

University of Illinois
at Urbana-Champaign

Department of Food Science
and Human Nutrition

Fall 2006
Graduate
Student
Handbook



College of Agricultural, Consumer and Environmental Sciences

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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Graduate students should follow the course requirements listed in the FSHN Graduate Student Handbook that is most current at the time of entering the program. FSHN M.S. students who subsequently enter the Ph.D. program should follow the Handbook that is most current when they enter the Ph.D. portion of their studies.

INTRODUCTION

The Department of Food Science and Human Nutrition (FSHN) has achieved an outstanding record of eminence in education, research, and extension activities, as reflected in the achievements of its faculty and students, both past and present. Many of our faculty are noted for their contributions in various areas of food science, nutrition, dietetics, and hospitality management, and have held high offices in national and international scientific societies; many have won awards for their teaching and research activities. A substantial portion of our research budget, which is usually obtained on a competitive merit basis, comes from federal and state agencies. The Department has a significant commitment to international activities, particularly in the area of food technology. The Department is recognized nationally and internationally as one of the best, and this is based primarily on the quality of our graduate program and research output. This recognition enables our graduates to obtain some of the top positions in academia, industry, and government agencies.

The diversity inherent across the fields of food science and nutrition and within our faculty and student body is deliberately maintained in our programs. We avoid homogenizing every student with the same courses, the same assumptions of competence, background, or preparation, or the same career goals. Our overall graduate program is designed to enable students to obtain a mastery in the area of food science or human nutrition with special emphasis in their own areas of specialization. The quality of our program is achieved and maintained in three ways: 1) admission standards, where applicants are judged on previous academic performance, career goals and professional potential; 2) faculty and staff, who are recruited for their well recognized excellence in their fields, high standards of teaching and research, and dedication to service; and 3) structure of the curriculum which, as outlined later, provides for flexibility within a strong framework of basic courses.

A. Policies Applying to All Graduate Students

This document identifies the academic policies and procedures for graduate students in FSHN. These policies and procedures are based on the following Graduate College and University of Illinois publications:

A Handbook for Graduate Students and Advisors
Code of Policies and Regulations Applying to All Students
Policy and Procedures on Academic Integrity in Research and Publication
Handbook for Graduate Students Preparing to Deposit

These publications are available on the University World Wide Web site <http://www.uiuc.edu/> or the Graduate College Web site <http://www.grad.uiuc.edu> or you may request copies from the Graduate College, 202 Coble Hall or the Office of the Vice Chancellor for Research, 4th Floor, Swanlund Administration Building.

The policies and procedures described herein will pertain to all students entering the FSHN graduate program in the current fall semester. Students already enrolled should follow the FSHN Graduate Student Handbook that was published during the year of their enrollment. The information contained in this handbook is for general guidance on matters of interest to faculty, staff and students in the Department of Food Science and Human Nutrition at the University of Illinois at Urbana-Champaign. The handbook summarizes campus/university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the Campus Policies and Procedures home page at the following url: http://www.uiuc.edu/admin_manuals.html. A petition may be filed to request a deviation from these policies and procedures. Petition forms are available at <http://www.grad.uiuc.edu>. Deviation from policies or procedures stated herein or from other applicable regulations must be approved by your advisor and finalized by the Department Head or the Dean of the Graduate College, as appropriate. If possible, it is strongly suggested that you file the petition before the deviation occurs.

A Handbook for Graduate Students and Advisors is available at http://www.grad.uiuc.edu/grad_handbook. It explains your privileges and responsibilities as a graduate student, describes many of the services provided to you by the University, and summarizes the Graduate College regulations that apply to all graduate students. Much of the handbook deals with rules and regulations, but it also suggests ways in which exceptions can be requested for good reasons. Supplies of this handbook are limited, but can be obtained from the Graduate College, 202 Coble Hall.

The Graduate College strongly recommends that students visit the above website to utilize the on-line handbook. The following topics are covered in detail in the *Handbook for Graduate Students and Advisors*:

1. The Graduate College
2. Disciplinary Units
3. Admission
4. Registration
5. Tuition and Fees
6. Financial Aid
7. Grades, Credit, and Degree Requirements
8. Graduate Assistants
9. Information for International Students
10. Information for Minority Students
11. Problem Solving
12. Academic Integrity
13. Health
14. Housing
15. Special Programs and Services
16. Addresses for Campus Units

The *Code of Policies and Regulations Applying to All Students* is available in a searchable format at http://www.uiuc.edu/admin_manual/code/. It contains detailed information on the following topics:

- Individual Rights, Affirmative Action and Equal Opportunity
- Student Conduct
- Grievances and Complaints
- Motor Vehicles and Bicycles
- Academic Policies
- Registration, Course Changes and Withdrawal
- Tuition and Fees
- Health Insurance Program
- Student Records
- Grades
- Transcripts
- Academic Probation
- Examinations
- Recognition of Academic Achievement
- Residence and Scholarship Requirements
- Conferral of Honors
- Registered Organizations
- Residency Requirements

B. Degree Programs, Degree Options: Areas of Study

The Department offers Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in Food Science and Human Nutrition. Graduate students are admitted into one of these programs, or are admitted as non-degree students. The graduate program is designed to provide two options: 1) Food Science, or 2) Human Nutrition. The option and specialization will be determined with the academic advisor based on the student's academic background and career goals (see Appendix 2).

Within the Food Science option the following areas of study are available:

- Food Chemistry
- Food Microbiology
- Food Processing and Engineering

Within the Human Nutrition option the following areas of study are available:

- Clinical Nutrition
- Community Nutrition
- Nutritional Toxicology
- Biochemical/Molecular Nutrition

Students are guided by the academic advisor and advisory committees in designing a program of study that will help to develop the knowledge and skills appropriate to the student's career and professional objectives. Students usually prepare for careers in basic or applied food or nutrition sciences in universities, government agencies, and private industry.

Departmental faculty members participate in many campus-wide programs that offer additional options and opportunities for study. Consult potential academic advisors for additional information. Faculty in FSHN may be members of the campus-wide Division of Nutritional Sciences and, as such, supervise graduate students in this Division. Application and admission to the Division of Nutritional Sciences, which is a separate degree-granting program, is coordinated through the Nutritional Sciences office, 449 Bevier Hall; <http://www.nutrsci.uiuc.edu/>

C. Admissions, Enrollment, Grading, Transfer of Credit, Course Loads, and Exemptions

Admission Requirements

College graduates are considered for admission if they have an undergraduate degree in food science, dietetics, nutrition, or a related biological, engineering, or social science, with a grade point average (GPA) of 3.0 (A=4.0) for the last 60 hours of class work (both graduate and undergraduate) and three supporting letters of recommendation. When openings are limited, the best-qualified candidates are given priority. Candidates for admission to FSHN are required to take the Graduate Record Examination (GRE) prior to enrollment to full standing in the Graduate College.

Students who have a GPA of less than 3.00 (A=4.00) for the last 60 hours of class work, but have superior records or special backgrounds, abilities, and interests, may be admitted as limited status students for one semester until they qualify for consideration for full status in the Graduate College. They must maintain a graduate GPA of 3.00 to continue enrollment.

All students whose native language is not English must achieve a minimum Test of English as a Foreign Language (TOEFL) score of 613 for the paper-based test and 257 for the computer-based test. Graduate applicants are exempt from the TOEFL requirement if they have completed at least two academic years of full-time study during the preceding five years at an institution where the language of instruction is English. All international applicants applying for teaching assistantships must be able to meet the University's oral English proficiency requirements by taking the TSE or SPEAK test. The TSE is administered by the Educational Testing Service, Box 592, Princeton, NJ, 08540-6151. On campus, the SPEAK test is administered by the Office of Instructional Management Services. Please contact Barb Vandeventer in 258 Bevier Hall to schedule the test. For more information about the test, please go to www.oir.uiuc.edu/Did/ITAs/SPEAK/Pointers&Procedures.htm

International applicants must also submit evidence that they have sufficient financial support for the first year of their graduate study program.

Applications for admission to the graduate program in FSHN are accepted at any time. For candidates who wish to apply for fellowships, completed application materials should be received by January 15 for full consideration for fellowships for the following fall semester.

Admission to the Ph.D. program

Request after receiving a M.S. degree from UIUC or Request to by-pass the M.S. degree

For students who have received a M.S. degree:

Applications shall be submitted to the Graduate Programs Committee at least 8 weeks prior to the end of the semester that the M.S. is conferred.

For students who have received a M.S. degree and for students who are requesting a by-pass (see Appendix 1):

The application shall consist of the following documentation:

1. Three letters of recommendation, including one from the M.S. academic advisor and, if different, one from the future Ph.D. academic advisor. Students requesting a by-pass shall request a letter from the future Ph.D.

academic advisor. The Ph.D. academic advisor, in addition to recommending continued study, shall specify space and financial support (research assistantship, teaching assistantship, etc.) available to the student for at least the first academic year of study, and shall indicate future possibilities of funding for the second year.

2. A statement of research intentions from the student, including a timeline.
3. Evidence of professional competence and achievement, such as published papers, presentation of research at a conference, awards received, etc.
4. A copy of the UI transcript.

The completed application will be reviewed by the FSHN Graduate Program Committee. Their advisory recommendation will be forwarded to the Department Head, who will make the final decision. See Appendix 1 for forms.

Enrollment

Students currently enrolled at the UIUC campus may advance enroll for the following semester using *Banner* at <https://apps.uillinois.edu/selfservice>. Course timetables are at <http://courses.uiuc.edu/cis/index.html>

Students who wish to audit a course without registering for credit may submit a Visitor's Permit form to the Office of Admissions and Records and pay the appropriate fee. Official audit courses appear on the transcript, but do not earn credit and cannot be converted to a credit basis. A course that has been audited may not be repeated for graduate credit.

With the consent of the Department Head, students may enroll with non-degree status. Up to 12 hours taken as a non-degree student may apply toward a graduate degree.

Grading

The University of Illinois awards letter grades on the A through F scale. For graduate students, only courses taken for graduate credit and graded on the A through F scale are included in the GPA calculation. Any repeated course is ignored when computing the GPA and the accumulated credits toward a degree. Credit for a course in which a student has received an F cannot be counted toward the degree, however, a zero is used in calculating the GPA. Grades are evaluated numerically on a four-point scale for the computation of GPA as follows:

A+ = 4.00	A = 4.00	A- = 3.67
B+ = 3.33	B = 3.00	B- = 2.67
C+ = 2.33	C = 2.00	C- = 1.67
D+ = 1.33	D = 1.00	D- = 0.67
no + for F	F = 0.00	no - for F

Other symbols used by the University grading system include:

- AB Absent from the final examination without an acceptable excuse. Counts as a failure "F" in the GPA.
- CR Credit. Used only if students have registered for a course under the Credit/No Credit Option with the approval of their major department. No letter grade is given and none appears on the transcript.
- DF Grade temporarily deferred. Used only in research courses that usually extend beyond one semester.
- EX Temporarily excused. An extension granted by the instructor to a student who has not completed the final examination or other requirements for the course. An excused grade must be replaced by a letter grade no later than the reading day of the following term. Failure to complete work within this time automatically results in a grade of "F".
- NC No Credit. Used only if students have registered for a course under the Credit/No Credit Option with the approval of their major department. No letter grade is given and none appears on the transcript.

- S Satisfactory. Used as final grades only in the thesis research course (599) and in certain other approved courses. Not computed in the GPA.
- U Unsatisfactory. Used as final grades only in the thesis research course (599) and in certain other approved courses. Not computed in the GPA.
- W Officially withdrawn from a course. No grade is given.

Credit/No Credit

A student may take some courses under the credit/no credit option. No more than four hours of credit may be graded credit/no credit for every eight hours of graded courses (excluding thesis and non-credit seminars). Over the entire course of a degree program, a student must earn at least eight hours of graded (A-D) course work for each hour of credit/no credit course work. In any one semester, a student may take no more than four hours on a credit/no credit basis. Units/hours transferred from another university cannot be used as part of the “graded course work.” If a student is admitted on limited status, or if a student falls below the department minimum GPA of 3.00 and is placed on limited status, he or she will not be allowed to register for credit/no credit course work for hours of credit until the GPA has been raised to the minimum and the limited status designation has been removed. No courses in FSHN (including cross-listed courses) can be taken on a credit/no credit option; e.g., you cannot circumvent this rule by signing up for CPSC 440 instead of FSHN 440 on a credit/no credit basis, since they are the same course.

Transfer of Credit

If the student has completed graduate courses at another university within the past five years with a grade of A or B but does not have a M.S. degree, the student may petition for transfer of credit. The petition can only be filed after completion of at least 8 hours at UIUC campus. The petition includes the recommendations of the academic advisor and the Department Head. The Graduate College will render the final decision. A maximum of 12 hours of transfer credit will be considered. Petition forms are available at <http://www.grad.uiuc.edu/currstudGC.html> .

Usual and Maximum Credit Loads for Graduate Students

If certification for full-time status is required (for example, for loans, immigration, or fellowships), the University requires that registration must be for at least 12 hours or an equivalent combination during the fall and spring semesters. Full-time for the summer session is 6 hours. However, in some cases, the U.S. Immigration and Naturalization Service considers a student to be full-time at a reduced enrollment. International students should check with the Office of International Student Affairs for details. The amount required for full-time student status is not reduced for a student holding an assistantship. Certification for full-time status is obtained from the Registrar’s Office, Transcript Section, and may be ordered at the Records and Service Center, 140 Admissions and Records Building, or www.oar.uiuc.edu/current/trans.html.

Summer enrollment is optional. However, depending on your source of funding (fellowship, loans, etc.) you may need to be enrolled in the summer. The maximums below represent the heaviest credit loads recommended per term and should also be taken into consideration in approving the credit load of a student employed outside the University.

University Appointment (Percent)	Usual Credit Load	Maximum Credit Loads (Units)		
		Semester (Hours)	Summer 1 (Hours)	Summer 2 (Hours)
0-10	12-16	24	6	12
11-25	12-16	18	6	10
26-40	10-14	16	4	8
41-60	8-12	14	4	8
61-74	6-10	12	4	6
75-90	4-8	10	3	6
91-100	2-6	8	3	4

Registration for more than twenty-four hours will not be permitted unless the department head submits a written request for an exception explaining the factors that justify the exception. The request must be approved by the Graduate College.

The Graduate College places no restriction on the minimum amount of credit for which a student may register in a given semester, although a student who has an assistantship must be registered during the period for which he or she is appointed, except during a summer term. Students should also keep in mind any regulations concerning repayment of their student loans. Loan deferment provisions are strictly defined by federal law. Students with specific loan repayment questions should consult their lenders (school, bank, or loan agency). Students with unusual circumstances may contact a counselor at the Office of Student Financial Aid, 620 East John Street. Financial aid counselors may be able to offer some advice or provide a referral to the appropriate office or agency.

The purpose of fellowships and traineeships is to permit their holders to devote full time to graduate study. A student who holds such an award is expected to carry a full credit load of twelve hours or the equivalent. If a student's individual circumstances indicate that a lighter load would be advisable, the student's department may request that an exception be made. In such a case, the request, including an explanation of the circumstances, should be directed to the Graduate College Fellowship Office, 209 Coble Hall.

Unless otherwise restricted by the granting agency, all fellows may at the discretion of their departments carry additional hourly or assistantship appointments of up to 50% time, providing they conform to the minimum registration requirement of twelve hours. Acceptance of an assistantship to be held concurrently with a fellowship does not entitle a fellowship holder to a reduced credit load.

Grade Point Averages (GPA)

The GPA includes all hours of course work with grades A through F and AB but not those with grades of CR, NC, EX, DF, S, and U. The GPA does not include course work transferred from other universities, with the exception of the other UI campuses. If a student's GPA falls below 3.00, he or she will be placed on probation and have one semester to raise it to 3.00. For more information about the Graduate College Probation Policy, please go to: <http://www.grad.uiuc.edu/Policies/probation.html>

Exemptions From Course Requirements

With the support of his or her advisor, a student may request a waiver of one or more course requirements. Requests are made to the FSHN Associate Head of Graduate Programs. The decision will be made in conjunction with the instructor(s) of the course(s) that is being considered for a waiver(s).

D. Designating an Academic Advisor

A student normally has entered into an agreement with a faculty member prior to admission. The selection of the advisor is essentially a mutual agreement by the student and a faculty member in the Department after consultation with each other. In the case of those students doing a thesis project, the faculty member selected as the advisor will also serve as the Director of Thesis Research. In most cases, the selection process will have been completed by correspondence or other personal contacts prior to the student arriving at the University. In those cases where no such prior arrangements have been made, the student must arrange a satisfactory arrangement with the Department Head. The student is urged to consult as many faculty members as possible in his or her area(s) of interest and select an advisor with whom he or she feels a successful working arrangement can be maintained. The advisor's advice and consent is necessary on matters pertaining to the student's academic program while at the University. It should be noted that if subsequent events indicate that the arrangement initially agreed upon proves to be unsatisfactory, either the student or the advisor is free to change the arrangement.

A list of faculty members and their areas of specialization is found in Appendix 2. The student's and the advisor's "Area of Specialization" will be the same for purposes of administering the rules and regulations of the department and for interpreting this Handbook.

E. Requirements and Procedures for M.S. Students (thesis)

The M.S. courses present concepts and techniques used by food and nutrition scientists in industry, academia, government, and other organizations. The courses present material at a more advanced level than most baccalaureate courses.

Minimum Requirements for the M.S. Degree (thesis)

1. Thirty-two (32) hours of course work at the 400- and 500-levels, as in Appendix 3. Up to 2 hours of FSHN 598 may be used to fulfill this requirement; up to 8 hours of thesis credit (FSHN 599) may be used to fulfill this requirement.
2. Registration and attendance in FSHN 597 every semester for students in the Food Science option (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition option (0 H credit).
3. A GPA of at least 3.0 (4.0=A) for all graded courses taken during the student's enrollment in the M.S. Degree program.
4. Satisfactory completion of an oral final examination.
5. A thesis that is approved by a faculty committee and submitted to the Graduate College in conformance with Graduate College requirements.
6. Completion of all requirements within five years of initial registration in the Graduate College.
7. Students who plan to graduate should consult the Graduate College checklist for graduating students at: <http://www.grad.uiuc.edu/thesis/handbook/Chapter3.html#MASTERS>

Typical Sequence of Progress toward the M.S. Degree

A typical M.S. program requires two to three years for completion. Depending on the type of research and the advisor, students focus either on completing course requirements in the initial stages of their graduate study and do their research in subsequent semesters, or conduct research and complete course work simultaneously throughout their graduate study. All M.S. degree requirements must be completed within five years of initial registration in the Graduate College.

A student need not be registered for the semester in which he or she defends the M.S. degree, provided all course and research requirements have been completed and he/she is not making use of University facilities (e.g., if the student is only writing his or her thesis).

Thesis Advisory Committee for the M.S. Degree

The thesis advisory committee is composed of at least *three members* of the UIUC Graduate Faculty, at least one of whom must be from an area of specialization other than the student's (see Appendix 2). The advisor is usually the chairperson of the committee. The restriction of area of specialization applies to joint appointees, professors emeriti, and adjunct professors in FSHN, but not to faculty in other departments who may be in the same general area as the student (i.e., a student specializing in food microbiology may have faculty from the Microbiology Department represent the outside area; or, a student specializing in Nutrition may select nutritionists from Animal Sciences to represent the outside area). In consultation with the candidate, the academic advisor, using the form in Appendix 6, will nominate committee members to the Department Head. These documents will then be placed in the student file. **The nominations should be made in writing at least three months before the thesis is completed, but it is recommended that the thesis advisory committee be formed and meet with the student informally within the first year of graduate studies to allow for greater input by the committee.**

Preparation of the M.S. Thesis

Each candidate for the M.S. degree writes a thesis reporting original research. Research leading up to the thesis and thesis preparation is supervised by an academic advisor. The student, in consultation with his/her advisor, is responsible for the thesis, including spelling, grammar, scientific terminology, organization, stylistic consistency, correct sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents.

The student is responsible for preparing the thesis to comply with Graduate College requirements as described in the *Instructions for Preparation of Theses*, available at <http://www.grad.uiuc.edu/thesis/thesisGC.html> or from the Graduate College. *Instructions for Preparation of Theses* includes detailed information on the following topics:

- General Policies and Deadlines for Depositing Your Thesis
- Procedures and Forms Required for the Deposit of a Thesis
- Physical Specifications and General Guidelines
- Specific Guidelines for the Parts of a Thesis
- Copyright, Microfilming, and Previous Publications
- Post-deposit Issues

All theses will include a summary or abstract, an introduction to the problem investigated, a review of literature on previous work related to the thesis topic, clearly defined objectives, methodology, results, discussion, and conclusions. The thesis may, but need not, be in the form of individual manuscripts preceded by chapters including a general introduction and literature review. The thesis will be reviewed and approved by the student's academic advisor before the final examination. Format is verified by the FSHN thesis checker and the Graduate College after the final examination.

The monetary cost of thesis preparation, including word processing, copying, and binding, is to be incurred by the student. Secretarial assistance, office supplies, department copy machines, and computers used by secretaries are not available to graduate students for this purpose.

Final Examination for the M.S. Degree

Each M.S. degree candidate defends the thesis in a final oral examination administered by the thesis advisory committee. This is a comprehensive oral examination concerning the thesis and course work. Students must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and option (see appendices).

Thesis advisory committee members must receive the thesis at least two weeks before the examination. It is suggested that students notify the Department Office (258 Bevier) of the date, time and location of their final oral exam.

The thesis advisory committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred," or "fail" is communicated to the Department Office and the Graduate College. The committee also indicates that the thesis has been found to be "satisfactory," "satisfactory, pending revisions," or "unsatisfactory." Students should provide a copy of the M.S. Final Examination Certification (Appendix 4) to their committee.

The student should obtain copies of the *Certificate of Committee Approval* form from the Department Office or the Graduate College at least one week before the examination (Appendix 5). *Certificate of Committee Approval* forms must be signed by the thesis advisory committee at the conclusion of the final examination or upon acceptable revision of the thesis.

Final Thesis Approval and Departmental Copy of Thesis

After passing the final examination and making changes to the thesis recommended by the thesis advisory committee, the thesis format must be approved by the thesis checker to obtain a *Departmental Format Approval* form (Appendix 8). **After final approval by the Graduate College, each student shall provide the Department with a hardbound copy of the thesis.** The monetary cost of thesis preparation and binding are to be incurred by the student. The Graduate College will not accept a thesis if it is accompanied by a request to remove it from public

view for any reason, and it will deny any request to remove from public view a thesis that has already been accepted. Students must be aware of the Graduate College Calendar, which is available from the Department Office or the Graduate College. It lists the important dates for students seeking advanced degrees. Note especially the "last date" for depositing the thesis in the Graduate College.

Graduate Student Clearance Form

All students are required to complete Appendix 15, Graduate Student Clearance Form and meet with the Department Head for an exit interview. An appointment must be arranged by the department staff in 258 Bevier Hall.

F. Requirements and Procedures for M.S. Students (non-thesis)

Students desiring to pursue a non-thesis degree must have an agreement with their academic advisor prior to admission and enrollment. Non-thesis students are the exception to general admission and should have career goals and academic capabilities consistent with what is considered a "terminal degree." That is, students receiving a non-thesis degree will not be recommended for continued doctoral studies.

Minimum Requirements for the M.S. Degree (non-thesis)

1. Thirty-two (32) hours of course work at the 400- and 500-levels, as in Appendix 9. Up to 8.0 hours of FSHN 598 may be used to fulfill this requirement. More than two hours of S/U graded sections of FSHN 598 require approval by the Graduate Program Committee.
2. Registration and attendance in FSHN 597 every semester for students in the Food Science option (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition option (0 H credit).
3. A GPA of at least 3.0 (4.00=A) for all graded courses taken during the student's enrollment in the M.S. degree program.
4. Satisfactory completion of an oral final examination.
5. Completion of all requirements within five years of initial registration in the Graduate College.

Advisory Committee for the M.S. Degree (non-thesis)

The advisory committee must be selected the first semester a non-thesis student is registered. The committee is composed of at least *three members* of the UIUC Graduate Faculty, at least one of whom must be from an area of specialization other than the student's (see Appendix 2). The advisor is usually the chairperson of the committee. The restriction of area of specialization applies to joint appointees, professors emeriti, and adjunct professors in FSHN, but not to faculty in other departments who may be in the same general area as the student (i.e., a student specializing in food microbiology may have faculty from the Microbiology Department represent the outside area; or, a student specializing in nutrition may select nutritionists from Animal Sciences to represent the outside area). In consultation with the candidate, the academic advisor will nominate committee members to the Department Head during the student's first semester.

Final Examination for the M.S. Degree (non-thesis)

Each M.S. degree candidate must satisfactorily pass a final oral examination administered by the advisory committee. This is a comprehensive oral examination concerning course work and any special projects. Students must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and option (see appendices). The advisory committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred," or "fail" is communicated to the Graduate College. Students should provide a copy of the M.S. Final Examination Certification (Appendix 5) to their committee. It is suggested that students notify the Department Office (258 Bevier) of the date, time and location of their final oral exam.

G. Requirements and Procedures for M.S. Students, Academic Outreach

The department also offers an academic outreach non-thesis M.S. degree in Food Science for Chicago-area students. Evening and/or weekend classes are taught by faculty members from the UIUC campus. The program is designed to fit each student's special needs and interests in fields such as microbiology, sanitary or chemical engineering, food chemistry, nutrition, and similar areas related to foods. If students do not select an on-campus advisor, they will be assigned one. Students receiving this non-thesis degree usually will not be recommended for continued doctoral studies. Off-campus courses are coordinated through Academic Outreach <http://www.outreach.uiuc.edu>.

Minimum Requirements for the M.S. Degree (non-thesis Academic Outreach)

1. Thirty-two (32) hours of course work at the 400- and 500-levels, as in Appendix 9. Up to 8.0 hours of FSHN 598 may be used to fulfill this requirement. More than two hours of S/U graded sections of FSHN 598 require approval by the Graduate Program Committee.
2. A GPA of at least 3.0 (4.0=A) for all graded courses taken during the student's enrollment in the M.S. degree program.
3. Pass a final oral examination administered by three FSHN faculty members, all of whom are members of the Graduate College.
4. Completion of all requirements within five years of initial registration in the Graduate College.

H. Requirements and Procedures for Ph.D. Students

The Ph.D. courses cover the concepts and theories upon which advanced research and teaching in Food Science and Human Nutrition is based. Many specialty area courses presume the knowledge gained in courses taken previously.

For the Ph.D., at least 96 hours of courses at the 400- and 500-level are required beyond the B.S. degree. For those entering the Ph.D. program with an M.S. degree, a minimum of 64 hours of graduate credit beyond the credits required for the M.S. degree is required, including 16 hours of coursework (or more to meet required courses). Students will be expected to register for graduate seminar during **each semester** of study. Once during their academic career, Ph.D. students are required to present a seminar in FSHN 597 or NUTR 500 for 1 hour.

Minimum Requirements for the Ph.D. Degree in Food Science and Human Nutrition

1. Complete at least ninety-six hours of courses (Appendix 11) at the 400- or 500-level. The student's Ph.D. Advisory Committee should be consulted to determine the necessary courses to be taken. A student who has a master's degree is considered to have completed the first stage of the doctoral program unless the department stipulates otherwise. The student's advisor, in consultation with the Associate Head of Graduate Programs, will determine which courses from the M.S. degree will fulfill course requirements for the Ph.D. degree. When the appropriateness of using a course to fulfill requirements is not obvious, the FSHN faculty member who teaches a similar course will be consulted. A copy of the final decision will be placed in the student's file.

It should be stressed, however, that any doctoral degree candidate, regardless of transfer credits or a master's degree completed elsewhere, must complete 64 hours in residence at the Urbana-Champaign campus of the University of Illinois, or in University of Illinois courses meeting in other locations that have been approved by the Graduate College. Up to 2 hours of FSHN 598 may be used to fulfill this requirement; up to 48 hours of thesis credit (FSHN 599) may be used to fulfill this requirement. A petition requesting transfer of credit that will not help meet Graduate College degree requirements will not be considered.

2. Registration and attendance in FSHN 597 every semester for students in the Food Science option (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition option (0 H credit). Once during their academic career, all Ph.D. students are required to present a seminar in FSHN 597 or NUTR 500 (1 H credit).

3. Maintain a GPA of at least 3.0 (4.0=A) in all graded courses taken during the student's enrollment in the Ph.D. degree program and file an annual review form each January. The form is available at http://www.fshn.uiuc.edu/grads/merit_award_app.pdf.
4. Pass an oral or written qualifying examination.
5. Pass an oral preliminary examination covering the student's proposed dissertation research as well as the adequacy of the student's preparation to undertake advanced, independent research.
6. Prepare a dissertation that meets the approval of a faculty committee and conforms with Graduate College requirements.
7. Complete all requirements within
 - a. Six years of initial registration in the Ph.D. program for students who hold an M.S. and who did not enter the Ph.D. program directly after completing a M.S. in the UIUC Graduate College;
 - b. Seven years of initial registration in the M.S. program for students whose M.S. and Ph.D. degrees were earned in succession at the UIUC, or for students bypassing the M.S.
8. Students who plan to graduate should consult the Graduate College checklist for graduating students at: <http://www.grad.uiuc.edu/thesis/handbook/Chapter3.html#DOCTORAL>

Typical Sequence of Progress toward the Ph.D. Degree

Typical Timetable

	Fall Semester	Spring Semester	Summer Semester
Year 1	4-10 hours	4-10 hours Complete Annual review form in January	
		Meet with Committee	
Year 2*	4-10 hours	4-10 hours Complete Annual review form in January	
		Defend M.S.** OR Request bypass and set qualifying exam	
Year 3*		Complete Annual review form in January	
		Defend Prelim	
Year 4*		Complete Annual review form in January Give Seminar	
		Defend Ph.D.**	

*Meet with committee annually or as needed

**It is advised that you complete any manuscript prior to leaving the University. Published material can be included as part of the thesis. In all of your research presentations, it is very important that you acknowledge your funding sources. Research presentations include: speeches and posters at professional meetings; seminars; courses (e.g., FSHN 593, 596, 597); and manuscripts for publication. Funding sources include scholarships, fellowships, grants (i.e., for research assistantships, research supplies and equipment, etc.), endowments, and contracts.

A typical Ph.D. program requires three to six years for completion. Depending on the type of research and the advisor, students either focus on completing course requirements in the initial stages of their graduate study and do their research in subsequent semesters, or conduct research and complete course work simultaneously throughout their graduate study.

The qualifying examination must be taken by the end of the second year in the graduate program. However, if insufficient progress has been made (e.g., completion of twenty-four hours of course work within two years), a six-month extension may be applied for and will be considered by the Department Head.

The Ph.D. preliminary exam should be taken by the end of the third year of the student's Ph.D. program. For students that enter directly into the Ph.D. program without a M.S. Degree, the Ph.D. preliminary exam should be taken within one year following completion of the qualifying exam and must be taken before the end of the fourth year. In addition, there must be at least one academic year between preliminary and final examinations to allow the student's preliminary and final examination committees (which should be composed of the same individuals) adequate time to reflect and provide input on the remaining portion of the student's proposed research.

Faculty Committees for Ph.D. Students

Each Ph.D. student, in consultation with the academic advisor, must select several committees during the Ph.D. degree program.

1. Ph.D. Advisory Committee. (Recommended) Provides advice to the student and student's advisor concerning course selection and progress of the research, and of thesis preparation when appropriate. Should be appointed and meet initially with the student and student's advisor during the first year of the student's program. Should meet with the student and student's advisor yearly thereafter until the completion of the degree requirements.
2. Qualifying Examination Committee. (Required) Will consist of at least three faculty members representing at least three areas of specialization within the department (Appendix 2). This committee must be recommended to the Department Head at least one month prior to the date of the exam. The qualifying exam may consist of both oral and written questions at the discretion of the committee. **The student's research advisor may or may not be a member of the committee, but cannot serve as chair. If the student's research advisor is a member of the Qualifying Exam Committee, a fourth committee member needs to be present.** Students should provide to each of their committee members a list of their courses taken and grades received.
3. Preliminary Examination Committee. (Required) Consists of a minimum of four faculty members. Reviews research proposal and conducts preliminary exam. **The faculty advisor should recommend committee members to the Department Head approximately one month before the preliminary exam. The advisor cannot serve as chair of this committee. Students should provide to each of their committee members a list of their courses taken and grades received.**
4. Final Examination Committee. (Required) Consists of a minimum of four faculty members who review thesis and conduct final thesis examination. **The faculty advisor should recommend committee members to the Department Head approximately one month before the final exam. The advisor cannot serve as chair of this committee. Students should provide to each of their committee members a list of their courses taken and grades received.**

The preliminary and final examination committees must include three members of the Graduate Faculty, at least two of whom are tenured. In addition, at least one must be in an area other than the area of specialization of the advisor or student. Faculty members who are not members of the Graduate College faculty may serve on any of the committees, providing the composition of each committee fulfills the minimum requirements of the Graduate College. A faculty member from government, industry, or another university with expertise in the area of research may also serve on this committee. An outside participant is nominated to the Dean of the Graduate College by the Department Head in a letter that justifies the involvement and identifies the resources that will be used to defray the associated expenses, if any.

The advisory committee is appointed by the Department Head after considering advice from the advisor and the student during the first year of the student's program. Formation of this committee can be initiated by the student or advisor. The preliminary examination committee and the final examination committee are appointed by the Dean of the Graduate College based on the recommendation of the Department Head. Approximately one month prior to the proposed examination date, the academic advisor, in consultation with the candidate, recommends members of the examination committee to the Department Head and nominates one of the members to serve as chair of the examination. **The academic advisor may not serve as chair.**

Ph.D. Qualifying Examination

The qualifying examination is an examination of the student's breadth and depth of knowledge and ability to apply that knowledge in a philosophical discussion. Students should notify the Department Office (258 Bevier) of the date, time, and location of their qualifying examination (Appendix 4).

Decisions of the Qualifying Examination Committee

Students must pass their qualifying examination before entering Stage II of the doctoral degree program. If a unanimous passing decision is not reached, the student must retake the exam using the same committee members. A second failure will result in dismissal from the Ph.D. program (Appendix 12).

Ph.D. Research Proposal and Oral Preliminary Examination

The oral preliminary examination is an examination of the student's preparation and plans for independent research. The examination includes, but is not limited to, the student's formal proposal for dissertation research and all class work taken in preparation for the student's Ph.D. degree. **Students must notify the Department Office (258 Bevier) of the date, time, and location of their oral preliminary exam.**

The examination chairperson directs the examination and is responsible for scheduling the examination and notifying committee members. While the oral preliminary examination is open to any member of the faculty and the public, the deliberations and decision of the preliminary examination committee are held in a private session.

Format of the Written Preliminary Proposal

The student must submit a written proposal of original research to the preliminary examination committee at least **two weeks before** the examination.

The proposal should be written using the USDA-NRI format. A brief description follows. Please note that an appendix may be included with unpublished manuscripts, additional data, detailed methods, and other supporting materials. However, the reviewer/committee member should be able to evaluate the proposal without the appendix and the committee is not obligated to read it.

Title Page

The title page will be the first page of the document and should include:

- Title of Proposal
- Student's Name
- Advisor's Name
- Date, time and place of the preliminary examination

Table of Contents

A Table of Contents should be placed immediately after the title page. This table should direct the reader to the pages for all sections of the proposal, beginning with the Project Description on page 1.

Project Summary

The proposal must contain a Project Summary, and must be assembled as the second page of the proposal (immediately after the Table of Contents) and should not be numbered. The project summary itself is limited to 250 words. The summary is not intended for the general reader; consequently, it may contain technical language comprehensible by persons in disciplines relating to the food and agricultural sciences. The project summary should be a self-contained, specific description of the project to be undertaken and should focus on overall project goal(s) and supporting specific aims and a brief description of plans to accomplish project goal(s). The importance of a concise, informative project summary cannot be overemphasized.

Project Description

The written text may not exceed 15 single- or double-spaced pages of written text. The proposal should be assembled so that the Project Description immediately follows the Project Summary. To clarify page limitation requirements, page numbering for the Project Description should start with 1, and should be placed on the bottom of the page. All proposals are to be submitted on standard 8-1/2" x 11" paper with typing on one side of the page only. In addition, margins must be at least 1", type size must be 12 point (equivalent to this size for some printers is 10 pitch or 10 cpi, which is also acceptable), no more than six lines per inch, and there should be no page reductions. Applicants should include original illustrations (photographs, color prints, etc.) in all copies of the proposal. The project description must contain the following components:

1. Introduction

A clear statement of the long-term goal(s) and supporting objectives or research questions of the proposed project should be included. The most significant published work in the field under consideration, including the work of key project personnel on the current application, should be reviewed. The current status of research in this field of science should also be described. Preliminary data pertinent to the proposed research should be included in this section. All work cited, including that of key personnel, should be referenced.

2. Rationale and Significance

Concisely present the rationale behind the proposed research.

3. Research Methods

The hypotheses or questions being asked and the methodology being applied to the proposed project should be stated explicitly. Specifically, this section must include:

- A description of the proposed experiments in the sequence they are to be performed
- Techniques to be used in carrying out the proposed project, including the feasibility of the techniques
- Results expected
- Means by which experimental data will be analyzed or interpreted
- Means of applying results or accomplishing technology transfer, where appropriate
- Pitfalls that may be encountered
- Limitations to proposed procedures
- A tentative schedule for conducting major steps involved in these investigations and/or experiments

4. References

Include complete title, journal name, author(s), and page numbers in the reference format (Journal of Nutrition or Journal of Food Science style). Note that the references are not part of the page limit.

5. Budget

This is optional.

Decisions of the Oral Preliminary Examination Committee

The preliminary examination committee will evaluate the student's: 1) general knowledge of science; 2) competence in the field of study; 3) potential for conducting creative and innovative research; and 4) research proposal.

The committee makes two decisions. One is whether the student shall advance to candidacy for the Ph.D. degree. This decision is based on command of the subject matter and ability to conduct independent research. On this question, the committee's decision must be unanimous and is reported as "pass," "decision deferred," or "fail" (Appendix 13). If the committee cannot reach agreement, the chairperson must consult with the Dean of the

Graduate College about alternatives. If the student fails the oral preliminary examination, he or she may take it a second time within six months of the initial examination. A second failure results in dismissal from the program. Passing the preliminary examination and completing any special departmental requirements marks the end of Stage II. The second decision is whether or not the dissertation topic and research plan are acceptable. The committee decision reflects a consensus and is communicated in writing to the Department Head by the committee chairperson. If the committee finds the topic acceptable, the final evaluation of the dissertation will be based on the adequacy with which the topic is addressed and not on the appropriateness of the topic selected.

Registration During Completion of Ph.D. Degree Work

After successfully completing the oral preliminary examination, the student must register each regular academic term until the ninety-six hours credit requirement is completed, including the semester of thesis defense. Thereafter, candidates who are away from campus need not register each semester. **However, he or she must register for the term of the final dissertation examination.** There are two exceptions to the registration requirement. First, a student who was registered for the spring semester need not register for summer term 1 if the final examination precedes the first day of summer term 2. Second, a student who was registered for summer term 2 need not register for the fall semester if the final examination occurs on or before the last day to take the final examination for the doctoral degree in October. This date is published in the Graduate College calendar www.grad.uiuc.edu/thesis/thesisGC.html

Preparation of the Ph.D. Thesis

When sufficient data have been collected, each Ph.D. student will prepare a thesis reporting his or her original research. Research leading up to the thesis and thesis preparation is supervised by an academic advisor. The student, in consultation with his or her advisor, is responsible for the thesis. The thesis will be reviewed and approved by the student's academic advisor before the final examination.

All theses will include an abstract, a summary, an introduction to the problem investigated, a review of literature on previous work related to the thesis topic, clearly defined objectives, methodology, results, discussion, and conclusions. The thesis can be in the form of individual manuscripts preceded by chapters including a general introduction and literature review.

The student, in consultation with the advisor, is responsible for the thesis, including spelling, grammar, scientific terminology, organization, stylistic consistency, correct sequence of pages, agreement between table of contents and the text, and the accuracy of the thesis contents. The student is responsible for preparing the thesis to comply with Graduate College requirements as described in the *Instructions for Preparation of Theses*, which can be obtained from the Graduate College, or at <http://www.grad.uiuc.edu/thesis/index.html> After passing the final examination and making changes to the thesis recommended by the thesis advisory committee, the thesis format must be approved by the thesis checker to obtain a *Departmental Format Approval* (Appendix 8).

The monetary cost of thesis preparation, including word processing, copying, and binding, are to be incurred by the student. Secretarial assistance, office supplies, department copy machines and computers used by secretaries are not available to graduate students for this purpose. After final approval by the Graduate College, **each student shall provide the Department with a hardbound copy of the thesis.** The monetary cost of thesis preparation and binding are to be incurred by the student.

Final Examination for the Ph.D. Degree

Each Ph.D. degree candidate defends the thesis in a final oral examination administered by the final examination committee. A *Request for Appointment of Doctoral Examination Committee* form (Appendix 14) must be submitted to the Department Head approximately one month prior to the exam date. The final exam is a comprehensive oral examination concerning the thesis and other areas of food science and human nutrition. The final Ph.D. examination is open to the public. The chairperson directs the examination and is responsible for scheduling the examination and notifying committee members. While the final examination is open, the deliberations and decision of the final examination committee are held in an executive session. It is suggested that students notify the Department Office (258 Bevier) of the time, date, and location of their final oral exam.

The final examination committee must receive the thesis at least **two weeks before** the final examination. The thesis will be reviewed and approved by the student's advisor before the final examination.

The student should obtain copies of the *Certificate of Committee Approval* form (Appendix 7) and *Certificate of Result of Final Examination for the Doctoral Degree* form from the Department Office or the Graduate College at least one week before the examination. The *Certificate of Committee Approval* form is to be signed by the final examination committee at the conclusion of the final examination, or upon adequate revision of the thesis. The *Certificate of Result of Final Examination for the Doctoral Degree* form will be sent to the Department Office (258 Bevier) by the Graduate College office after it has received the *Request for Appointment of Doctoral Examination Committee* form. The *Certificate of Result of Final Examination for the Doctoral Degree* form is signed by the final examination committee and sent to the Graduate College. Students are required to provide *Certificate of Committee Approval* forms and *Certificate of Result of Final Examination for the Doctoral Degree* form at the time of their final exam. Students also must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and option (see appendices).

Decisions of the Final Examination Committee for the Ph.D. Degree

The final examination committee will evaluate the dissertation and the student's knowledge of the thesis topic. Results of the final examination will be reported to the Department Head and the Dean of the Graduate College. The committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred," or "fail" is communicated to the Department Office, the Department Head, and the Graduate College. Each committee member also indicates that the thesis has been found to be "satisfactory," "satisfactory pending revisions," or "unsatisfactory." If the committee cannot agree on a recommendation, the chairperson confers with the Dean of the Graduate College.

Final Thesis Approval and Departmental Copy of Thesis

After passing the final examination and making necessary corrections to the thesis, the dissertation format must be approved to obtain a *Departmental Format Approval* (Appendix 8). Deadlines for depositing theses are available from the Graduate College or the FSHN Department Office. The Graduate College requires two unbound copies of the thesis and will accept the copies in brown expandable folders. The Graduate College then submits one copy to UMI (University Microfilms, Inc.); they bind their own copy. **After final approval, each student shall provide the department with a hardbound copy of the thesis.** The department copy should be bound in black leather with gold lettering. Bindery companies can be found in the yellow pages under Bookbinders-Commercial, and Bookbinders-Home Library. It is customary for the student to provide final examination committee members with a copy of the thesis after approval; whether these copies should be bound or unbound is at the discretion of the student's advisor. The monetary cost of thesis preparation and binding are to be incurred by the student.

The Graduate College will not accept a thesis if it is accompanied by a request to remove it from public view for any reason, and it will deny any request to remove from public view a thesis that has already been accepted.

In order to ensure that deadlines for thesis submission are met, students should consult the Graduate College Calendar, which is available from the Department Office and the Graduate College. It lists the important dates for students seeking advanced degrees. Note especially the "last date" for depositing the thesis in the Graduate College.

If more than one year elapses between the final Ph.D. examination and depositing the dissertation with the Graduate College, it must be accompanied by a letter from the Department Head to the Dean of the Graduate College. The letter must address whether the dissertation being deposited is essentially the one that was defended and whether a late award of the degree is appropriate. If more than five years elapse between the oral preliminary and final Ph.D. examinations, a second oral preliminary examination must be passed.

I. Graduate Student Progress Evaluation

The primary responsibility for monitoring a student's progress towards his or her academic objectives rests with the student and the advisor. Annually (due in January), the student must submit a progress report to their advisor, who then provides input and submits the report to the Graduate Programs Committee for review. In addition, the

qualifying and preliminary exam committees review the progress of each student. These committees evaluate the following areas:

Satisfactory performance in courses. This will be reflected in the GPA. Those falling below the 3.0 minimum GPA will be placed on probation.

Satisfactory progress in research. This is evaluated primarily by the length of time and/or the number of units of FSHN 599 the student has accumulated, the number of papers published or presented at conferences, and the number of abstracts or poster sessions presented.

J. The Department

A listing of the courses offered by FSHN is found in the Courses Catalog. Note that only courses in the 400 and 500 levels are available for graduate credit (excluding FSHN 499). Courses in the 200 and 300 levels may be taken by graduate students to fulfill a prerequisite or to make up a deficiency, but these will not be counted towards the course requirements or the GPA.

The department facilities are located in seven separate buildings: Agricultural Bioprocessing Laboratory (ABL), Agricultural Engineering Sciences Building (AESB), Animal Sciences Laboratory (ASL), Bevier Hall (BH), National Soybean Research Center (NSRC), Nuclear Radiation Lab (NRL), and the Edward R. Madigan Laboratory (ERML). Personnel in the department include academic faculty, academic staff, and administrative staff. Academic faculty and staff are involved with research and/or teaching activities. Administrative staff includes secretaries, pilot plant attendants, clerks, etc. The administrative office is located in 258 BH. Secretarial support is provided through the Department Office 258 BH (333-1324, 265-6805, or 244-4498), 382D AESB (333-9328 or 333-0516), 201 ABL (244-8467), and 394 ASL (244-3151). Most student questions and problems regarding staff services and supplies are dealt with at this level.

K. Academic Integrity

The University is committed to learning and research, and hence is committed to truth and accuracy. Integrity and intellectual honesty in scholarship and scientific investigation are, therefore, of paramount importance. Any practice or conduct by a member of the University community that seriously deviates from those ethical standards for proposing, conducting, and publishing research that are commonly accepted within the professional community constitutes academic misconduct in violation of University policy. Academic misconduct includes, but is not limited to:

1. Fabrication or falsification of data, including intentionally misleading, selective, or deliberately false reporting of credentials information.
2. Unacknowledged appropriation of the work of others, including plagiarism, the abuse of confidentiality with respect to unpublished materials, or misappropriation of physical materials.
3. Evasion of, or intentional failure to comply with research regulations or requirements, including but not limited to those applying to human subjects, laboratory animals, new drugs, radioactive materials, genetically altered organisms, and standards of safety.

Differences of interpretation or judgment, or honest error, do not constitute academic misconduct.

Any member of the University community who becomes aware of an apparent instance of fraud or other academic misconduct relating to research or scholarship has the responsibility to try to resolve the issue, if possible, in consultation with those directly involved. If consultation is inappropriate or unsuccessful, it is incumbent upon the individual to report the suspicious circumstances to the Department Head (or comparable administrator) of the unit concerned, or to the person appointed by the vice-chancellor for research as the research standards officer.

The unit executive officers, deans, other administrators involved, and the entire academic community are charged with protecting the academic careers of persons who have in good faith reported possible fraud or misconduct in scholarship or research.

Graduate students are expected to adhere to the highest standards of academic integrity in all areas of their training. Typical areas in which graduate students have concerns about infractions of academic integrity (called academic misconduct) include honesty in the classroom and laboratory, fabrication or falsification of data, plagiarism, lack of compliance with research regulations, allocation of credit, authorship of publications, and priority of discovery. Plagiarism is often a sensitive issue because all nations do not have the same legal restrictions on the unacknowledged use of the work of others. Questions on academic integrity should be directed to your advisor.

You are responsible for knowledge of, and compliance with, University of Illinois policies on academic integrity. *Policy and Procedures on Academic Integrity in Research and Publication* <http://www.research.uiuc.edu/ai/index.asp> describes University policy and prescribes procedures for fact-finding and adjudication of allegations of academic misconduct. Although it focuses upon deterring and penalizing unacceptable conduct, its purpose is to promote compliance with the highest scholarly standards.

Background reading on issues of academic integrity is highly recommended to all graduate students and faculty advisors. Discussion of academic and research standards between graduate students and their advisors is strongly encouraged. A good starting point is *On Being a Scientist*, published by the National Academy of Science, National Academy Press, 2101 N.W. Constitution Ave., Washington, DC, 20418-0006

L. Policy and Procedures on Grievances by Graduate Students in FSHN

I. INTRODUCTION

All members of the University community are expected to observe high standards of professional conduct and ethical behavior in graduate education and in the supervision of graduate research and teaching, (Guiding Standards for Faculty Supervision of Graduate Students). In a large and heterogeneous scholarly community however, problems may arise. Thus the University articulates its policies and provides effective informal and formal procedures for resolving these problems involving graduate students.¹

The purpose of this policy is to protect the interests of graduate students in FSHN by providing informal and formal means of seeking resolution in case of an inappropriate action of a member of the faculty or administrative staff or an inappropriate application of a department policy. Any graduate student in FSHN may informally pursue or formally file a grievance when she or he believes that a decision or behavior adversely affects his/her status as a graduate student.

This *Policy and Procedures on Grievances by Graduate Students in FSHN* specifies the policy and describes the procedures to be employed to resolve grievances by graduate students in this department. It was approved by the Graduate College on May 17, 1999. This policy does not apply in cases of academic misconduct. Breaches of academic integrity in research and publication are handled under the campus's *Policy and Procedures on Academic Integrity in Research and Publication*. Similarly, this policy does not apply to cases that arise under the *Code of Policies and Regulations Applying to All Students (Code)*, such as capricious grading in a course (Section 26) or academic integrity (Section 33).

II. SCOPE AND COVERAGE

Definition of a Grievance

A grievance may arise when a graduate student believes that his/her status as a graduate student, or University appointment based on student status, has been adversely affected by an incorrect or inappropriate decision or behavior. Examples include, but are not limited to the following:

1. inappropriate application of a department or University policy;
2. being unfairly assessed on a preliminary examination;
3. being required to engage in excessive effort on assistantships;

¹ The policies and procedures described in this document do not override or supercede any other policies as established in the University statutes and campus policies. For more information, see the *Handbook for Graduate Students and Advisers*.

4. being improperly terminated from student-based University appointment (teaching or research assistantships, etc.);
5. being improperly terminated from a program;
6. being required to perform personal services unrelated to academic or assistantship duties;
7. being required to meet unreasonable requirements for a graduate degree that extend the normal requirements established by the campus or by the department and are inconsistent with the scholarly standards in the discipline;
8. being the subject of retaliation for exercising his/her rights under this policy; or
9. being the subject of professional misconduct by a student's graduate supervisor or other faculty or staff member.

Practices or actions by a student's supervisor, other faculty member, or other member of the University community that seriously deviate from ethical or responsible professional standards in the supervision of graduate student work may constitute professional misconduct in violation of University policy.

III. INFORMAL PROCEDURES

University policy strongly encourages all students who believe they have a grievance to use all appropriate avenues for informal resolution before initiating a formal grievance. Students in Food Science and Human Nutrition are encouraged to discuss the issue with the faculty or staff member with whom the problem has arisen. If a satisfactory solution is not forthcoming, the student should discuss the issue with his or her advisor, the director of graduate studies, or the head of the department, who shall attempt to find a resolution acceptable to both parties. The student may also consult with the Graduate College, the Office of the Dean of Students, the Ombuds Office, the Office of International Student Affairs, or other sources.

IV. FORMAL PROCEDURES

A. Identification of the Grievance Committee

Annually three members of the faculty shall be appointed by the head and two graduate students shall be selected by the graduate students to serve on the Grievance Committee. The graduate student grievant may request that there be no graduate students on his or her Grievance Committee.

The committee shall elect a chair from among its faculty members. The head will designate a chair pro-tem to call the first meeting. The chair is responsible for assuring that a record of the committee's investigations, deliberations, and recommendations is forwarded to the head.

B. Procedures

1. A student in FSHN may file a formal grievance with either the Department Head or directly with the Graduate College, as the student elects. A formal grievance should be filed promptly and must be filed in writing within 180 calendar days of the decision or behavior resulting in the grievance, regardless of whether the department procedure or Graduate College procedure is used. The written grievance should indicate the parties involved, the action or decision being contested, any applicable university, campus or unit policy, an explanation of why the action or decision is inappropriate, and the remedy sought.
2. The head shall define the subject matter and scope of the issues related to the grievance in a written charge to the Grievance Committee. The primary involved parties shall receive a copy of the charge.
3. Any participant to the grievance may challenge any member of the Grievance Committee if there is a perceived conflict of interest. The challenge should be made in writing to the head of the department. If the objection is prompt and reasonable, the head shall replace the person with one who meets the stated criteria. The decision of the head as to whether the challenge is prompt and reasonable as to the acceptability of the replacement selected may be a basis for appeal of the Grievance Committee's recommendation.

4. The Grievance Committee's investigation shall include a review of written materials presented and information from the primary parties in writing or in person. During a hearing, each of the primary involved parties may make a brief opening statement, and then respond to questions from the committee. The primary involved parties may not question each other directly, but may pose questions through the committee chair. At the end of the hearing, each primary involved party may make a closing statement.
5. Within 30 calendar days of the filing of the grievance, the chair of the Grievance Committee shall report its recommendations in writing to the Department Head. The head may grant an extension of the time limit for good cause. The Grievance Committee's report shall contain:
 - a. a summary of the grievant's contentions and relief sought
 - b. the response of the individual or department against whom/which the grievance was filed
 - c. a general description of the investigative process
 - d. a citation of relevant policies
 - e. an explicit finding of fact based on the preponderance of the evidence with respect to each grievance included in the Grievance Committee's charge
 - f. a listing of the evidence relevant to each finding
 - g. an indication of whether there was a reasonable basis in fact and honest belief for the allegations in the investigated grievance
 - h. a recommendation of appropriate redress for the grievant(s) and
 - i. any recommended changes in policies and procedures to minimize the probability of recurrence.
6. Within seven calendar days of receipt of the committee's report, the head shall determine the disposition of the case and communicate the decision to the primary involved individuals.
7. If the head determines that the grievance has not been proved or has no merit, the head will notify all involved parties and all persons who have been interviewed or otherwise informed that the grievance has been dismissed. If the head concurs with the committee's conclusion that the grievance has been sustained and has merit, the head will proceed in accordance with the University statutes and relevant University rules and regulations. The head may, after consultation with appropriate campus officers, prescribe redress for the grievant. In addition, the head may initiate modifications of department policies or procedures. The head shall notify the relevant primary involved individuals (grievant, respondent, Grievance Committee members) of actions taken.

Within ten calendar days of receipt of written notification of the head's determination, appeals may be made to the Graduate College as specified in the Graduate College grievance policy. This appeal can be based only upon demonstrated specific deficiencies in the application of this department grievance procedure to the student's grievance.

8. After completion of a grievance review and all ensuing related actions, the head shall return all original documents and materials to the persons who furnished them. The department shall destroy the grievance file on a date 5 years beyond the grievant's time limit for completion of the degree. A report of the nature of the grievance and the primary involved parties shall be forwarded to the Graduate College.

V. GENERAL PROVISIONS

A. Coverage

This policy and these procedures apply to all graduate students and members of the academic and administrative staffs in FSHN. This policy also applies to former graduate students, provided they meet the timeliness requirements specified in the procedures above.

B. Oversight Authority and Responsibility

1. The head has responsibility, under the policies and procedures of the Graduate College, for the management of Department of Food Science and Human Nutrition graduate programs and related policies and procedures.
2. The head shall have the primary responsibility for administering campus procedures detailed herein. All information and items furnished will be made available to the Grievance Committee. During the course of an investigation, the head will provide information about the status of the proceedings to the primary involved individuals. Subsequent to the Grievance Committee's reporting, the head will maintain a file of all documents and evidence, and is responsible for the confidentiality and the security of the file. The head shall make the complete file available to the associate dean of the Graduate College on the appeal of a grievance outcome to the Graduate College.

C. Confidentiality

All persons involved in administering these procedures will make diligent efforts to protect the reputations, privacy, and positions of all involved persons. These persons include those who file grievances, persons who are alleged in a grievance to have taken inappropriate actions or activities, and department administrators. All of the procedures and the identity of those involved should be kept confidential to the extent permitted by law. However, confidentiality regarding information other than the identity of the grievant need not be maintained if the grievance is found to be false and in particular if dissemination is necessary to protect the reputation of individuals or units falsely accused. Making public the fact that a grievance has been deemed false or unproved is not considered retaliation against the grievant. Protection of confidentiality does not preclude disclosures necessary to redress actions leading to a grievance.

D. Standards of Evidence

The Grievance Committee's decision shall be made on the "preponderance of evidence" standard. Any finding against an individual or department on the subject of the grievance must be supported by a preponderance of the evidence.

E. Academic Freedoms and Rights of the Parties

1. It shall be a prime concern of all persons who implement this policy and these procedures to protect the academic freedoms fundamental to the academic enterprise. Among other things, this includes the professional judgments of student performance that are an essential part of the graduate education process. Academic freedom, however, affords no license for the mistreatment of graduate students.
2. The rights of the primary involved individuals shall be specified in the form of a written notice or letter from the head. The primary involved individuals have the following rights:
 - a. To receive notice of the identity of the members of the Grievance Committee.
 - b. To receive a written statement of the charge including the subject matter being considered by the Grievance Committee. If additional information emerges during the committee's evaluation that substantially changes the subject matter, the parties shall be informed promptly in writing.
 - c. To submit statements in writing and to meet with the committee to present information.
 - d. To consult private legal counsel, or another person who may provide advice at the meeting with the committee. Prior notice of the presence of an advisor must be given and any other primary involved party may request a delay of up to five calendar days to arrange for the presence of an advisor.
 - e. To review and respond to the Grievance Committee's final report.
3. Any of the parties responsible for the implementation of this policy may consult University Legal Counsel at any time during the informal or formal processing of a grievance.

F. Conflict of Interest

A conflict of interest is a significant professional or personal involvement with the facts or the parties to a dispute. Any participant who has a conflict of interest in a dispute under this procedure, or a concern about a conflict on the part of another, shall report it to the head who shall take appropriate action. If the head has such a conflict, the head will inform the Associate Dean of the Graduate College who will, in consultation with the dean of the academic college, decide how to address the situation.

G. Timeliness and Procedural Changes.

All procedures prescribed in this document should be conducted expeditiously. For good cause, the head may extend any of the time periods and may make other reasonable alterations of these procedures, provided that the alteration does not impair the ability of a grievant to pursue a grievance or the respondent(s) named in the grievance to defend him/herself. Any alterations of these procedures must be communicated to all pertinent parties.

H. Withdrawal of a Grievance

The grievant may submit a written request to withdraw the grievance at any time. The head shall decide whether to approve the request. A request to withdraw shall be approved only if both parties to the action agree to terminate the proceedings. If the withdrawal request is approved, the head shall notify the primary involved parties and the files shall be destroyed. If the withdrawal request is denied, the grievance shall continue to be processed to a conclusion according to the above procedures.

I. Termination of University Employment

The termination of University employment of any of the primary involved individuals in a grievance, by resignation or otherwise, after initiation of procedures under this policy, shall not necessarily terminate these proceedings.

J. Malicious Charges

Bringing unfounded charges in bad faith is a violation of this and the Graduate College grievance policy. If the Grievance Committee determines that the allegation(s) in the grievance or the testimony of any person was unfounded and motivated by bad faith, that finding shall be communicated by the head to the Dean of the Graduate College and the Dean of the Academic College. After consultation with the Provost, the deans may inform the head of such a finding. Such finding may be the basis for disciplinary action or other personnel decisions in accordance with University rules and regulations.

M. Procedures for Appeal of Penalties for Infractions of Academic Integrity

Background. Rule 33 of the *Code on Campus Affairs and Handbook of Policies and Regulations Applying to All Students* (the *Code*) covers infractions of academic integrity such as cheating or plagiarism. Sections III.A. through III.D. describe the procedures to be followed if an instructor feels a student is guilty of one or more infractions of academic integrity listed in Rule 33.

The student may appeal the finding or the penalty in these cases. The nature of the penalty determines who hears this appeal. This document only refers to cases heard at the departmental level. According to Section III.G.1, this occurs as follows:

For penalties less than a failing grade for the course, appeals of the finding and/or the penalty shall be heard within the department according to procedures established by the department. A copy of these procedures shall be available to the student in the department office. In no case shall this departmental appeal result in a harsher penalty than the one originally assessed by the instructor.

Appeal Procedure for the Student.

Section III.H. indicates that the student wishing to appeal the allegation of an infraction and/or the penalty imposed should write to the departmental head within fifteen days of notification of the right to appeal. Such notification should be received when the student was informed of the instructor's decision concerning the alleged infraction (Section III.D). Such an appeal may be made to the Department Head.

Appeals Procedures by the Department.

Hearing Committee. The graduate student Grievance Committee will serve as the hearing committee (the committee) for such cases. If a member of the committee is the instructor who has imposed the penalty, this individual will be replaced by a faculty member chosen from the graduate faculty by the Department Head. If the head has imposed the penalty, the graduate programs coordinator will make the appointment.

Preliminary Procedures.

1. The instructor will provide the committee chair with a copy of all the information provided to the student concerning this infraction and the penalty imposed.
2. The student will be requested to provide the chair with a written statement explaining the basis for the student's feeling that the allegation was incorrect or the penalty unfair. Alternatively, the student may make a verbal statement to the chair. The student should realize that a verbal statement may not be as effective a presentation as a written statement.
3. The committee will review these statements to see if a hearing is justified. If it is not felt that a hearing is justified, the penalty is upheld. The chair will inform the student and the Department Head of this decision. The Department Head will then inform the appropriate offices. If it is felt that a hearing is justified, the chair will request the instructor to respond in writing to the student's statement.

The Hearing.

In general, the hearing will follow the guidelines used for appeals heard at the college level in cases where the penalty recommended is a failing grade for the course (*see Code*).

1. The chair will schedule a hearing for the appeal and provide adequate notice to the student. Both the student and the instructor may be present throughout this session and may present any relevant evidence including testimony by other persons. This session will not be open to the public. Witnesses other than the student and the instructor may be excluded from the hearing during testimony of other witnesses.
2. The hearing is not intended to be adversarial but fact-finding. Formal rules of evidence shall not be applicable but the hearing must be conducted so as to satisfy the requirements of due process.
3. At the close of the session, the committee will deliberate privately.
 - a. If a majority upholds the instructor's decision, it will stand and the student and the Department Head will be informed of the decision.
 - b. If a majority of the committee disagrees with the instructor's decision and recommends a milder penalty, they will inform the Department Head of this recommendation. (The committee may not recommend a harsher penalty.) The Department Head will inform the instructor of this decision.
 - i. If the instructor agrees, the penalty will be imposed.
 - ii. If the instructor disagrees, the Department Head and the instructor will try to reconcile this difference. If no agreement can be reached, the student will be permitted to withdraw from the course, but the record of the infraction will be forwarded as noted in the *Code*.
 - c. If a majority of the committee disagrees with the instructor's decision and concludes that the student is not guilty, they will inform the Department Head of this recommendation. The Department Head will then permit the student to:
 - i. Be reinstated in the course and be given whatever grade the student is entitled to without regard to the charge of an infraction of academic integrity;
 - ii. Withdraw from the course; or
 - iii. Change sections in the course, if possible.

4. If the penalty imposed by the instructor is upheld or a different penalty imposed, the Department Head will then forward a record of the penalty imposed to the administrative unit responsible for the student as instructed in the *Code*.

N. Publication of Student Research

A major part of graduate education is gaining research experience. Publications are the main avenue of sharing research with others in the field. Such publications not only serve the research community, but advance professional experience and credentials, as well as the reputation of the institution at which the research was conducted. Publication experience is generally an important consideration for potential employers of M.S. and Ph.D. students. Faculty supervisors and advisors can help the student become familiar with publication opportunities and requirements.

O. Ownership of Student Research

Intellectual Property Policies

Intellectual property is a type of personal property derived from the work of the mind. University of Illinois intellectual property embodies discoveries and inventions arising from the creative activity of University employees or non-employees using University facilities and funds. Nearly every original scholarly or scientific activity creates new intellectual property: new crop varieties or germplasm; computer software; equipment or apparatus for the field or laboratory; DNA constructs; tissues, cells, or DNA of experimental lines of cells or animals; novel methods or procedures; artwork; music; poetry; and publications, just to name a few.

Background reading on intellectual property policies is highly recommended to all graduate students and faculty advisors. The booklet, *What You Need to Know About Intellectual Property*, is available from the Office of the Vice Chancellor for Research.

According to the General Rules of the University, the University owns discoveries and inventions made by its employees, graduate students, or by users of its facilities, equipment, and funds, and has the right to protect valuable intellectual property embodied in discoveries and inventions with utility patents, licenses, contracts, plant patents, trademarks, plant variety protection certificates, or copyrights. The University has clear and generous policies for sharing revenue obtained from protection of its intellectual property with its personnel.

Another University policy states that University personnel, including graduate students, do not have the authority to release the University's intellectual property to other individuals or organizations. The Board of Trustees of the University, through the Office of the Vice Chancellor for Research, is the only entity that has legal authority over intellectual property.

Graduate students should notify their faculty advisor if they receive requests for samples of animals, tissues, cell lines, DNA constructs, probes, expression cassettes, tissue cultures, novel physical, chemical or biological agents, or for loan of specialized equipment or apparatus, from a person at another University, agency, or private industry. It is often appropriate to honor these requests if the University is able to protect its intellectual property from unauthorized use, by executing a Materials Transfer Agreement before exchanging materials. Contact your faculty advisor for additional information.

When leaving the University, graduate students may not remove physical, chemical, biological, or any other materials without a properly executed Materials Transfer Agreement.

Data, Laboratory and Field Notebooks, and Other Records of Research

The University of Illinois owns the results of research or development carried out by students, faculty, employees, or other users of its facilities if funded by the University or supported by funds controlled by the University. Since the results of research may lead to patents, licenses, or other forms of intellectual property protection, graduate students are requested to adopt standardized procedures for recording data, observations, and interpretations. Please consult your faculty advisor for information on the preferred procedures for recording data and interpretations.

All original copies of your research data, laboratory and field notebooks, and other records of research are the property of the University and must be delivered to your faculty advisor before you graduate and leave the campus. To facilitate completion of unfinished manuscripts after graduation, graduate students are encouraged to make photocopies of any data or records needed for the publication process. Graduate students are encouraged to prepare advanced drafts of manuscripts arising from their thesis before departing from the University.

P. Fellowships

The department has some funds available for fellowship/scholarship use. These funds are available to ALL graduate students in FSHN, with some restrictions as noted below. A committee appointed by the Associate Head for Graduate Programs will determine the distribution of the fellowships, using the information submitted with the annual progress report. Criteria for awarding fellowships include scholarship, research productivity and financial need. The following are fellowships currently available in the department.

These fellowships are awarded to current FSHN students:

Alice and Charlotte Biester Fellowships/Assistantships

Shall be used to provide fellowships/assistantships to graduate students based primarily on financial need and secondarily upon academic merit with such other criteria as deemed appropriate. The donors wish is to emphasize awards to students in foods and nutrition and further to those graduate students who desire to complete their doctoral work at UIUC.

Holmes Fellowship

To be used for research in nutrition.

Blanche H. Larson Fellowships

To be used with preferences to students in foods and nutrition with first preference given to students studying the relationship of proper nutrition to prevention of human disease and second preference to students pursuing a program in foods and nutrition.

Henry D. and Donna E. Strunk Fellowships in Human Nutrition

To provide fellowships in human nutrition for FSHN graduate students. Recipients shall be selected based upon undergraduate, research and leadership achievements. Financial need is not a primary consideration. The donor's intent is to provide a meaningful award to each recipient.

These fellowships are awarded to incoming FSHN graduate students:

Henry J. and Marjorie Atchison Becker Fellowships in Food Processing

To provide fellowships for graduate students enrolled in the Department of FSHN in the College of ACES at UIUC. The recipients shall be pursuing a degree in food processing and shall demonstrate a strong proficiency in the English language.

Bill L. and Agnes F. Brown Fellowship

To be considered for the Bill L. and Agnes F. Brown Graduate Fellowship in Food Microbiology, applicants must be U. S. citizens or Native American residents and demonstrate sincere interest in food microbiology. Fellowship applications must coincide with the initial year of an M.S. program (thesis required) or the Ph.D. program in the Department of Food Science and Human Nutrition. All students must meet the following academic requirements:

- A grade-point average of at least 3.25 (4.00 = A) for the final 60 hours (or 90 quarter hours) of undergraduate studies and for all graduate course work taken.
- A minimum score of 1,500 (verbal, quantitative, and analytical components) on the Graduate Record Examination.
- In addition, all Fellowship applicants must provide three letters of recommendation from individuals familiar with their academic qualifications, research interests and career goals.
- Fellowship applicants also must furnish a personal statement summarizing their academic background and career goals in food microbiology.

Jeannette Chu and Winston Y. Lo Fellowship in Food Science and Human Nutrition

The net income from the Fund shall be used to provide fellowships to graduate students enrolled in the Department of Food Science and Human Nutrition in the College of Agricultural, Consumer and Environmental Sciences at the University of Illinois at Urbana-Champaign.

- a. First preference shall be given to students from Hong Kong.
- b. Second preference shall be given to students from China.
- c. If there are no students from Hong Kong or China, then students of Hong Kong/American or Chinese/American ancestry shall be considered.

The Head of said Department, or designee, shall select the recipients, amount, and timing of the fellowships to be awarded, subject to the approval of the appropriate University officials. Fellowship awards shall be known as the "Jeannette Chu and Winston Y. Lo Endowed Fellowships in Food Science and Human Nutrition" and shall be appropriately recognized and publicized. This fellowship is being created in accordance with and in anticipation of qualifying for the University of Illinois at Urbana-Champaign Endowed Fellowship Income Matching Program guidelines established by the Office of the Provost. If the matching program is still in operation and matches are available when the endowment is fully funded, the income from the fellowship portion of this endowment is to be matched with recurring funds provided by the Provost's office.

Nishida Research Award

The Nishida Research Award will be given yearly to a FSHN graduate student to assist the travel to national or international scientific conference to present the student's research work. The award recipient will receive a check of \$500 from an endowment fund established in the UI Foundation.

Criteria and Selection

1. FSHN graduate students who are carrying out lipid research in Food Chemistry or in Biochemical and Molecular Nutrition may apply for this award.
2. Criteria used to select the awardee include the originality and quality of the student's research to be presented at the meeting.
3. Application materials to be submitted by the students to the department office include a proposed Abstract, current CV, and a 2 -3 page letter describing the student's progress in research and course work. A recommendation letter from the student's graduate advisor must be provided.

Kathryn Vanaken Burns Memorial Fellowship

A merit-based fellowship to students pursuing a graduate degree at UIUC.

Ruth A. Wardall Fellowship

Income for fellowships for women graduate students with a Bachelor of Science in nutrition, food chemistry and related subjects. Preference is given to graduates of home economics but may also be chemistry graduates in the foregoing fields. Preference is given to UIUC graduates. The fellowship is limited to three years or time needed to earn the Ph.D., whichever is shorter.

Q. General Information

Assistantships

The department appoints its own teaching and research assistants with the approval of the Graduate College. Inquiries for these positions should be made directly to your advisor. Assistants holding appointments ranging from 25 through 67 percent time are exempt from tuition and the service fee. Research assistantships are appointed by individual faculty.

Students may also apply for part-time assistantships outside their major department in one of the non-teaching units of the University, such as the Survey Research Laboratory, Illinois State Water Survey, USDA Laboratories, etc.

Part-time appointments as student residence hall advisors are available as well. These jobs provide room and board and the same exemption from tuition and the service fee accorded to other assistants. The student affairs coordinator for staff development has applications for residence hall advisor appointments.

Campus Parking

Campus Parking requires you to register your car if you are renting a parking space. It is in your best interest to register your bicycle with them, also. The Campus Parking Office is located in the Public Safety Building, 1110 W. Springfield, Urbana.

Computer Facilities and E-mail

The University has mainframe capacity, which may be accessed from on and off campus. Students are given a free account on one of the Campus Information Technologies and Educational Services (CITES) UNIX mainframes. This account includes e-mail address service. Student computer accounts may be obtained *in person* at the CITES Resource Center. Graduate students *engaged in thesis research* may also obtain free accounts on CITES mainframes, which have fewer limitations than the free student accounts. Many departmental notices are sent out by email. Please read and delete your e-mail regularly.

CITES provides computing and telecommunications services and support to students, faculty, and staff. It also maintains computer sites on campus equipped with Macintoshes and PCs available for use by students. The locations, phone numbers, and hours of operations for these sites are at <http://www.cites.uiuc.edu> or inquire at the CITES Resource Center in person or by phone at 244-7000. The National Center for Supercomputing Applications, located on the UIUC campus, provides access for faculty and student research that demands intense computation support. The College of ACES Computer Laboratory is available to graduate students during off-hours on a special arrangement basis. Additionally, students working on specific research projects may have access to equipment under the direction of a project's supervisor.

Copy Machines

Departmental copy machines are located in the support staff offices. Copy machines may be used only with faculty supervisor approval. The machines require an ID code, which is assigned to your faculty supervisor or other person for whom you are working. If you are unfamiliar with how the copier operates, or if the copier malfunctions, please ask for assistance from the attending secretary.

Copying your own class work, papers, theses, etc. is a personal expense. Personal copies may be made in the Department Office.

Emergencies

On campus, the emergency phone number is 9-911. Off-campus, the emergency phone number is 911. In an extreme emergency, help may be summoned at a fire alarm station. Know where the alarm nearest your office and lab are located.

FAX machines

FAX machines are available in the departmental offices and are for departmental use only. Personal faxes are not allowed on departmental fax machines. Personal faxes may be sent from the Illini Union. For further information on procedures and charges see your faculty supervisor. Computer-generated FAX transmissions may be sent from your University CITES computer account.

Job Opportunities

Many job opportunities and internships are continuously updated in the FSHN newsletter, which can be accessed at <http://www.fshn.uiuc.edu/alumni/index.html>. Additional information may be posted on area bulletin boards.

Keys

Keys to outside doors, graduate student offices and laboratories are issued out of 258 Bevier Hall. Students must get a key authorization card from this office prior to obtaining a key. Students are responsible for key deposits and lost key replacement charges.

Mail

Each graduate student has a mailbox located in the building where his or her advisor receives mail. It is important that students check their mail slot regularly. Important messages may be left for you.

Incoming mail should be addressed as follows, with the lines in this order:

(your name)
University of Illinois
Department of Food Science and Human Nutrition
(room #) (building name) (mail code)
(street address)
Urbana, IL 61801

Outgoing mail may be placed in designated slots or tubs. All personal mail must already have postage applied. After you leave the University of Illinois, your mail *will not* be forwarded from the department. Make all necessary arrangements with the U.S. Post Office. Please leave a forwarding address with the department so that correspondence related to your degree may be sent to you.

Offices and Laboratories

Office space is available to graduate students in FSHN. Academic advisors manage and assign student office space. The University Library, located just one block from Mumford Hall, has limited-access study carrels for which graduate students may apply. Students may use departmental laboratories with permission of their academic advisor and the faculty or staff supervisors of the specific facility.

Paychecks

If you have a research or teaching assistantship, your salary will be deposited to your bank account on the 15th of each month. Instructions for completing required payroll forms will be provided by the departmental Staff Clerk, 258 Bevier Hall. Failure to complete these forms by the designated due date could delay the receipt of your first paycheck. Most assistantships are now taxable.

Secretarial Service

Secretarial assistance and computers used by secretaries are not available to graduate students. On occasion, secretarial assistance may be appropriate in connection with a teaching or research activity. Arrangements for such assistance are made by the faculty supervisor of the teaching or research.

Security and Safety

Do not leave personal valuables in your office or desk. Keep all books, notes, etc. in your cabinet or desk. So that no rooms are left unattended, the last person leaving an office should lock the door. Unattended radiation labs must be locked at all times. Report all injuries or hazards to your faculty supervisor immediately. There are special hazards if you are working alone; please be extra careful and pay attention to your surroundings at all times. Campus Police or Campus Parking will escort students to his or her car at night.

University Police, non-emergency 333-8911 (for emergencies dial 9-911)
Campus Parking Helpline 244-4357 (help with dead batteries or other car troubles)

If you are involved in a threatening situation of any kind in or near a University facility, **DO NOT** engage or confront the threatening individual(s). Find a faculty member immediately and report the situation or call the police. If you are concerned about someone else's safety or well being, report this to a faculty member immediately or call the police.

Student Organizations

The Graduate Student Association offers much information to graduate students and is located in the Illini Union. Graduate students in FSHN are eligible to serve as elected representatives on University, College, and Departmental Committees, as well as in the Campus Senate.

Graduate students are encouraged to participate in their respective professional organizations, such as the Institute of Food Technologists, American Society for Microbiology, American Dairy Science Association, American Oil Chemists' Society, American Chemical Society, American Nutrition Society, the American Dietetic Association, and others. Most of these organizations offer reduced dues for students. Further information may be obtained from your advisor.

Graduate students are encouraged to become active in the Association of Food Technologists (AFT) or the Student Dietetics Association (SDA). These organizations provide career information and arrange field trips.

Telephones

Telephones in the graduate student offices and labs are for on-campus and Champaign-Urbana calls only. Dial "9" first before an off-campus number. Dial only the last five digits of an on-campus number. Long-distance personal calls are not allowed.

R. Courses

Only courses in the 400- and 500-levels are available for graduate credit (excluding FSHN 499). Courses in the 100, 200, and 300 levels may be taken by graduate students to fulfill a prerequisite or to make up a deficiency, but these will not be counted towards the course requirements or the GPA as mentioned earlier in Section 3. Course descriptions can be found at <http://www.courses.uiuc.edu>.

APPENDICES

- 1 Admission to the Ph.D. Program
- 2 Classification of Faculty into Areas of Specialization
- 3 Course Requirements for M.S. Degree (thesis)
- 4 Exam Notification
- 5 M.S. Final Examination Certification
- 6 Nomination of Thesis Advisory Committee, M.S. or Ph.D.
- 7 Certificate of Committee Approval Form
- 8 Departmental Format Approval
- 9 Course Requirements for M.S. Degree (non-thesis)
- 10 Course Requirements for Academic Outreach M.S. Degree in Food Science
- 11 Course Requirements for Ph.D. Degree
- 12 Ph.D. Qualifier Examination Warrant
- 13 Preliminary Examination Warrant
- 14 Request for Appointment of Doctoral Examination Committee
- 15 Graduate Student Clearance Form

NOTE: Forms shown in these appendices are only samples or facsimiles. Students are to obtain original forms from the FSHN Department Office or the Graduate College. It is preferable to obtain the necessary signatures in black ink, since other colors do not reproduce well in photocopies.

Appendix 1

Admission to the Ph.D. Program

Request after receiving a M.S. degree from UIUC
or
Request to by-pass the M.S. degree

(Revised 04/29/04)

For students who have received a M.S. degree:

Applications shall be submitted to the Graduate Programs Committee at least 8 weeks prior to the end of the semester that the M.S. is conferred.

For students who have received a M.S. degree and for students who are requesting a by-pass:

The application shall consist of the following documentation:

- 1. Three letters of recommendation, including one from the M.S. academic advisor and, if different, one from the future Ph.D. academic advisor. Students requesting a by-pass shall request a letter from the future Ph.D. academic advisor. The Ph.D. academic advisor, in addition to recommending continued study, shall specify space and financial support (research assistantship, teaching assistantship, etc.) available to the student for at least the first academic year of study, and shall indicate future possibilities of funding for the second year.
- 2. A statement of research intentions from the student, including a timeline.
- 3. Evidence of professional competence and achievement, such as published papers, presentation of research at a conference, awards received, etc.
- 4. A copy of the UI transcript.

The completed application will be reviewed by the FSHN Graduate Program Committee. Their advisory recommendation will be forwarded to the Department Head, who will make the final decision.

Appendix 1 (cont.)

Form for Admission to the Ph.D. program

Request after receiving a M.S. degree from UIUC

or

Request to by-pass the M.S. degree

Student's Name _____ UIN _____

Signature, Chair of FSHN Graduate Programs Committee

Signature, FSHN Department Head

Check one:

Approve _____

Deny _____

Contingent Upon _____

Appendix 2

Classification of Faculty into Areas of Specialization

Biochemical/Molecular Nutrition

H. Chen
E. Gonzalez de Mejia
F. M. Dong
S. M. Donovan
J. W. Erdman
T. A. Garrow
W. G. Helferich
E. H. Jeffery
D. K. Layman
M. T. Nakamura
Y-X. Pan
K. W. Singletary
K. A. Tappenden

Chemical/Microbial Food Safety

W. E. Artz
H. P. Blaschek
M. S. Brewer
E. Gonzalez de Mejia
F. M. Dong
W. G. Helferich
E. H. Jeffery
S. E. Martin
M. J. Miller

Clinical Nutrition

S. M. Donovan
K. M. Chapman-Novakofski
J. W. Erdman
T. A. Garrow
W. G. Helferich
D. K. Layman
K. W. Singletary
K. A. Tappenden

Community Nutrition

K. M. Chapman-Novakofski
R. J. Reber

Food Chemistry

W. E. Artz
I. C. Baianu
M. S. Brewer
K. R. Cadwallader
E. Gonzalez de Mejia
N. J. Engeseth
S. Y. Lee
S. J. Schmidt

Food Microbiology

H. P. Blaschek
S. E. Martin
M. J. Miller

Food Processing/Engineering

W. E. Artz
H. Feng
S. A. Morris
G. W. Padua

Nutritional Toxicology

E. Gonzalez de Mejia
W. G. Helferich
E. H. Jeffery
K. W. Singletary

Sensory Science

S. Y. Lee

Appendix 3

Course Requirements for M.S. Degree (thesis)

M.S. in FSHN

Option in Human Nutrition

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Statistics (400 or 500 level)	3.00
<input type="checkbox"/> FSHN 593 or 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 510 &/or 520	2.00
<input type="checkbox"/> 400 or 500 level nutrition courses**	9.00
<input type="checkbox"/> Other courses (400 or 500 level)**	7.00
<input type="checkbox"/> FSHN 599	8.00
Total	32.00

M.S. in FSHN w/Dietetics Internship

Option in Human Nutrition

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Statistics (400 or 500 level)	3.00
<input type="checkbox"/> FSHN 593 or 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 510 &/or 520	2.00
<input type="checkbox"/> 400 or 500 level nutrition courses**	9.00
<input type="checkbox"/> FSHN 590	4.00
<input type="checkbox"/> FSHN 591	6.00
<input type="checkbox"/> FSHN 599	6.00
Total	32.00

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

NOTE: To apply for a Dietetic Internship, FSHN 590 and FSHN 591, a verification statement from an approved/accredited Didactic Program in Dietetics is required.

Appendix 3 (cont.)

M.S. in FSHN

Option in Food Science

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Food chemistry, e.g., FSHN 414	3.00
<input type="checkbox"/> Food microbiology, e.g., FSHN 471 or 472	2.00 – 3.00
<input type="checkbox"/> Food processing, e.g., FSHN 461 and 462, or 465	3.00 – 6.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 593 or FSHN 596	2.00
<input type="checkbox"/> Addt'l coursework (2.0 @ 500 level)**	9.00 - 14.00
<input type="checkbox"/> FSHN 599 Thesis Research	8.00
Total	32.00

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

Appendix 4

Exam Notification

- Defense (M.S.)
- Qualifying Exam (Ph.D.)
- Preliminary Exam (Ph.D.)
- Defense (Ph.D.)

Student Name _____ UIN _____

Faculty Advisor _____

Time and Date of Defense _____

Location of Defense _____

This form should be submitted to the Department Office (258 Bevier Hall) at least two weeks before the exam.

Appendix 5

M.S. Final Examination Certification

TO: Head, Department of Food Science and Human Nutrition

_____ has satisfactorily
passed the examination for the M.S. degree in Food Science and Human Nutrition.

Thesis _____

Non-thesis_____

Chairperson, Examination Committee

Member

Member

Date

Appendix 6

Nomination of Thesis Advisory Committee, M.S. or Ph.D.

Student Name _____ UIN _____

Proposed Advisory Committee

Chair

Member

Member (not required for M.S.)

Member (Advisor)

Reviewed by Faculty Advisor (signature)

Reviewed by Department Head (signature)

This form should be sent to the Department Head from the faculty advisor, not the student.

NOTE: Committee members must be chosen from at least two specialization areas (Appendix 2).

Appendix 7

Certificate of Committee Approval Form

CERTIFICATE OF COMMITTEE APPROVAL

*University of Illinois at Urbana-Champaign
Graduate College*

We hereby recommend that the thesis by:

Entitled:

Be accepted in partial fulfillment of the requirements for the degree of:

Select One

Signatures:

Director of Research -

Head of Department -

Committee on Final Examination*

Chairperson -

Committee Member -

Committee Member -

Committee Member -

Committee Member -

Committee Member -

*Required for doctoral degree but not for master's degree

Appendix 8

Departmental Format Approval

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
GRADUATE COLLEGE

This is to certify that the format and quality of presentation of the thesis submitted by

as one of the requirements for the degree of

Select one

is acceptable to the

Select one

Departmental Format Approval

Appendix 9

Course Requirements for M.S. Degree (non-thesis)

Non-Thesis M.S. in FSHN

Option in Human Nutrition

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Statistics (400 or 500 level)	3.00
<input type="checkbox"/> FSHN 593 or 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 510 &/or 520	2.00
<input type="checkbox"/> 400 or 500 level nutrition courses**	9.00
<input type="checkbox"/> Other courses (400 or 500 level)**	7.00
<input type="checkbox"/> Other courses (500 level)**	8.00
Total	32.00

Non-Thesis M.S. in FSHN

Option in Food Science

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Food chemistry, e.g., FSHN 414	3.00
<input type="checkbox"/> Food microbiology, e.g., FSHN 471 or 472	2.00 - 3.00
<input type="checkbox"/> Food processing, e.g., FSHN 461 and 462	6.00
<input type="checkbox"/> FSHN 593 or FSHN 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> Add'l coursework (10.0 @ 500 level)**	18.00 - 19.00
Total	32.00

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

Appendix 10

Course Requirements for Academic Outreach M.S. Degree in Food Science

M.S. in Food Science

Academic Outreach*

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Food chemistry, e.g., FSHN 414	3.00
<input type="checkbox"/> Food microbiology, e.g., FSHN 471 or 472	2.00 – 3.00
<input type="checkbox"/> Food processing, e.g., FSHN 461 and 462	6.00
<input type="checkbox"/> Addtl coursework (12 H @ 500 level)	<u>20.00 - 21.00</u>
Total	32.00

NOTE: If you earned a grade of A or B in a graduate level course taken within 5 years prior to your acceptance into the extramural graduate program, and the credit was not used toward any other degree, you may petition up to 12 hours of that credit (from UIUC as a non-degree student or from another university) be counted toward your extramural degree. This petition cannot be entered until at least 8 hours of credit has been earned as a degree-seeking student at UIUC.

Appendix 11

Course Requirements for Ph.D. Degree

Ph.D. in FSHN

Option in Human Nutrition

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Statistics	3.00
<input type="checkbox"/> FSHN 593 or 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 511	4.00
<input type="checkbox"/> FSHN 510 &/or 520	4.00
<input type="checkbox"/> 400 or 500 level nutrition courses**	9.00
<input type="checkbox"/> MCB 450 or MCB 452	3.00 - 4.00
<input type="checkbox"/> Other courses (400 or 500 level)**	21.00 -22.00
<input type="checkbox"/> FSHN 599	48.00
Total	***96

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

***For students entering the Ph.D. program with an M.S. degree, a minimum of 64 credit hours at the 400- and 500-level is required beyond the M.S. degree; of the 64 hours, 16 hours (or more to meet requirements) is to be fulfilled by courses (lecture or lab).

Appendix 11 (cont.)

Ph.D. in FSHN w/Dietetic Internship

Option in Human Nutrition

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Statistics	3.00
<input type="checkbox"/> FSHN 593 or 596	2.00
<input type="checkbox"/> Seminar (FSHN 597 or NUTR 500)*	0.00 or 1.00
<input type="checkbox"/> FSHN 511	4.00
<input type="checkbox"/> FSHN 510 &/or 520	4.00
<input type="checkbox"/> 400 or 500 level nutrition courses**	9.00
<input type="checkbox"/> MCB 450 or MCB 452	3.00 - 4.00
<input type="checkbox"/> FSHN 590	4.00
<input type="checkbox"/> FSHN 591	6.00
<input type="checkbox"/> Other courses (400 or 500 level)**	11.00 - 12.00
<input type="checkbox"/> FSHN 599	48.00
Total	***96.00

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

***For students entering the Ph.D. program with an M.S. degree, a minimum of 64 credit hours at the 400- and 500-level is required beyond the M.S. degree; of the 64 hours, 16 hours (or more to meet requirements) is to be fulfilled by courses (lecture or lab).

NOTE: To apply for a Dietetic Internship, FSHN 590 and FSHN 591, a verification statement from an approved/accredited Didactic Program in Dietetics is required.

Appendix 11 (cont.)

Course Requirements for Ph.D. Degree

Ph.D. in FSHN

Option in Food Science

<u>Course</u>	<u>Hours</u>
<input type="checkbox"/> Food chemistry, e.g., FSHN 414	3.00
<input type="checkbox"/> Food microbiology, e.g., FSHN 471 or 472	2.00 – 3.00
<input type="checkbox"/> Food processing, e.g., FSHN 461 and 462, or 465	3.00 – 6.00
<input type="checkbox"/> FSHN 593 or FSHN 596	2.00
<input type="checkbox"/> Seminar (NUTR 500 or FSHN 597)*	0.00 or 1.00
<input type="checkbox"/> Other courses (400 or 500 level)**	33.00 – 37.00
<input type="checkbox"/> FSHN 599 Thesis Research	48.00
Total	***96.00

*There are three circumstances in which students would be excused from the FSHN 597 requirement. If they a) are a TA for a class that meets at the same time as FSHN 597 (lecture or lab meeting time for the class, NOT just office hours) b) if they are in a required course that directly conflicts with the meeting time of FSHN 597 or c) if they are registered in NUTR 500. If any of these circumstances applies to you, your advisor must provide a letter for your student folder excusing you from registration for that semester. A separate letter must be provided each semester when this excused absence from FSHN 597 is requested.

**These courses may not include 599, 598, or any other special problems course without approval by the Graduate Programs Committee. Course selections should be made in consultation with the student's committee (Note: This requires constituting a committee prior to arranging full curriculum).

***For students entering the Ph.D. program with an M.S. degree, a minimum of 64 credit hours at the 400- and 500-level is required beyond the M.S. degree; of the 64 hours, 16 hours (or more to meet requirements) is to be fulfilled by courses (lecture or lab).

Appendix 12

Ph.D. Qualifier Examination Warrant

Department of Food Science and Human Nutrition

Name of student _____

The undersigned committee has examined the candidate named above and recommends the following:

- _____ Satisfactory. The candidate may proceed to Stage II.
- _____ Not satisfactory. The committee recommends that the candidate be re-examined within six months.
- _____ Not satisfactory. The committee recommends that the candidate terminate the Ph.D. program.

Date _____

Chair _____

Appendix 14

The Graduate College University of Illinois at Urbana-Champaign

Request for Appointment of Doctoral Examination Committee

<input type="checkbox"/> Preliminary, Date _____ (Submit at least three weeks before the examination) <input type="checkbox"/> Final/Dissertation (Submit after successful completion of preliminary examination. If examination will occur within the next six weeks, indicate the date of the examination _____.) <input type="checkbox"/> Substitution/Change/Deletion (Submit as soon as the need for the change is known.)

Name of Student _____ ID# _____ Current Mailing Address _____ Dept./Unit _____ Curriculum _____

Voting Members ¹	Dept./Unit	Specialization ²	Graduate Faculty	
			Member	Tenured
Chair ³	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Contingent Chair ⁴	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Director of Dissertation Research	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>

Non-Voting Members ⁵	Dept./Unit	Specialization ²
_____	_____	_____
_____	_____	_____

1. The committee must include as least four voting members, including three current members of the Graduate Faculty and two tenured members of the faculty.
2. The committee should include faculty members from more than one area of specialization.
3. The chair must be a member of the Graduate Faculty.
4. If designated, must be a member of the Graduate Faculty. Serves if the chair leaves the Graduate Faculty.
5. Non-voting members, such as an external reader, a member of the faculty who is off campus, or others who can make a significant contribution to the research, may be appointed.

If any non-member of the Graduate Faculty is to serve with vote, then provide a justification on the second page of this form.

Unit Executive Officer	Signature	Date
_____	_____	_____

For Graduate College use:

Expiration Date	Approved	Date
_____	_____	_____

Revised Nov. 1999

Appendix 14 (cont.)

Please provide a brief description of the qualifications and justification for each non-Graduate College Faculty member being nominated to serve as a voting member of the committee.

EXAMINATION POLICIES AND PROCEDURES

Qualifying examinations are optional at the discretion of the department.

A preliminary examination or some other review of progress toward degree is required at the completion of Stage II of graduate study.

A Final/Dissertation Examination is required for each student submitting a dissertation. The Final/Dissertation Committee is responsible for advising the student's research, ensuring the quality of the dissertation, and conducting a final examination based on the dissertation. The Final/Dissertation Committee should be appointed as early as possible and for as long as necessary to achieve these purposes. However, the final examination must occur within five years of the date of successful completion of the preliminary examination.

Committees should include those faculty members who have the most expertise in the student's research area and should include faculty members from more than one area of specialization. Committees must have a minimum of four members, at least three of whom are members of the graduate faculty and at least two of which are tenured. In some instances, such as interdisciplinary committees, a committee of five or more members may be appropriate. Methodological, theoretical, and/or thematic diversity should be represented on final/dissertation committees. Such diversity may be achieved by including faculty members from two or more subdisciplines within the unit, other departments, or other campuses. Departments might create "ententes" (for example, History, Anthropology, and English) that routinely exchange outside members.

The chair of the committee must be a member of the Graduate Faculty¹ and may or may not be the thesis advisor, according to department policy.

All voting members of the committee must be present at the final examination or participate in the exam via appropriate electronic communication. Non-voting members need not be present.

A unanimous vote, evidenced by signatures on the Certificate of Result, is required. The Certificate of Approval (the red-bordered sheet) must be signed by all voting members and may be signed by non-voting members. (Only the thesis director must sign the Certificate of Approval of a master's thesis; other committee members may sign.)

¹ A faculty member who resigns or retires is terminated from membership in the Graduate Faculty unless the unit requests that the faculty member continue for a specified period of time. Those retired or resigned faculty members who continue on the Graduate Faculty without current appointment (zero-, part-, or full-time) may serve as a voting member and chair a doctoral examination committee.

Appendix 15

Department of Food Science and Human Nutrition
Graduate Student Clearance Form

Name _____

UIN _____

258 Bevier Hall staff will check, initial, and date

Thesis Deposit

A bound copy of your thesis will be deposited with the department.

A \$20 fee has been paid to the department to cover thesis binding cost (*make check payable to the "University of Illinois"*).

Key Return

Seminar (doctoral candidates only)

Supplemental Grade Report Form

Forwarding Address

Employer Name and Address

Encumbrance

The student is not encumbered by the University of Illinois.

The student is encumbered and arrangements have been made to clear all encumbrances.
A copy of the plan is attached.

Book Return All books borrowed from faculty, staff, graduate students, or the department library have been returned.

Appendix 15 (cont.)

Advisor

- Laboratory Cleaning** Laboratory work areas have been cleaned and are ready for use by another student.
- Chemical Disposal** All inorganic and organic chemicals, and all radioactive materials, have been properly disposed of or returned to storage.
- Office Cleaning** Assigned office has been cleaned, books and papers removed, and equipment manuals returned.
- Publications** All publication obligations have been met or arrangements made.

(advisor's signature)

Department Head

- Exit Interview**

- The student has fulfilled all Departmental requirements, has completed or made arrangements to fulfill all personal obligations, and has cleared the Department.

Date

Head, Department of Food Science and Human Nutrition