in less than 3 credit hours of thesis, the student must request and receive approval from the Academic Dean to modify downward the thesis credit hours. Graduate-level courses may be modified downward in credit hours for an individual student by the approval of the Department Chair and the Academic Dean.

C. Program Approval

1. The program should be approved by the major professor, the supervisory committee, the department chair, and the academic dean and be on file as early as feasible but no later than the end of the first semester. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.
2. A copy of the approved program is to be kept on file with:
 - a. Major professor;
 - b. CHS Academic Dean's Office.
3. Any subsequent changes in the student's POS must be approved by the supervisory committee, the department chair, and the academic dean and filed in the academic dean's office.

VIII. PROSPECTUS

- A. In consultation with the major professor and then the supervisory committee, the student will develop a prospectus of his/her thesis. Once the major professor has approved the prospectus, it should be sent to the other members of the supervisory committee. This committee should have at least one week to read this prospectus prior to a committee meeting on the prospectus. After the prospectus and the Prospectus Results form have been approved by the supervisory committee, the form and a copy of the prospectus will be submitted to the department chair who will have 3 business days to read it. The prospectus will then be submitted to the academic dean who will also have 3 business days to read it.
- B. The Prospectus Results Form must be submitted no later than the graduation registration deadline in the semester the student plans to graduate and before the student defends the thesis.
- C. The prospectus must be written within the student's major field and in English
- D. Data collection is not to occur prior to having a signed prospectus. IRB and IACUC must also be approved before data collection begins. The student is to be listed as the Principal Investigator (PI).
- E. Copies of the signed prospectus are to be kept on file with:
 1. Major professor;
 2. CHS Academic Dean's Office.

IX. COMPREHENSIVE EXAMINATION (Non-Thesis Students)

- A. A written comprehensive examination is required for the degree and will be taken within 6-9 semester credit hours of successful completion of course work as indicated on a signed POS.
- B. Students taking comprehensive examinations must attain a 3.00 cumulative GPA or better at FSU.
- C. Students must be registered for course HUN 8966 – Comprehensive Exams (0 credit hour).
- D. Exams will be scheduled to be taken during the second week of classes of each semester unless prior permission has been granted to the student by the major professor and supervisory committee.
- E. Comprehensive exams focus on the student's ability to solve problems, identify issues, apply theory and research to critical needs.
 1. The supervisory committee will carry final responsibility for pass or fail on the examination as a whole; a two-thirds majority of the committee is required for passing.
 2. If the student fails the comprehensive, it may be retaken once within the next semester upon recommendation of the committee.
 3. Each attempt of the comprehensive examination is to be reported, on the college form, to the academic dean's office within 15 days of the date the examination is completed.
 4. A student's transcript should be an accurate reflection of the academic record. Per Graduate School Policy, if the student does not complete Comprehensive Exams (HUN 8966) during the semester that he/she is enrolled, HUN 8966 will be administratively dropped, and the student must re-enroll in HUN 8966 the following semester. However, if this is the only course a student is enrolled in, the course cannot be reactively dropped and the student will need to initiate the withdrawal procedure.
- F. Written examinations are kept on file in the Office of the Associate Dean for Research and Graduate Studies for at least 5 years after taking the exam.

X. APPLICATION FOR DEGREE

- A. During the first 2 weeks of the semester in which the student expects to receive a degree, he/she must apply online to graduate (see University Bulletin for date).
- B. At that time he/she must have a 3.00 cumulative GPA for course study attempted.
- C. Registration is required in the final term in which a degree is granted. The university and college minimum is 3 hours unless an underload is approved. Underload approvals must go through the College Academic Dean's office.
- D. If the student filed previously for a diploma but did not receive his/her degree, he/she must reapply (and pay any associated fees).
- E. In case the student does not complete the requirements, he/she should contact their Academic Dean's Office before date of intended graduation to remove his/her name from the graduation list.

XI. THESIS REPORT AND ORAL DEFENSE

- A. It is the responsibility of the major professor to supervise the preparation of the prospectus, the conduct of the research, and the preparation of the thesis, as prescribed by each department.
- B. The typical language of the dissertation, treatise, or thesis is English. The defense shall be conducted in English.
- C. The student will submit a copy of the thesis approved by the major professor to supervisory committee members at least 2 weeks before oral defense (and to department chair if so requested). Oral defense will be scheduled at the discretion of the major professor.
- D. The student is responsible, with the approval of the major professor, for
 - 1. Arranging time, place, and date of the oral defense;
 - 2. Notifying the Department Chair and the Academic Dean of the college, 2 weeks prior to the defense; and
 - 3. Completing the required announcement through The Graduate School.
- E. All committee members must be present for the entirety of the final defense of the thesis unless prior arrangements have been made for extenuating circumstances that may take a committee member out of town or due to injury or sickness. In these events, telephones or computers may be used or the student may have to present the theses to the committee member once he or she returns to the University. If the committee member cannot be present via telephone or computer, another faculty member with GFS status must be present during the defense. If the student for some unforeseen reason cannot be present to defend the thesis he or she must present the thesis over Skype or some electronic format in the presence of the supervisory committee.
- F. A student's transcript should be an accurate reflection of the academic record. Per Graduate School Policy, if the student does not defend (HUN 8976) during the semester that he/she is enrolled, HUN 8976 will be administratively dropped, and the student must re-enroll in HUN 8976 the following semester.
- G. Immediately after approval by the committee, and after appropriate corrections are made, the student must:
 - 1. Submit a copy of thesis to department chair for approval, allowing 3 business days for the thesis to be read and signed.
 - 2. After departmental approval, this a copy of the thesis manuscript, along with the Final Degree Term Clearance Form and Manuscript Signature Form, are to be submitted to the academic dean and dean of the college (allow 3 business days each for thesis to be read and signed).
 - 3. Submit an electronic version of thesis following the approved format to The Graduate School (see GradSpace – The Graduate School for information).

XII. FINAL DEGREE CLEARANCE

The CHS Academic Dean's Office will verify that student has met all the program requirements. At a minimum, the student is responsible for:

- A. Submission of clearance form to major professor at same time thesis copies are submitted.

- B. Submission of completed clearance form to department chair at same time thesis copies are submitted.
- C. Submission of clearance form to academic dean's office at same time thesis copies are submitted.
- D. Submission of signed forms, required by The Graduate School and electronic submission of the thesis.

XIII. COMMENCEMENT

All degree requirements must be met before a student will be allowed to participate in the commencement procession. Obtaining the department's permission to walk early does not guarantee that you will be able to do so; you must also be approved by Academic Dean's Office and the Graduation Office. Reasons for such a request must be submitted in a timely manner to the Academic Dean's Office in writing from the department and accompanied by documents needed for proof (i.e. internships, study abroad programs, etc.). Please note that commencement is not the same as graduating. Final graduation clearance will take place after grades are posted.

XIV. GUIDELINES FOR BYPASSING THE MASTER'S DEGREE

To be considered for the Master's (MS) by-pass, the student needs to have completed the first year of the MS program with at least a 3.8 GPA. The student should have had substantial research experience during his or her undergraduate degree as well as in the first year of the MS program. A student in the MS program may bypass the MS degree if the student has unanimous support of his or her MS committee and upon completion of the following procedures. The student's MS committee should submit to the graduate faculty of the student's designated area of study (Exercise Physiology, Human Sciences):

- A. A strong letter of recommendation for by-passing the MS degree is needed. This letter should come from the entire committee.
- B. The student's complete up-to-date file, including
 1. Undergraduate transcripts;
 2. Complete graduate transcripts;
 3. GRE scores, and both undergraduate and graduate GPA's;
 4. All letters of recommendation from student's initial admission to our graduate program;
 5. Written records of all meetings of the student's MS committee; and
 6. Current CV.

Following approval, program plan change form will be submitted for appropriate signatures and submitted to the registrar's office. If accepted to the bypass, before the student takes the preliminary doctoral examination for the PhD, he or she must submit an article for publication as the primary author.

Please allow time for the bypass request as this may be a lengthy process from start to finish.

All policies are in compliance with University policies.

**Curriculum sheets for the Master's Degree Programs
in Nutrition, Food and Exercise Sciences**

**M.S. DEGREE
IN
EXERCISE PHYSIOLOGY
MAJOR IN
EXERCISE PHYSIOLOGY**

The major in **exercise physiology** includes both thesis and non-thesis options. It is expected that the student will either show evidence of having had experiences in anatomy, physiology, chemistry, and exercise physiology or will treat these as deficiencies, rectifying them prior to studying related advanced courses. Students are required to earn three (3) graduate hours prior to graduation by attendance in at least one summer term in the Department or the College of Human Sciences and courses must count toward the degree.

CORE		CREDIT HOURS
HUN 5802 and	Research Design and Methodology (F)	2
HUN 5802L	Research Design and Methodology Laboratory	1
Or		
CHD 5915	Research Methods (S)	4
PET 6930	Seminar (S/U) (F, Sp, Su)	1
PET 5930	Seminar (F, Sp, Su)	1
PET 5930	Seminar (F, Sp, Su)	1
HUN 6940	Supervised Teaching (F, Sp, Su)	1
APK 5111c	Advanced Exercise Physiology (F)	3
PET 5367	Nutrition and Exercise Performance (F)	3
PET 5553	Cardiorespiratory Evaluation (Sp)	3
<u>ONE OF THE FOLLOWING STATISTIC COURSES:</u>		
EDF 5400	Basic Descriptive Statistics (F, Sp, Su)	4
STA 5126	Introduction to Applied Statistics (F, Sp, Su)	3
FAD5700	Applied Research in CHS (F)	4
<u>TWO or THREE COURSES FROM THE FOLLOWING:</u>		
PET 5077	Physical Dimensions of Aging (Sp)	4
PET 6317	Skeletal Muscle Structure and Function (F)	4
PET 6365	Exercise and the Cardiorespiratory System (Sp)	4
PET 6368	Metabolic Aspects of Exercise (F)	3
PET 6387	Endocrinology in Health & Exercise (Sp)	3
PET 6388	Exercise and Disease (F)	3
PET 5751	Sports Fitness Testing (Sp)	3
PET 5389	Strength Program Development (F)	3
PET 5653	Cardiovascular Program Development (Su)	3
PET 5216	Sport Psychology (Sp)	3
PET 5054C	Motor Skill Learning (F)	3
HSC 5603	Models of Health Behavior (F)	3
<u>*THESIS OPTION:</u>		
HUN 5906	Directed Individual Study (F, Sp, Su)	2
HUN 5971	Thesis (F, Sp, Su)	6
ELECTIVE	- Select an additional 3-4 credit hours	3
HUN8976	Master's Thesis Defense (P/F)	0

+NON-THESIS OPTION:

HUN 5906	Directed Individual Study (F, Sp, Su)	2
APK 8945	Exercise Physiology Internship and project (F, Sp, Su)	9
ELECTIVES	Select an additional 9-10 credit hours	9
HUN8966	Master's Comprehensive Examination (P/F)	0

* Thesis option requires 37 total credit hours.

+ Non-Thesis option requires 45 total credit hours.

**M.S. DEGREE
IN
EXERCISE PHYSIOLOGY
MAJOR IN
SPORTS NUTRITION**

The major in Sports Nutrition includes both thesis and non-thesis options. The student is required to show evidence of having had the prerequisite courses in anatomy, physiology, biochemistry, metabolism and exercise physiology or to take these prior to taking related graduate level courses. Graduate students are required to complete at least three (3) graduate credit hours of summer term attendance in the Department or the College of Human Sciences prior to graduation and courses must count toward the degree.

CORE		CREDIT HOURS
HUN 5802	Research Design and Methodology (F)	2
HUN 5802L	Research Design and Methodology Laboratory	1
HUN/FOS/PET 6930	Seminar (S/U) (F, Sp, Su)	1
HUN/FOS/PET 5930	Seminar (F, Sp, Su)	1
HUN/FOS/PET 5930	Seminar (F, Sp, Su)	1
HUN 5367	Nutrition and Exercise Performance (F)	3
APK 5111c	Advanced Exercise Physiology (F)	3
PET 5553	Cardiorespiratory Evaluation (Sp)	3
HUN 5242	Carbohydrates, Fats, and Proteins (F)	3
HUN 5243	Vitamins and Minerals (Sp)	3
HUN 5938	Nutrition Counseling (F)	3
HUN 6940	Supervised Teaching	1
		(Total) 25

ONE OF THE FOLLOWING STATISTICS COURSES:

EDF 5400	Basic Descriptive Statistics (F, Sp, Su)	4
STA 5126	Introduction to Applied Statistics (F, Sp, Su)	3
FAD 5700	Applied Research in CHS (F)	4

AT LEAST TWO COURSES FROM THE FOLLOWING ELECTIVES:

PET 5077	Physical Dimensions of Aging (Sp)	4
PET 6317	Skeletal Muscle Structure and Function (F)	4
PET 6365	Exercise and the Cardiorespiratory System (Sp)	4
PET 6368	Metabolic Aspects of Exercise (F)	3
PET 6387	Endocrinology in Health & Exercise (Sp)	3
PET 6931	Exercise and Disease (F)	3
PET 5751	Sports Fitness Testing (Sp)	3

***THESIS OPTION:**

HUN 5971	Thesis (F, Sp, Su)	6
HUN 8976	Thesis Defense	0

****NON-THESIS OPTION:**

HUN 5906	Directed Individual Study (F, Sp, Su)	9
+ Or in combination with		
APK 8945	Exercise Physiology Practicum	9
HUN 8966	Comprehensive Examination	0

*****+ DIETETICS INTERNSHIP (+DI):** In lieu of or in addition to elective courses, the following courses are required for the sports dietetics internship.

DIE 5248	Advanced Medical Nutrition Therapy	3
DIE 5935	Current Topics in Dietetics (S/U)	3
Plus		
HUN 8945	Supervised Field Experience (Internship)	18

* Thesis option requires a minimum of 40 total credit hours.

** Non-Thesis option requires a minimum of 43 total credit hours.

+ A total of 9 practical/applied credit hours is required.

***The sports nutrition + dietetics internship requires specific dietetics courses and 18 hours of supervised field experience in addition to the thesis or non-thesis MS degree in Exercise Physiology. For non-thesis students, the 18 hours of supervised field experience fulfill the 9 practical/applied credit hours required for a minimum of 52 total credit hours for the degree. Thesis students may reduce the number of internship hours to 16 for a minimum of 56 credit total hours for the degree.

The required undergraduate courses for completion of the accredited Didactic Program in Dietetics do not meet the criteria for courses in the plan of study (POS) for the graduate degree. Interested graduate students will need to consult with the DPD Director and apply for acceptance to the DPD.

**M.S. DEGREE
IN
EXERCISE PHYSIOLOGY
MAJOR IN
SPORTS SCIENCES**

The major in **sports sciences** includes both thesis and non-thesis options. It is expected that the student will either show evidence of having had experiences in anatomy, physiology, chemistry, nutrition, and exercise physiology or will treat these as deficiencies, rectifying them prior to studying related advanced courses. Students are required to earn three (3) graduate hours prior to graduation by attendance in at least one summer term in the Department or the College of Human Sciences and courses must count toward the degree.

CORE		CREDIT HOURS
HUN 5802	Research Design and Methodology (F)	2
HUN 5802L	Research Design and Methodology Laboratory (F)	1
Or		
CHD 5915	Research Methods (Sp)	4
PET 6930	Seminar (S/U) (F, Sp, Su)	1
PET 5930	Seminar (F, Sp, Su)	1
PET 5930	Seminar (F, Sp, Su)	1
APK 5111c	Advanced Exercise Physiology (F)	3
PET 5367	Nutrition and Exercise Performance (F)	3
PET 5389	Strength Program Development (F)	3
PET 5751	Sports Testing (Sp)	3
PET 5412	Professional Practices (Su)	3
PET 5653	CV Program Development (Su)	3
<u>ONE OF THE FOLLOWING STATISTIC COURSES:</u>		
EDF 5400	Basic Descriptive Statistics (F, Sp, Su)	4
STA 5126	Introduction to Applied Statistics (F, Sp, Su)	3
FAD5700	Applied Research in CHS (F)	4
<u>AT LEAST ONE COURSE FROM THE FOLLOWING:</u>		
PET 5077	Physical Dimensions of Aging (Sp)	4
PET 6317	Skeletal Muscle Structure and Function (F)	4
PET 6365	Exercise and the Cardiorespiratory System (Sp)	4
PET 6368	Metabolic Aspects of Exercise (F)	3
PET 6386	Environmental Aspects of Exercise (Sp)	3
PET 6387	Endocrinology in Health & Exercise (Sp)	3
PET 6388	Exercise and Disease (F)	3
PET 6931	Advances Topics	3
PET 5216	Sport Psychology (Sp)	3
PET 5553	Cardiorespiratory Evaluation (Sp)	3
HUN 5906	Directed Individual Study (F, Sp, Su)	3
<u>*THESIS OPTION:</u>		
HUN 5906	Directed Individual Study	2
HUN 5971	Thesis (F, Sp, Su)	6
HUN 8976	Thesis Defense (F, Sp, Su)	0

+NON-THESIS OPTION:

PET 5945	Sports Sciences Practicum (F, Sp, F, Sp; 4 x 3 hrs each)	12
HUN 8966	Comprehensive Examination (S/U)(F, Sp, Su)	0

* Thesis option requires 38 total credit hours.

+ Non-Thesis option requires 42 total credit hours.

M.S. DEGREE IN FOOD AND NUTRITION SCIENCE by Specialization

Course	Nutrition Science	Food Science	Nutrition Ed & Health Promotion
HUN 5242 CHO, Fats & Proteins (F)	3	(3)	(3)
HUN 5243 Vitamins and Minerals (Sp)	3	(3)	(3)
HUN 5802 & 5802L Research Design & Methodology lecture and laboratory (F)	2+1	2+1	2+1
FOS 5424 Food Preservation (F)		3	
Seminars (all semesters)			
HUN6930 (S/U)	1	1	1
HUN 5930	1	1	1
FOS 5930	1	1	1
Statistics (all semesters)	4	4	4
HSC 5603 Models of Health Behavior (F)			3
HUN 6940	1	1	1
Supervised Teaching (all semesters)			
General Elective	3	3	3
Departmental Elective	3	3	3
Elective Outside Area	3	3	3
Coursework Hours	26	23-26	23-26
<i>Thesis Option</i>			
HUN 5971 Thesis (all semesters)	9	9	9
HUN 8976 Thesis Defense (all semesters)	0	0	0
<i>TOTAL for Thesis MS</i>	35	35	35
<i>Non-Thesis Option</i>			
Electives (two)	6	6	6
HUN 8945 Practicum or HUN 5906 DIS	3	3	3
HUN 8966 Comp Exams (all semesters)	0	0	0
<i>TOTAL for Non-thesis MS</i>	35	35	35

M.S. in Food and Nutrition Science with ACCREDITED DIETETICS INTERNSHIP

Must be officially accepted to Internship Program (Director – Dr. Maria Spicer, 644-1784).

Courses	Nutrition Science	Food Science	Clinical Nutrition
HUN 5242 CHO, Fats & Proteins (F)	3	3	3
HUN 5243 Vitamins and Minerals (Sp)	3	3	3
HUN 5802 Research Design & Methodology (F)	2	2	2
HUN 5802L Research Design & Meth Lab (F)	1	1	1
FOS 5936 Food Safety and Quality (F)	(3)	3	(3)
FOS 5424 Food Preservation (F) OR equivalent graduate course in FOS	-	3	-
Seminars (All semesters include summer)			
HUN6930 (S/U)	1	1	1
HUN 5930	1	1	1
FOS 5930	1	1	1
EDF 5400 Statistics (All sems) OR	4	4	4
FAD 5934 Applied Research in CHS (F) OR	3	3	3
STA 5126	3	3	3
HUN 5938 Nutrition Counseling (Sp)	3	3	3
LIS 5418 Intro to Health Informatics	(3)	(3)	(3)
LIS 5419 Consumer Health Informatics	(3)	(3)	(3)
DIE 5248 Advanced MNT (F)	3	3	3
DIE 5935 Current Topics in Dietetics (S/U) (Sp)	3	3	3
HUN 5297 Eating Disorders (F, Sp)	(3)	(3)	(3)
PET 5367 Nutrition & Exercise Performance (F)	(3)	-	(3)
PET 6387 Endocrinology (Sp)	(3)	-	(3)
Required Coursework Hours	30-31	30-31	30-31
HUN 6940 Supervised Teaching (All sems)	1	1	1
HUN 8945 Dietetics Internship (All sems)	21	21	21
Thesis Option			
HUN 5971 Thesis (All sems)	6 (subtract 4 from internship hours)	6 (subtract 4 from internship hours)	6 (subtract 4 from internship hours)
HUN 8976 Defense (All sems)	0	0	0
TOTAL for Thesis MS	54-55	54-55	54-55
Non-Thesis Option			
HUN 8966 Comp Exams (All sems)	0	0	0
TOTAL for Non-thesis MS	52-53	52-53	52-53

Credit hours in parenthesis () are suggested electives of which 6 hours are required to meet the required coursework hours. You may take more elective hours, but these are not needed for you POS. Check the schedule for Food Science electives.

The required undergraduate courses for completion of the accredited Didactic Program in Dietetics (DPD) do not meet the criteria for courses in the plan of study (POS) for the graduate degree. Interested graduate students will need to consult with the DPD Director and apply for acceptance to the DPD.

POLICIES FOR THE DOCTORAL DEGREE PROGRAM IN HUMAN SCIENCES AND EXERCISE PHYSIOLOGY

The Department of Nutrition, Food and Exercise Sciences offers two Doctor of Philosophy degrees; one in Human Sciences with a major in Nutrition & Food Science and one in Exercise Physiology.

I. SCHOLARLY ENGAGEMENT

To meet the Scholarly Engagement requirement, doctoral students should interact with faculty and peers by attending seminars, symposia, and conferences and engaging in collaborative study and research beyond the university campus. The goal is to prepare students to be scholars who can independently acquire, evaluate, and extend knowledge, as well as develop themselves as effective communicators and disseminators of knowledge. The purpose of the Scholarly Engagement requirement is to ensure that doctoral students are active participants in the scholarly community. See Annual Doctoral Student Evaluation Form for details.

II. INCOMPLETE GRADE POLICY

“Incomplete” (“I”) grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond the student’s control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. “Incompletes” will not be granted in order to allow students to do extra coursework in an effort to increase their grades. Even under these circumstances, the authority for determining whether to grant an “Incomplete” rests solely with the instructor. A Graduate Teaching Assistant must have approval from a supervising faculty member to grant an “Incomplete.” (One exception to this guideline occurs when an “Incomplete” is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester). Dean’s offices can often provide guidance to instructors regarding the appropriateness of an “Incomplete” in individual cases.

- A. Before an instructor assigns an “Incomplete,” the instructor is required to complete an “Incomplete Grade Agreement” documenting the amount of work to be completed, the time frame for resolution of the grade, and the default grade to be assigned if the work is not completed. Calculation of the default grade is determined by the instructor based upon the coursework completed to date. It is the student’s responsibility to complete the remaining academic work within the agreed-upon time frame. The Incomplete Grade Agreement Form should be on file in the Academic Dean’s Office before the first day of class of the following semester from when the “I” was awarded. The default grade for an incomplete cannot be “I,” “NG,” or left blank.
- B. Under University policy, an “Incomplete” grade automatically reverts to the predetermined default grade at the end of the semester which encompasses the date specified for resolution, unless one of two conditions are met:
 1. Upon completion of the agreed-upon work, the instructor submits a grade-change that replaces the “I” with the final grade for the course.
 2. The instructor submits a separate “Incomplete Extension of Time” form to the evaluation and Posting Section of Admissions and Records before the end of the semester in which the “I” is set to expire.
- C. No grade changes will be made to default grades or unresolved “I” grades after the degree has been granted.

III. LATE COURSE DROPS & WITHDRAWALS

- A. Course Drops
 1. After the seventh week of the semester (with dates pro-rated for individual summer sessions) require the academic dean’s approval. Petitions for a late drop will only be approved for **documented exceptional circumstances beyond the student’s control.**

2. In the case of a late course drop, there must also be justification as to why that particular course has been affected. Petitions for late course drops must be submitted within one calendar year following the completion of the course(s). Approved late drops will appear on the student's transcript with the notation "WD."
 3. The student must provide written explanation as to why the exceptional circumstances that occurred have selectively impacted certain courses and not others; the fact that a course may be considered more challenging is NOT an acceptable reason. There must be something about the course requirements, policies and/or schedule that were problematic given the circumstances; a copy of the course syllabus should be included with the student's explanation. If a Medical/Mental Health late drop is requested, the university procedures will be followed regarding required documentation.
- B. Withdrawal
1. To terminate all courses for a semester, the student must withdraw from the University. A withdrawal represents a formal separation from the University and as such requires the academic dean's approval for reentry into the University. Students who are away for two (2) or more semesters, including summer, following the withdrawal must apply for readmission.
 2. While all withdrawals require the academic dean's approval, late withdrawals (after the seventh week of the semester or prorated individual summer term) incur grade liability.
 3. In instances of **documented exceptional circumstances beyond the student's control**, the academic dean can recommend that grades of "WD" be assigned.
 4. The student must provide a written explanation stating why the exceptional circumstances related to their request for a withdrawal during the semester will not be a factor for the re-entry term.
 5. For students who answer "yes" to question #11 on the University Application for Withdrawal and Re-entry form ((a) scholastic or behavioral misconduct, (b) violation of the law resulting in probation, community service, jail sentence or revocation or suspension of driver's license, or (c) charged with a felony), the academic dean will not approve automatic re-entry without the student having completed the appropriate University Application for Withdrawal and Re-Entry Supplemental Information form; this form is vetted by the Admissions Office, which then provides input to the academic dean.
 6. The reentry process should be endorsed by the department and/or major professor before the academic dean signs off on the student's re-entry).
- C. Examples of exceptional circumstances beyond the student's control for late course drop/withdrawal include:
1. Medical/Mental Health;
 2. Death in the immediate family; and
 3. Active military duty.
- D. The following examples are NOT considered acceptable reasons for course drop/withdrawal by the University:
1. Student is changing majors and no longer needs the course;
 2. Protecting the student's GPA from a future grade; and
 3. Improving the student's GPA by dropping a past grade.
- E. Examples of Documentation
1. For medical or mental health reasons, the University has a specified procedure. Documentation is submitted along with the application directly to University Health Services (medical drops and withdrawals), the University Counseling Center (mental health course drops) or the Withdrawal Services Office (mental health withdrawals).
 2. For a death in the immediate family, an original death certificate (not a copy) or an original newspaper obituary must be provided as well as something to confirm the relationship to the deceased.
 3. For active military duty, deployment papers must be provided.

4. For family/personal circumstances, documentation may include court documents, police reports or a letter from the FSU Victim Advocate Program; evidence of a family member's hospitalization or illness; evidence of a change in financial status, etc.
- F. Student Acknowledgement of Potential Repercussions
The student will be asked to sign a statement that he/she understands that the course drop(s) or withdrawal may impact insurance coverage (health and auto), financial aid, housing, graduation, repeat course surcharge and eligibility for athletics or other extracurricular activities.
- G. Role of the Instructor
For all late course drops and withdrawals instructors will be asked to verify that there are no allegations of academic dishonesty pending against the student. Instructors may also be asked to provide the student's dates of attendance, grades (including dates that exams were taken or assignments were submitted) and any other information pertinent to the student's academic performance in the course. Medical / Mental Health withdrawals will not require instructors to provide this information.
- H. Role of the Academic Dean
To give approval, determine grade liability, recommend waiver of fee liability to the registrar and provide a memo to the Registrar for late course drops stating the reason for the drop.

IV. LEAVE OF ABSENCE POLICY

- A. Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include, but are not limited to: personal or family medical conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.
- B. To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director. If the major professor/advisor/Program Director approves the application it should then be forwarded to the Department head and subsequently to the Associate Dean of Graduate Studies for consideration. If approved at all of these levels, the Associate Dean should notify the Registrar and the Dean of the Graduate School of the decision. The Associate Dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.
- C. An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.
- D. A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be

required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.

- E. While on leave a student will not have access to campus facilities and personnel. This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

V. MAJOR PROFESSOR

A graduate student in the doctoral program, in consultation with the department chair or departmental graduate program coordinator, should select a major professor as early as feasible, but not later than prior to registration for the second semester. The departmental chair will approve the major professor.

- A. The major professor chosen must be a member of the faculty with Graduate Faculty Status (GFS) and competence in the student's proposed area of study or research.
- B. The designation must be mutually agreeable to the student, major professor and department chair.
- C. Since some students may have two areas of specialization, the major professor should be designated from the department in which the student has major concentration of study.

VI. SUPERVISORY COMMITTEE

- A. The supervisory committee should be selected by the student with the advice from the major professor. This selection is then approved by the department chair. The major professor and the supervisory committee will be in charge of the work of the student until the completion of all requirements for the degree. It is the responsibility of the student to secure agreement from each member. The student must submit the constituency of the supervisory committee to the major professor, department chair and the associate dean for research and graduate studies for approval on the college form as early as feasible but no later than prior to registration for the third semester. Students will not be allowed to register if the Supervisory Committee form is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester. Members of the supervisory committee should be chosen for their potential contribution to the selection of appropriate content of studies required by the particular student as well as their potential contribution to the development and completion of the research project. A professor should also be selected from the department of the other area of concentration. If, at any time, the composition of the supervisory committee changes, a new form should be submitted according to the procedures in this section.
- B. Each committee must:
 1. Be chaired by the major professor from the student's department;

2. Include one other graduate faculty member from the student's department;
 3. Have a University Representative who:
 - a. is a tenured faculty member with Graduate Faculty Status in an FSU department outside the College of Human Sciences;
 - b. does not also have Graduate Faculty Status in the student's doctoral degree program; and
 - c. is free of any other interest with other members of the Supervisory Committee;
 4. Consist of a minimum of 4 members who have Graduate Faculty Status, one of whom is tenured serves as the University Representative.
- C. The responsibilities of the University Representative begin with the appointment to the supervisory committee and end with the defense of the dissertation. The University Representative is responsible for the following:
1. Ensuring the student is treated fairly and equitably in accordance with University, College and Departmental guidelines and policies;
 2. Ensuring that decisions made by the supervisory committee reflect the collective judgment of the committee;
 3. Verifying that the defense is conducted appropriately; and
 4. Ensuring that our doctoral graduates are of high quality.
- D. The supervisory committee, or the student's advisor prior to the selection of a major professor, will assess the progress of the student in writing and will send copies of the annual progress review to the student, the Department Chair and the Associate Dean for Research and Graduate Studies. As part of the annual review, it is the obligation of the supervisory committee to determine annually the recency of work taken and decide if additional courses need to be taken in order for the student to be "current" in the discipline and its research tools.
- E. The Dean of The Graduate School, the Associate Dean for Research and Graduate Studies and the Department Chair may attend committee meetings as non-voting members. To make this possible, these persons should be appropriately notified of such meetings. For dissertation defense, notification should be sent 2 weeks prior to defense.

VII. PROGRAM OF STUDY (POS)

- A. A doctoral student should plan a POS with his/her major professor. The major professor in consultation with the supervisory committee shall determine the total number of hours required beyond the Master's degree with approval by the Department Chair and the Associate Dean for Research and Graduate Studies. The number of hours should be determined by the individual student's academic needs and the requirements of the professional field. **Up to 9 semester hours of S/U courses are allowed and will be shown on the POS, if approved.** Students may be given the option to take a letter grade course as Satisfactory/Unsatisfactory (S/U). It is the student's responsibility to submit the proper forms and meet the deadlines set forth by the university in order to take the class on an S/U basis. After the deadline has passed, the student's work will be evaluated on a letter grade basis. Semester hour restrictions as stated above on the S/U option do not apply to courses normally offered on the basis of the S/U grading system. No more than 3 semester hours of supervised teaching credit and 5 semester hours of supervised research credit may be counted toward the doctoral degree.
- B. The POS should be completed as early as feasible, but no later than prior to registration for the third semester of study beyond the Master's level. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.
- C. For transfer of credit from another university there is a limit of 6 semester hours. To indicate that the transfer credit is recommended by the major department, the course(s) should be listed on the student's Program of Study under "additional courses required but not counted for degree" and a copy of the transcript with the courses appropriately marked should be submitted. After departmental approval, the information is provided to the Associate Dean for Research and

Graduate Studies for review. The final determination will be made by the Evaluation Section of the Office of the University Registrar. See the FSU Graduate Bulletin. Note: These courses do not count toward GPA or hours required for the degree.

- D. It is the responsibility of the major professor to see that the POS meets the approval of each member of the committee and the Department Chair. Any member may ask the major professor to call a meeting of the supervisory committee.
- E. A copy of the student's approved POS is to be kept on file with:
 - 1. Major Professor; and
 - 2. CHS Associate Dean for Research and Graduate Studies.
- F. If there are two areas of concentration, the POS is to be planned cooperatively by the major professor, the professor representing the cooperating department, and the student.
- G. Any changes in the student's program after it has been filed must be approved by the supervisory committee, the Department Chair and the Associate Dean for Research and Graduate Studies. The Dean's Office must be notified of modifications **before** the preliminary examination is given.
- H. All College of Human Sciences doctoral students are required to take HOE 6366, Research Best Practices in Human Sciences, for 2 credit hours.
- I. Students must register for HUN 8964 (Preliminary Exam) and HUN 8985 (Dissertation Defense) for 0 credit hours in the term they expect to graduate and this must be listed on their POS form.
- J. Students are required to earn 6 CHS graduate credit hours that count toward the degree, prior to graduation by attendance in one or more summer terms.
- K. Credit Hours Per Semester: All graduate students must be enrolled in at least 6 credit hours per semester to receive financial aid. In-state students on assistantship must be enrolled in 12 credit hours and out-of-state and international students must be enrolled in 9 credit hours per semester. The number of credit hours which a graduate student may carry without special permission is 15. Permission to take a heavier load must be approved before the first day of classes for that semester. Students that want to enroll in less than 3 credit hours only must request and obtain approval before the first day of classes for that semester. To enroll in less than 3 credit hours of dissertation, the student must request and receive approval from the Academic Dean. Graduate-level courses may be modified downward in credit hours for an individual student by the approval of the Department Chair and the Academic Dean.

VIII. PRELIMINARY EXAMINATIONS

- A. To be eligible to take the preliminary examination the student must:
 - 1. Complete all but 9 hours of course work as indicated on the signed POS.
 - 2. If applicable, complete the language requirements and other research tool requirements
 - 3. Attain a 3.00 cum GPA or better at FSU.
 - 4. Ensure that any modifications to the Program of Study were filed in the office of the Associate Dean for Research and Graduate Studies by the major professor (See VII, E & G).
 - 5. Be registered for HUN 8964, Preliminary Doctoral Examination, 0 credit hour.
- B. The doctoral student, in consultation with his/her committee, will establish time, date and place of Preliminary Examination. The major professor is responsible for the examination content, and will preside at the exam.
 - 1. The preliminary examination is given in two parts: written and oral.
 - 2. Procedures for the preliminary examination may be determined within each area of concentration. The student's supervisory committee will determine content and format. The three options of the examination are: (1) Comprehensive Exam, (2) Critical Review Paper and (3) Grant Proposal. Content of the oral examination will ordinarily be related to the written part. However, since the preliminary examination is inclusive, the student should be prepared for questions in areas that may not have been covered by the written part of the preliminary examination.
 - 3. No student may register for dissertation hours prior to the point of term in which the

preliminary examination was passed. An Admission to Candidacy form must be completed and on file in the Office of the Dean of the Graduate School prior to registration for dissertation hours. After completion of the Admission to Candidacy process, and by the posted 7 week deadline, the student may request to retroactively add or change other hours to dissertation hours for that semester in which the Preliminary Exam was completed.

- C. Preliminary Examinations should be scheduled no later than October (to meet May degree deadline), January (to meet August degree deadline), or May (to meet December degree deadline). A student's transcript should be an accurate reflection of the academic record. Per Graduate School Policy, if the student does not defend Preliminary Examinations (HUN 8964) during the semester that he/she is enrolled, HUN 8964 will be administratively dropped, and the student must re-enroll in HUN 8964 the following semester. However, if this is the only course a student is enrolled in, the course cannot be reactively dropped and the student will need to initiate the withdrawal procedure. If the student does not pass either the written or oral portion of the preliminary examination, only one repeat examination within the same term is permitted. The report following the reexamination must indicate whether the student passed or failed. The results are reported to the office of the University Registrar for inclusion in the student's permanent record. A failure recorded with the registrar's office (grade of "F") the second time will result in dismissal from the program.
- D. The supervisory committee serves as the examining committee. Others may be invited to participate in the oral as follows:
 1. The chair of the major department and the Associate Dean for Research and Graduate Studies of the College of Human Sciences may attend any session of the supervisory or examining committee as a non-voting member.
 2. A member may be appointed to the examining committee at the discretion of or on the recommendation of the major professor.
- E. Faculty who submit questions are to vote pass or fail on their questions. The supervisory committee will carry final responsibility for pass or fail on the examination as a whole; a three-fourths majority is required for passing.
- F. The committee will report the outcome of the examination – each attempt as a whole – by submitting the college's Preliminary Examination Results Form to the Department Chair and Academic Dean: pass, re-exam, or fail. Evidence of required additional work should be documented in the case of re-exam.
 1. The report (college's Preliminary Examination Results Form) following a re-examination in the same semester must indicate that the candidate either passed or failed the examination.
 2. Passed examinations are reported to the registrar by the person under whom the student registers for HUN 8964 for inclusion in the student's permanent record.
 3. After completion of the preliminary examination and 24 hours of HUN 6980, dissertation credit, full-time status requires that a doctoral student must enroll for a minimum of 3 hours per semester (of which at least 2 must be dissertation hours) until completion of the degree.
- G. The time limit for completion of all Ph.D. requirements is 5 calendar years from the time of passing the preliminary exam. Failure to meet these time limits will result in termination from the program.
- H. An approved prospectus must be on file in the Office of the Associate Dean for Research and Graduate Studies before requesting a one time, one-year extension of the 5-year limit.

IX. ADMISSION TO CANDIDACY

- A. A graduate student in the College of Human Sciences is considered a candidate for the Ph.D. degree when he/she has passed the preliminary examination.
- B. The student must be admitted to candidacy at least 6 months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and

method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation. However, this may require more time depending on how well prepared the student is.

- C. The major professor must submit the Admission to Candidacy form to the department (signature) and associate dean (processing).

X. PROSPECTUS

- A. After passing the preliminary examination, a student in the doctoral student must submit to the supervisory committee a research project on a topic related to his/her major field of study. A clear statement of the proposed research problem and the methodology involved must be submitted to the supervisory committee for approval prior to writing the prospectus.
- B. In consultation with the major professor and then the supervisory committee, the student will develop a prospectus of his/her dissertation. Once the major professor has approved the prospectus, it should be sent to the other members of the supervisory committee. This committee should have at least one week to read this prospectus prior to a committee meeting on the prospectus. The college's Prospectus Results form will be used for approval of the prospectus. After the supervisory committee has signed the form, a copy of it and the manuscript will be submitted to the Department Chair who will have three days to read it. The prospectus and the form will then be submitted to the academic dean who will also have three days to read it. The Office of the Associate Dean for Research and Graduate Studies must have the original form on file no later than the graduation registration deadline in the semester the student plans to graduate.
- C. The prospectus must be written within the student's major field.
- D. Data collection is not to occur prior to having a signed Research Approval form on file. IRB and IACUC must also be approved before data collection begins. Per university policy, the student's name must appear on the approval form as a Principal Investigator (PI) or co-PI for the period of time when the student's research was conducted. Failure to obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form (cf. Graduate Bulletin).
- E. Copies of the prospectus, the signed Prospectus Results form, and any IRB or IACUC approval letters are to be kept on file with:
 1. Major Professor; and
 2. CHS Associate Dean for Research and Graduate Studies.

XI. DISSERTATION

- A. A student who has completed the required course work, passed the preliminary examination, and submitted an Application to Candidacy form to the Office of the Registrar, and continues to use campus facilities and/or receives faculty supervision, but **has not made a final dissertation submission** shall include in the required full-time load a minimum of 2 hours of HUN 6980, Dissertation, each term in which he/she is doing work on his/her dissertation. Those with underload permission must register for at least 2 hours of dissertation credit per term. Underloads must be approved by the academic dean.
- B. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time (related to a full-time load) to be devoted to dissertation work. The number of hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student, but should take into account the use of campus facilities/resources and faculty interaction/supervision.
- C. A minimum of 24 semester hours of dissertation credit is required by the University for a doctoral degree. Students may enroll in more than the minimum hours.
- D. The dissertation must be an achievement in research constituting a significant contribution to knowledge.
- E. A student is expected to keep the major professor informed as the dissertation progresses and to

- consult with him/her and the supervisory committee members periodically.
- F. A copy of the dissertation must be submitted to the supervisory committee 4 weeks before the oral defense.
 - G. The typical language of the dissertation, treatise, or thesis is English. The defense shall be conducted in English.
 - H. All committee members must be present for the entirety of the final defense of the dissertation unless prior arrangements have been made for extenuating circumstances that may take a committee member out of town or due to injury or sickness. In these events telephones or computers may be used or the student may have to present the dissertation to the committee member once he or she returns to the University. If the committee member cannot be present via telephone or computer, another faculty member with GFS status must be present during the defense. If the student for some unforeseen reason cannot be present to defend the dissertation he or she must present the dissertation over Skype or some electronic format in the presence of the supervisory committee.
 - I. After the supervisory committee has signed the dissertation, it should be submitted to the department chair for signature (allow three business days) and to the academic dean and dean for signature (allow three business days for each).
 - J. Final approval of the dissertation by the committee is a prerequisite to the awarding of the degree.
 - K. Publication of the dissertation research through professional journals is expected.

XII. APPLICATION FOR THE DEGREE

A student will apply for the degree at the Registrar's Office. The deadline is within two weeks of the beginning of the semester; note date in the University Bulletin. During the **first two weeks of the term** in which a candidate expects to receive a degree, an online **application must be submitted for graduation**. For additional information, contact the Office of the Registrar, Graduation Section, (850) 644-5850.

XIII. REGISTRATION FOR THE FINAL TERM

Registration of HUN 6980 -Dissertation and HUN 8985 -Dissertation Defense (0 hours), is required in the final term in which a degree is granted. Students must be enrolled for a minimum of three credit hours per semester (of which at least two must be dissertation hours), unless a course underload is approved. Students should register only once for defense.

XIV. EXAMINATION IN DEFENSE OF DISSERTATION

- A. The student, in consultation with the major professor, will arrange the time and place of the oral examination and inform the Department Chair and the Academic Dean's office. The major professor will preside at the oral defense.
- B. At least two weeks prior to the date of the examination, the student will submit an announcement of the examination to the Graduate School. Announcement of the student's defense must be made on a "Defense Announcement Form" found on the OGS Blackboard® "GradSpace" and "Office of Graduate School – Faculty/Staff" sites, under the submenu "Theses, Treatises, Dissertations."
- C. The examination will be conducted by the major professor and the supervisory committee.
 1. The Department Chair, Academic Dean and other interested graduate faculty are invited to attend.
 2. A three-fourths majority vote by the supervisory committee is necessary to approve the defense.
- D. The examining committee will certify to the Associate Dean of Research and Graduate Studies the results of the examination.
- E. The University Representative is to submit a written critique of the examination in defense of dissertation to the Academic Dean and the Manuscript Clearance Advisor in The Graduate School within one week of the date of defense. This form can be found on the OGS Blackboard®

“GradSpace” site, in the “Theses, Treatises, Dissertations” section. Students should complete the “Student Information” section of the Outside Committee Member Dissertation Defense Report for their outside member prior to the defense.

XV. DEGREE CLEARANCE

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No hours with a grade below “C-” will be credited on the graduate degree; all grades in graduate courses except for which grades of “S” or “U” are given or those conferred under the provision for repeating a course will be included in computation of the average.

- A. The student is responsible for the following:
The submission process and formatting requirements for students submitting Electronic Theses and Dissertations (ETDs) are outlined in the ***Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations***. All students must submit their thesis, treatise or dissertation electronically. Students cannot receive manuscript format approval unless the manuscript has been ***successfully defended***. A PDF version of the ***Guidelines*** is available for downloading from The Graduate School Blackboard® site. Students should visit the “GradSpace” Blackboard® site, under the submenu “Theses, Treatises, Dissertations.” The “GradSpace” site can be found under the “Organizations” tab on the Blackboard® homepage.
- B. A signed Manuscript Signature Form as specified by the Manuscript and Clearance Advisor.
- C. A Final Term Degree Clearance form signed by the major professor, who ensures that the student has met all degree requirements, and signed by the Department Chair and Academic Dean.
- D. An abstract as specified by the Manuscript Clearance Advisor.
- E. Submission of all required forms and the dissertation to the Manuscript Clearance Advisor.

XVI. COMMENCEMENT

All degree requirements must be met before a student will be allowed to participate in the commencement processional. Obtaining the department’s permission to walk early does not guarantee that you will be able to do so; you must also be approved by the CHS Academic Dean’s Office and Graduation Office. Reasons for such a request must be submitted in a timely manner. Academic Dean’s Office in writing from the department and accompanied by documents needed for proof (i.e. internships, study abroad programs, etc.). Please note that commencement is not the same as graduating. Final graduation clearance will take place after grades are posted.

All policies are in compliance with University policies.

**Curriculum sheets for the Doctoral Degree Programs
in Nutrition, Food and Exercise Sciences**

**Ph.D. Degree
in
Human Sciences
Emphasis in Food Science**

Students are required to earn six (6) CHS graduate credit hours that count toward the degree prior to graduation by attendance in one or more summer terms in the Department or the College of Human Sciences. The PhD program in human sciences with areas of emphasis in nutrition science and food science is a competency-based research degree; this degree has no total hour requirement; however, the student must advance to Master's in the field of specialization.

<u>CORE</u>		<u>CREDIT HOURS</u>
HOE 6366	Research Best Practices in Human Sciences (F)	2
HUN 5938	Special Topics in Nutrition	3
HUN 6248	Advances in Nutrition and Food Science (3-12 hours)	6
HUN 6906	Directed Individual Study	3
HUN 6911	Supervised Research	3
FOS/HUN 6930r	Seminar (1 credit per semester for three semesters)	3
*HUN 6940	Supervised Teaching (taken over at least 2 semesters)	3
<u>REQUIRED COURSES</u>		
FOS 6248	Food Protein Chemistry (lecture & lab)	4
FOS 6248	Immunochemistry (lecture & lab)	4
FOS 5424	Food Processing	3
FOS 6242	Technical Writing	4
FOS 6242	Food Microbiology (lecture & lab)	4
or		
FOS 6248	Food Safety	3
<u>STATISTICS</u>		
EDF 5401	General Linear Models (F,Sp,S)	4
EDF 5402	Analysis of Variance (F,Sp,S)	3
<u>ELECTIVES</u>		
	Select a minimum of 9 credit hours	9
<u>DISSERTATION</u>		
HUN 8964	Preliminary Doctoral Examination	0
HUN 6980	Dissertation	24
HUN 8985	Dissertation Defense	0

*Supervised Teaching needs to be taken under at least two different faculty members

**Ph.D. Degree
in
Human Sciences
Emphasis in Nutrition Science**

Students are required to earn six (6) CHS graduate credit hours that count toward the degree prior to graduation by attendance in one or more summer terms in the Department or the College of Human Sciences. The PhD program in human sciences with areas of emphasis in nutrition science and food science is a competency-based research degree; this degree has no total hour requirement; however, the student must advance to Master's in the field of specialization.

<u>CORE</u>		<u>CREDIT HOURS</u>
HOE 6366	Research Best Practices in Human Sciences (F)	2
HUN 5938	Special Topics in Nutrition	3
HUN 6248	Advances in Nutrition and Food Science	3
HUN 6906	Directed Individual Study	3
HUN 6911	Supervised Research	3
FOS/HUN 6930r	Seminar (1 credit per semester for 3 semesters)	3
**HUN 6940	Supervised Teaching (taken over at least 2 semesters)	3
HUN 5938	Nutrigenomics/Epigenetics	3

REQUIRED -select 12 credit hours of the following courses.

***Required if have not previously been taken in Master's program**

*HUN 5242	CHO, Fats & Proteins	3
*HUN 5243	Vitamins and Minerals	3
HUN 6248	Advances in Nutrition and Food Science	3
HSC 5603	Models of Health Behavior	3
HUN 5938	Nutrition Counseling	3
PET 6387	Endocrinology (Sp)	3
PET 5367	Nutrition and Exercise Performance (F)	3
HUN 6906	Directed Individual Study	3

STATISTICS

EDF 5401	General Linear Models (F,Sp,S)	4
EDF 5402	Analysis of Variance (F,Sp,S)	3

ELECTIVES

Select a Minimum of 9 Credit Hours
Suggested Outside Courses: STA5244-Clinical Trials, ISS5930-Public Health Epidemiology

DISSERTATION

HUN 8964	Preliminary Doctoral Examination	0
HUN 6980	Dissertation	24
HUN 8985	Dissertation Defense	0

**Supervised Teaching needs to be taken under at least two different faculty members

**Ph.D. Degree
in
Exercise Physiology
(Under Revision)**

Students are required to earn six (6) CHS graduate credit hours that count toward the degree prior to graduation by attendance in one or more summer terms in the Department or the College of Human Sciences.

<u>CORE</u>		<u>CREDIT HOURS</u>
HOE 6366	Research Best Practices in Human Sciences (F)	2
HUN 6906	Directed Individual Study	3
HUN 6911	Supervised Research	3
PET 6930	Seminar (1 credit per semester)	3
*HUN 6940	Supervised Teaching (taken over at least 2 semesters)	3
<u>REQUIRED COURSES (select 5 of the following courses)</u>		
PET 6931	Cell Biology (Sp)	3
PET 6387	Endocrinology in Health and Exercise (Sp)	3
PET 6317	Skeletal Muscle Adaptation to Exercise (F)	3
PET 6365	Exercise and the Cardiorespiratory System (Sp)	3
PET 5367	Nutrition and Exercise Performance (F)	3
PET 6368	Metabolic Aspects of Exercise (F)	3
HUN 6931	Nutrigenomics/Epigenetics	3
<u>REQUIRED RELATED AREA</u>		
APK XXXX	Human Physiology (F)	6
<u>STATISTICS</u>		
EDF 5401	General Linear Models (F,Sp,S)	4
EDF 5402	Analysis of Variance (F,Sp,S)	3
<u>ELECTIVES</u>		
	Select a Minimum of 6 Graduate Credit Hours	6
<u>DISSERTATION</u>		
HUN 8964	Preliminary Doctoral Examination	0
HUN 6980	Dissertation	24
HUN 8985	Dissertation Defense	0

*Supervised Teaching needs to be taken under at least two different faculty members