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ILLINOIS
Food Science & Human Nutrition
COLLEGE OF AGRICULTURAL, CONSUMER
& ENVIRONMENTAL SCIENCES

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Graduate Student
Handbook

<http://www.fshn.illinois.edu>

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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. 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 human 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 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:

- The Graduate College Handbook of Policy and Requirements for Students, Faculty and Staff
- Student Code
- University of Illinois Policy and Procedures on Academic Integrity in Research and Publication

These publications are available on the University website www.illinois.edu or the Graduate College website www.grad.illinois.edu.

The policies and procedures described herein pertain to all students in the FSHN graduate program. However, continuing students should follow the course requirements published during the academic year of their enrollment, unless they successfully petition the Department to follow any new course requirements outlined in the most recent handbook. 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. The information contained in this handbook is for general guidance on matters of interest to faculty, staff and students in FSHN 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 websites. These can be accessed through the Campus Policies and Procedures home page www.cam.illinois.edu/addrefs.htm. A petition may be filed to request a deviation from these policies and procedures. 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.

The Graduate College Handbook for Students, Faculty and Staff 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. The Graduate College strongly recommends that students utilize the online handbook.

The following topics are covered in detail in The Graduate College Handbook for Students, Faculty and Staff:

- The Graduate College
- Disciplinary Units
- Admission
- Registration
- Tuition and Fees
- Financial Aid
- Grades, Credit, and Degree Requirements
- Graduate Assistants
- Information for International Students
- Information for Minority Students
- Problem Solving
- Academic Integrity
- Health
- Housing
- Special Programs and Services
- Addresses for Campus Units

The *Student Code* is available in a searchable format and 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 Concentrations: Areas of Study

The Department offers Master of Science (M.S.) and Doctor of Philosophy (Ph.D.) degrees in FSHN. Graduate students are admitted into one of these programs, or are admitted as non-degree students. The graduate program is designed to provide two concentrations: 1) Food Science, or 2) Human Nutrition. The concentration will be determined in consultation with the academic advisor based on the student's academic background and career goals. With academic advisor approval, Ph.D. students may choose to meet the course requirements for both concentrations.

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

- Food Chemistry
- Food Microbiology
- Food Processing and Engineering
- Sensory Science
- Chemical/Microbial Food Safety

Within the Human Nutrition concentration 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. The Department administers a graduate dietetic internship program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), which includes defined graduate course requirements and an 8-month dietetic clinical internship. In order to be eligible for the graduate dietetic internship program, you must have a verification statement from an ACEND-accredited program indicating that you have completed all undergraduate course competencies required for Registration in Dietetics (R.D.) by the Commission on Dietetic Registration (CDR). Students are matched into the internship by the program using the Preselect Option. We do NOT match interns through the computer matching dietetic internship application process. More information on the Graduate Dietetic Internship program can be obtained from the Department of Food Science and Human Nutrition (260 Bevier Hall; 217-244-4498; <http://fshn.illinois.edu/graduate/dietetic-internship>) or by contacting the Dietetic Internship Director, Jessica Madson Ph.D., R.D.

Non-thesis MS in Human Nutrition is also available. This degree consists of advanced course work and DI credits, but it does not require research credits and thesis. The curriculum of non-thesis MS in Human Nutrition can be found in Appendix 6.

FSHN also offers a Professional Science Master's (PSM) degree. A comprehensive description of this degree, including admission and degree requirements, can be found at <http://psm.illinois.edu/food-science-human-nutrition>. Aside from the academic requirements of the PSM program, students earning a PSM degree are subject to the same policies and regulations set forth in this handbook.

The online Food Science Master's Degree program is a part-time program offering high-quality courses to earn a non-thesis master's degree. All required lecture-based courses are delivered in live synchronous online sessions, using distance education technology. This allows an instructor to lecture, and for students to ask questions, interact with other students and even give presentations. Classes meet at a set date and time, and attendance in the live sessions is expected as much as possible. The online delivery allows students to attend class from any location with an internet connection, providing flexibility with travel obligations.

Two to three courses are offered each fall and spring semester, and one course is offered during the summer. On average, students take one course per semester, and complete the degree (coursework plus the final oral examination) in approximately four years. Students may take more than one course, but the department recommends that a student not take more than two courses in any one semester. For those students who want to update their knowledge without seeking a degree, individual courses can be taken for credit without applying for admission to the master's program.

The caliber of the program is in keeping with the top national ranking of the University of Illinois at Urbana-Champaign and the Food Science program. The program offers the same level of instruction and demands the same level of rigor as the on-campus program.

For more information, please visit <http://fshn.illinois.edu/online> prior to further e-mails or a phone call as some of your questions may be answered there. Then, feel free to contact Dr. Dawn Bohn, Director of Off-Campus Programs, at dbrehart@illinois.edu with any additional questions.

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; www.nutrsci.illinois.edu/

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

Admission to the Ph.D. program Request to by-pass the M.S. degree – OR - Request after receiving a M.S. degree from Illinois

Students requesting to by-pass the M.S. degree will provide 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 to proceed to the Ph.D. after earning a M.S. will provide 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.

All applications will contain

1. a statement of research intentions from the student, including a timeline;
2. evidence of professional competence and achievement, such as published papers, presentation of research at a conference, awards received, etc.;
3. a copy of the UI transcript (unofficial transcripts are acceptable; it is not required that all courses be completed prior to requesting admission to the Ph.D. program, but the core courses should be completed as students will need to take the qualifying exam soon after admission to the Ph.D. program is approved); and
4. a Curriculum Change/Transfer of Credit form requesting a change of program from M.S. to Ph.D.
5. three letters of recommendation

The completed application (Appendix 1) will be reviewed by the Associate Head for Graduate Programs. Their recommendation will be forwarded to the Department Head, who will make the final decision.

Enrollment

Students currently enrolled at the Illinois campus may advance enroll for the following semester using *Banner* at <https://apps.uillinois.edu/selfservice>. Class schedules are available at <https://courses.illinois.edu/> Students who wish to audit a course without registering for credit must present an Auditor's Permit form to the instructor at the first class meeting and submit it to the appropriate college office by the 10th day of instruction (7th day for summer term) 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 requires students to have a cumulative GPA. New students must register for at least one standard letter graded course in their first term (semester) to establish a cumulative GPA. Students are required to have a minimum term GPA of 2.75 and a cumulative GPA at or above the department minimum GPA of 3.0.

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. When repeating a course, the hours only count once toward the degree requirements, but both grades are used in calculating the cumulative GPA. 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 and receives a grade of C or above. 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 and receives a grade of C- or below. 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. Over the entire course of a degree program, a student must earn at least two 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

In order for a course to be transferred to a degree program at Illinois the student must have completed at least eight graded hours of graduate credit at Illinois; the course must have been taken within the past five years at an accredited institution; the course must have been a graduate-level course at that institution; the course may not already have been applied to another degree; the student must have received a grade of A or B; the petitioner must provide an original, official (not issued to the student) transcript; and the transfer must have department and Graduate College approval. Credit is considered for transfer only into master's degree programs or stage I of doctoral programs. Doctoral students must petition to transfer their coursework before they enter stage II of the program in order for the petition to be considered by the grad college. All stage II and III doctoral credit must be earned in residence. A student may not transfer more than 12 semester hours of graduate coursework toward a degree program at the Urbana-Champaign campus. Note that non-degree coursework (including any taken at Illinois) is included in this 12 hour maximum. Students who desire to transfer credit to their graduate program at Illinois should access the Grad Student Request form at <https://grad.illinois.edu/gsas/graduate-student-request-form>.

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 (for additional information, go to www.grad.illinois.edu/policies/fulltime). 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 and Scholar Services for details. The number of credit hours 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 Service Center, 901 West Illinois Street, Suite 140, Urbana, or <http://registrar.illinois.edu/student-enrollment-degree-verification>.

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.

University Appointment (Percent)	Usual Credit Load	Maximum Credit Loads (Hours)		
		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, 110 Coble Hall.

Unless otherwise restricted by the granting agency, all fellows may at the discretion of their departments carry additional hourly or assistantship appointments 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. Contact the fellowship office (333-0036) for specific % time limitations.

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. Information about the Graduate College Probation Policy can be found at www.grad.illinois.edu/policies/probation.

Exemptions from Course Requirements

With the support of his or her advisor, a student may request a waiver of one or more course requirements if a similar course has been completed with an A or B grade at another institution. Petitions (Appendix 2) are submitted 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). However, exemption from a course does not reduce the number of required credit hours for the degree, and the student's academic advisor and advisory committee need to be consulted in the selection of all replacement course credit.

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. If a change in major professor/advisor is sought by the student, he or she will need to submit a Request for Change of Advisor form (Appendix 3). If the student feels it's necessary to have a co-advisor, submit Request for Co-Advisor Assignment form found in Appendix 4.

A list of faculty members and their areas of specialization is found in Appendix 5. 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 6. Up to 2 hours of FSHN 598 or NUTR 593, with approval of the Graduate Program Committee, may be used to fulfill this requirement; no more than 6 hours of thesis credit (FSHN 599) may be used to fulfill this requirement. Although a course requirement (referring to course content) may be met by prior graduate work, all M.S. students must meet the minimum course hour requirement (26-27 hours) for a concentration.
2. Registration and attendance in FSHN 597 every semester for students in the Food Science concentration (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition concentration (0 H credit). Students should not register in FSHN 597 if they are in their last semester and will leave campus before the end of the term. Once in their academic career, M.S. students may choose to present a seminar in FSHN 597 or NUTR 500 and earn 1 hour credit toward graduation. A presentation in FSHN 597 or NUTR 500 is not required of M.S. students. Refer to Appendix 6 for further details.

3. Maintain 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 and file an annual review form each fall semester (<https://my.aces.illinois.edu/>).
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 found at <http://www.grad.illinois.edu/thesis-dissertation>.

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.

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).

Faculty Committees for M.S. Students

1. M.S. Advisory Committee. Provides advice to the student and student's advisor concerning course selection and progress of the research, and of thesis preparation when appropriate. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 7).** The advisory committee should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter until the completion of the degree requirements.
2. Final Examination Committee. Consists of a minimum of three faculty members who review thesis and conduct final thesis examination. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 8). Students should provide to each of their committee members a list of their courses taken and grades received.**

The M.S. advisory and final committees are composed of at least *three members* of the Illinois Graduate Faculty, at least one of whom must be from an area of specialization other than the student's. The advisor is usually the chairperson of these committees.

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 *Thesis and Dissertation Preparation*. *Thesis and Dissertation Preparation* 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 a FSHN thesis checker.

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. Students should consult with each committee member to determine whether they prefer printed or electronic copies of their thesis.

Final Examination for the M.S. Degree

Each M.S. degree candidate defends the thesis in a final oral examination administered by the final examination committee. This is a comprehensive oral examination concerning the thesis and course work. The student, in consultation with the faculty advisor, recommends committee members to the Department Head approximately one month before the final exam (Appendix 8). Final exams are typically scheduled for three hours, though not all exams will take this long. 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 concentration (Appendix 6). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

Final examination committee members must receive the thesis at least two weeks before the examination. Students should consult with each committee member to determine whether they prefer printed or electronic copies of their thesis.

The final examination 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 committee also indicates that the thesis has been found to be "satisfactory," "satisfactory, pending revisions," or "unsatisfactory." The student should obtain a copy of the M.S. Final Examination Certification form (Appendix 9) from the grad student support office (260E1 Bevier) prior to the exam. If the student fails and then retakes the M.S. final examination, the same committee must re-examine the student.

The student should obtain copies of the Thesis/Dissertation Approval form from the Grad Student Support Office at least one week before the examination. Thesis/Dissertation Approval forms must be signed by the final examination committee at the conclusion of the final examination or upon acceptable revision of the thesis.

Final Thesis Approval

After passing the final examination and making changes to the thesis recommended by the final examination committee, the thesis format must be approved by a departmental thesis checker (Drs. Hong Chen, Graciela Padua, or Matthew Stasiewicz). Students should consult with their advisor about having their thesis embargoed for up to two years to give a chance for the thesis information to be published in the appropriate journals before the thesis becomes publicly available.

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System, click on 'Graduation', then 'Apply to Graduate'. Students are strongly encouraged to pay attention to the published grad college deadlines; students who do not add their names to the degree list by the published deadline will not be able to graduate that term.

Graduate Student Clearance Form

All students are required to complete a Graduate Student Clearance form (Appendix 10).

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 6. Up to 6 hours of FSHN 598 or NUTR 593 may be used to fulfill this requirement. More than two hours of S/U graded sections of FSHN 598 or NUTR 593 require approval by the Graduate Program Committee.
2. Registration and attendance in FSHN 597 every semester for students in the Food Science concentration (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition concentration (0 H credit). Students should not register in FSHN 597 if they are in their last semester and will leave campus before the end of the term. Once in their academic career, M.S. students may choose to present a seminar in FSHN 597 or NUTR 500 and earn 1 hour credit toward graduation. A presentation in FSHN 597 or NUTR 500 is not required of M.S. students. Refer to Appendix 6 for further details.
3. Maintain 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 and file an annual review form each spring semester (<https://my.aces.illinois.edu/>).
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 is composed of at least *three members* of the Illinois Graduate Faculty, at least one of whom must be from an area of specialization other than the student's. The advisor is usually the chairperson of the committee. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 7).** The advisory committee should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter until the completion of the degree requirements.

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

Each M.S. degree candidate must satisfactorily pass a final oral examination administered by the final examination committee. This is a comprehensive oral examination concerning course work and any special projects. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 8).** When approaching faculty members with a request that they serve on an exam committee, if the faculty member is listed in more than one area of specialization (Appendix 5), the student should specify with the faculty member which area of specialization their questions should cover. 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 concentration (Appendix 6). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

The final examination 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 student should obtain a copy of the M.S. Final Examination Certification (non-thesis) form (Appendix 11) from the grad student support office (260E1 Bevier) prior to the exam. If the student fails and then retakes the M.S. final examination, the same committee must re-examine the student.

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System, click on ‘Graduation’, then ‘Apply to Graduate’.

G. Requirements and Procedures for Ph.D. Students

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

Minimum Requirements for the Ph.D. Degree

1. Complete at least 96 hours of courses (Appendix 6) at the 400- or 500-level. The student's Ph.D. Advisory Committee should be consulted to determine the necessary courses to be taken. **All Ph.D. students are required to take a qualifying exam.** 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. Although a course requirement (referring to course content) may be met by prior graduate work, all Ph.D. students must meet the minimum course hour requirement (27 hours) for a concentration. However, some students, especially those who earned an M.S. degree in FSHN at UIUC, will have highly individualized concentration course requirements that will be selected in consultation with their advisory committees.

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 two hours of FSHN 598, with approval of the Graduate Program Committee, may be used to fulfill this requirement. A Curriculum Change/Transfer of Credit form 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 concentration (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition concentration (0 H credit). Students should not register in FSHN 597 if they are in their last semester and will leave campus before the end of the term. Once during their academic career, all Ph.D. students are required to present a seminar in FSHN 597 or NUTR 500 (1 H credit). Refer to Appendix 6 for further details.
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 spring semester (<https://my.aces.illinois.edu/>).
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 to Graduate College requirements.
7. Complete all requirements within
 - a. Six years of initial registration in the Ph.D. program for students who hold a M.S. and who did not enter the Ph.D. program directly after completing a M.S. in the Illinois 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 Illinois, or for students bypassing the M.S.
8. Students who plan to graduate should consult the Graduate College checklist for graduating students.

Typical Sequence of Progress toward the Ph.D. Degree

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 **Ph.D. qualifying examination should be taken by the end of the second year** in the graduate program.

The **Ph.D. preliminary exam** should be taken by the end of the third year of the student's Ph.D. program. Students must be enrolled for the entire academic term in which the preliminary exam occurs. 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. All FSHN faculty members are eligible to serve on the exam committees, regardless of whether they serve on the advisory committee or not.

1. Ph.D. Advisory Committee is composed of at least *three members* of the Illinois Graduate Faculty. The committee membership includes the student's faculty advisor (who may not serve as chair) and at least one member must be from an area of specialization other than the student's (Appendix 5). The advisor cannot be the only member of the committee in the same area of specialization as the student. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 7).** The advisory committee provides advice to the student and student's advisor concerning course selection and progress of the research, and of dissertation preparation when appropriate. The committee should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter, until the completion of the degree requirements.
2. Qualifying Examination Committee consists of a minimum of three FSHN faculty members representing at least three areas of specialization within the department (Appendix 5). **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the qualifying exam (Appendix 8).** When approaching faculty members with a request that they serve on an exam committee, if the faculty member is listed in more than one area of specialization (Appendix 5), the student should specify with the faculty member which area of specialization their questions should cover. The qualifying exam may consist of both oral and written questions at the discretion of the committee. **The student's research advisor (and co-advisor if applicable) may not serve as voting member of the committee, and cannot serve as chair. If the student's research advisor/co-advisor is present at the Qualifying Exam Committee, an additional one or two committee members needs to be present.** If there are not enough faculty members from an area critical to the student's exam committee, the student can submit a FSHN grad student petition requesting that one of their co-advisors be allowed to vote on their qualifying exam committee. Students should provide to each of their committee members a list of their courses taken and grades received.
3. Preliminary Examination Committee consists of a minimum of four faculty members who review the research proposal and conduct the preliminary examination. The committee must include at least four voting members, including three current 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. The preliminary exam committee chair must be a member of the Graduate Faculty. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the preliminary exam (Appendix 8). 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, as well as a preliminary exam proposal that must be received by the committee at least two weeks prior to the preliminary exam. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the preliminary examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.
4. Final Examination Committee (which should consist of the same members as the preliminary exam committee), consists of a minimum of four faculty members who review the dissertation and conduct the final dissertation examination. The committee must include at least four voting members, including three current 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. The final exam committee chair must be a member of the Graduate Faculty. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 8). 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, as well as a complete dissertation that must be received by the committee at least two weeks prior to the final exam. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the final examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.

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. Individuals from government, industry, or another university with expertise in the area of research may also serve on these committees. An outside participant is nominated to the Dean of the Graduate College by the advisor in a letter that justifies the involvement. To be considered a voting member, the outside individual must be approved by the Dean of the Graduate College. Requirements for approval can be found at: <http://www.grad.illinois.edu/exams-committees>.

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. The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the qualifying exam (Appendix 8). Qualifying exams are typically scheduled for three hours, though not all exams will take this long. Once the committee is approved, the student will receive a copy of the Ph.D. Qualifying Examination Warrant form (Appendix 12) from the grad student support office (260E1 Bevier).

Decisions of the Qualifying Examination Committee

Students must pass their qualifying examination before advancing toward candidacy in the doctoral degree program. A student is considered to have attained candidacy after the successful completion of their oral preliminary exam. If a unanimous passing decision is not reached and the student re-takes the qualifying exam, the same committee must re-examine the student. A second failure will result in dismissal from the Ph.D. program.

Ph.D. Research Proposal and Oral Preliminary Examination

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 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. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the preliminary exam (Appendix 8).** Preliminary exams are typically scheduled for three hours, though not all exams will take this long. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the preliminary examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.

The examination chairperson directs the examination. 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 (Appendix 13).

Decisions of the Oral Preliminary Examination Committee

The committee makes two decisions. The first decision 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. Decisions of the preliminary examination committee must be unanimous and are recorded on the Preliminary Exam Result form. The committee may make one of three decisions:

- Pass the candidate.
- Fail the candidate. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional course work, independent study, or research, as recommended by the committee. However, if a second attempt is given, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.
- Defer the decision. If this option is chosen:
 1. the same committee must re-examine the student,
 2. the second exam *must* occur within 180 calendar days of the date of first exam, and
 3. the outcome of the second exam must be pass or fail.

Number of Attempts: After a fail result, a student will only be allowed to take the preliminary examination one additional time while working toward the completion of any one program of study.

Preliminary Exam Result form: All results must be recorded with the Graduate College on the Preliminary Exam Result form. All voting members of the committee must sign the Preliminary Exam Result form.

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 96 hours credit requirement is completed, including the semester of dissertation defense. Candidates who are away from campus following completion of their coursework, but before their dissertation defense, need not register each semester they are away from campus. **However, he or she must register for the term of the final dissertation examination.** If a student's final dissertation examination is not scheduled during their final term on campus, they need not register for the following term if their exam is scheduled prior to the first day of instruction of that following term. These dates are published in the Graduate College calendar.

Preparation of the Ph.D. Dissertation

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

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

The student is responsible for preparing the dissertation to comply with Graduate College requirements as described in the *Instructions for Preparation of Theses*.

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. Students should consult with each committee member to determine whether they prefer printed or electronic copies of their thesis.

Final Examination for the Ph.D. Degree

Each Ph.D. degree candidate defends the dissertation in a final oral examination administered by the final examination committee. The final examination committee will evaluate the dissertation and the student's knowledge of the dissertation topic. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately six weeks before the final exam (Appendix 8).** Final exams are typically scheduled for three hours, though not all exams will take this long. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the final examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination. The final exam is a comprehensive oral examination concerning the dissertation and other areas of food science and human nutrition. The final Ph.D. examination is open to the public. The chairperson directs the examination. While the final examination is open, the deliberations and decision of the final examination committee are held in a private session.

The final examination committee must receive the dissertation at least **two weeks before** the final examination. The dissertation will be reviewed and approved by the student's advisor before the final examination. This final draft must be in a format suitable for submission to the Graduate College. Students should consult with each committee member to determine whether they prefer printed or electronic copies of their dissertation. 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 concentration (Appendix 6). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

The student should obtain copies of the *Thesis/Dissertation Approval* form and Certificate of Result of Final Examination for the Doctoral Degree form from the grad student support office (260E1 Bevier) at least one week before the examination. The Certificate of Result of Final Examination for the Doctoral Degree and Thesis/Dissertation Approval forms are signed by the final examination committee at the conclusion of the final examination, or upon adequate revision of the dissertation, and then returned to the grad student support office by the committee chair. Students should not be in possession of the Certificate of Result of Final Examination for the Doctoral Degree form once it has been signed by the committee. Thesis/Dissertation Approval forms will be returned to the student after being signed by the Department Head.

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

Results of the final examination will be reported to the Department Head and the Dean of the Graduate College. Decisions of the Committee for the Final Examination are recorded on the Final Exam Result form. The voting members of the committee must make one of two decisions:

- Pass the candidate. The candidate passes the final exam if the Director(s) of Research vote Pass and no more than one of the remaining committee members votes Fail. The Committee will indicate on the Final Exam Result form if revisions are required. The Committee will sign the Thesis/Dissertation Approval form after the completion of the examination and the completion of any required revisions.
- Fail the candidate. The candidate fails the Final Exam if the Director of Research votes Fail or if two or more Committee members vote Fail. A program may, but is not required to, grant the student another opportunity to take the examination after completing additional research or writing, as recommended by the committee. However, a new committee must be appointed by the Graduate College. The new committee may, but does not have to, consist of the same members as the original committee.
- Number of Attempts: After a fail result a student will only be allowed to take the final examination one additional time while working toward the completion of any one program of study.

Final Exam Result form: All votes must be recorded with the Graduate College on the same Final Exam Result form. All results must be recorded with the Graduate College on the Final Exam Result form and must indicate the vote of Pass or Fail.

Final Dissertation Approval

After passing the final examination and making changes to the dissertation recommended by the final examination committee, the dissertation format must be approved by a departmental dissertation checker (Drs. Hong Chen, Graciela Padua, or Matthew Stasiewicz). Directions for electronic dissertation deposit, as well as deposit deadline information can be found at <http://www.grad.illinois.edu/thesis-dissertation>.

Students should consult with their advisor about having their dissertation embargoed for up to two years to give a chance for the dissertation information to be published in the appropriate journals before the dissertation becomes publicly available.

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.

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System, click on 'Graduation', then 'Apply to Graduate'. Students are strongly encouraged to pay attention to the published grad college deadlines; students who do not add their names to the degree list by the published deadline will not be able to graduate that term.

H. 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. The student must submit a progress report to their advisor and advisory committee each fall. The evaluation form is available at <https://my.aces.illinois.edu/>. Click on M.S./Ph.D. Self Eval to submit your report to your advisor. The advisor provides input to the student and then 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.

I. The Department

The FSHN home page provides information related to all aspects of your graduate experience at the University of Illinois.

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. 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.

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 260 BH.

J. Academic Integrity and Policy and Procedures on Grievances by Graduate Students in FSHN

<http://www.grad.illinois.edu/gradhandbook/2/chapter9/academic-conflict>

K. 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.

L. 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 nonemployees 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 Office of Technology Management's Inventor's Handbook is a good resource for questions related to University of Illinois Intellectual Property policies.

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/or leave 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 dissertation before departing from the University.

M. Fellowships, Scholarships and Travel Scholarships

The department has funds available for fellowship and scholarship use. These funds are available to ALL graduate students in FSHN except those graduating in the current academic year. The Associate Head of Graduate Programs, in consultation with the student's advisor and advisory committee, will determine the distribution of the fellowships and scholarships using the information submitted with the annual progress report. Criteria for awarding funds is based on academic merit, research productivity, and financial need. Some funding sources may have additional requirements based on donor criteria. The funding sources available can be found on the Food Science & Human Nutrition website under Graduate, then Financial Assistance or by going directly to <https://fshn.illinois.edu/graduate/financial-assistance>

N. 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. All international applicants applying for teaching assistantships must be able to meet the University's oral English proficiency requirements by taking the Test of Spoken English (TSE) or English Proficiency Interview (EPI). The TSE is administered by the Educational Testing Service, Box 592, Princeton, NJ, 08540-6151. On campus, the EPI test is administered by the Center for Innovation in Teaching and Learning. The EPI is offered every fall, spring and summer. Additional information will be made available as each terms' dates are announced. For more information about the EPI, please go to http://cte.illinois.edu/testing/oral_eng/test_prep.html.

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.

Campus Parking

Campus Parking requests vehicle registration information when you apply for parking. Campus Parking is located in the north parking structure, 1201W. University, Urbana. It is also in your best interest to register your bicycle <http://go.illinois.edu/mybike>.

Computer Facilities and E-mail

This section of the Graduate Student Handbook will give you a general overview of where to go if you have any technology needs. The IT team for Food Science and Human Nutrition is located in 158 Bevier Hall. For any technology questions please email ds-ccsg@illinois (preferred method) or call 217-300-5670 in the case of an emergency.

As a new graduate student you may need to access the departmental network drives for your work. Please ask you faculty member to request access to the share on your behalf. The S drive is a shared drive where groups of people can access shared documents and collaborative projects. This drive is usually organized by lab groups or projects. This is the preferred method for sharing research data. Please don't use public email accounts for sharing data; your Illinois email account is most secure.

The University has also partnered with Box.com to offer free online storage. Sign up for Box here: <https://box.illinois.edu/>

All grad students will also have access to a messaging app called Skype for Business. You can use this to call others who have this account, send messages, share your screen, etc.

We can assist you with setting up departmental/campus services on your personal devices, but we will generally not support personal computers. Feel free to ask us any technology questions, and if we cannot support or fix the issue we will hopefully point you in the correct direction. For more information/documentation, please look for the FSHN-General-Info folder on the S drive.

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 staff. Copying your own class work, papers, theses/dissertations, etc. is a personal expense.

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

The online FAX application is available in 260 Bevier Hall. Email FSHN-General@illinois.edu if you need to send a business fax. Personal faxes are not allowed.

Job Opportunities

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

Keys

Keys to outside doors, graduate student offices and laboratories are issued out of 260 Bevier Hall. Academic advisors must contact the FSHN business office (in person, via email or by telephone) to approve all key requests. When leaving campus, all keys must be returned to 260 Bevier Hall. Do not leave your keys with your advisor or lab mates.

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 FSHN
(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 16th of each month. Instructions for completing required payroll forms will be provided by the departmental Staff Clerk, 260F 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.

Support Staff

Support staff assistance and computers used by the support staff are not available to graduate students. On occasion, staff 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-emergency333-8911 (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 Society for Nutrition, the Academy of Nutrition and Dietetics, 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), the Student Dietetics Association (SDA), and/or the Food Science and Human Nutrition Graduate Student Association (FSHNGSA). These organizations provide career information and may arrange field trips.

APPENDICES

1. Request Admission to the Ph.D. Program*
2. Department of Food Science and Human Graduate Student Petition*
3. Request for Change of Advisor*
4. Request for Co-Advisor Assignment*
5. Classification of Faculty into Areas of Specialization
6. Course Requirements for M.S. and Ph.D. Degrees in FSHN
7. Nomination of Advisory Committee, M.S. or Ph.D.*
8. Exam Notification*
9. M.S. Final Examination Certification
10. Grad Student Clearance*
11. M.S. Final Examination Certification (non-thesis)
12. Ph.D. Qualifying Examination Warrant
13. Format of the Written Preliminary Proposal

NOTE: Forms shown in these appendices are samples only and should not be used by students. Fillable/printable forms (as indicated above with *) are available at <https://fshn.illinois.edu/graduate/student-handbook>.

Appendix 1

Request Admission to the Ph.D. Program

(submit prior to scheduling a qualifying exam)

Request to by-pass the M.S. degree

or

Request after receiving a M.S. degree from Illinois

The application for students who are requesting to by-pass the M.S. shall include three letters of recommendation, including one from the M.S. academic advisor and, if different, one 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. Provide the names of your recommenders below.

1. _____
2. _____
3. _____

The application for students who earn a M.S. degree from Illinois and are requesting to proceed to the Ph.D. degree shall include 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.

Provide the name of your Ph.D. advisor below.

1. _____

All applications shall also include:

- A statement of research intentions from the student, including a timeline.
- Evidence of professional competence and achievement, such as published papers, presentation of research at a conference, awards received, etc.
- A copy of the UI transcript (an unofficial transcript is acceptable; it is not required that all courses be completed prior to requesting admission to the Ph.D. program, but the core courses should be completed as students will need to take the qualifying exam soon after admission to the Ph.D. program is approved).
- A Curriculum Change/Transfer of Credit form requesting a change of program from M.S. to Ph.D. This form is to be completed after the application is approved at the departmental level.

The completed application will be reviewed by the Associate Head of Graduate Programs. Their recommendation will be forwarded to the Department Head, who will make the final decision.

Appendix 1 (Cont.)

Student's Name _____ UIN _____

- Request to by-pass the M.S. degree
- Request admission to the Ph.D. program after receiving a M.S. degree from Illinois

- Approve

Contingent upon _____

- Deny

Associate Head of Graduate Programs

Date

Department Head

Date

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall).

Appendix 2

FSHN Graduate Student Petition

Petitions are used to request any exceptions to the FSHN Graduate Student Handbook rules and regulations or for substitution of a required course. Requests to make a substitution for a required course should be made prior to enrolling in the alternative course; having completed the alternative course does not assure approval. The Department does not waive total hours required in a degree program. If the substituted course does not carry as many hours as the required course, students are expected to take additional coursework to make up the deficit.

Name _____ UIN _____

Email Address _____ Current Degree Program _____

Campus Address _____ Daytime Phone _____

Expected Date of Graduation: May 20 _____ Aug. 20 _____ Dec. 20 _____

Student Signature _____ Date _____

Exception to rules/regulations Substitution of a required course

Explanation of request for exception to rules/regulations (Please be thorough; attach additional sheets if necessary):

Rationale for substitution of a required course (also provide a syllabus from the course to be used as the substitution, a catalog description of the course to be used as the substitution, and an endorsement from the University of Illinois at Urbana-Champaign faculty member who teaches the required course on this campus and who believes the course in question is an acceptable substitution.)

Advisor Comments:

Advisor Name (print or type)

Advisor Signature _____ Date _____

To be completed by Associate Head of Graduate Programs

Approved
 Denied

Associate Head of Graduate Programs _____ Signature _____ Date _____

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall).

Appendix 3

Request for Change of Advisor

Student's Name _____ UIN _____

My current advisor is is not aware of my desire to change advisors.

Current advisor _____

New advisor _____

Requested effective date/term _____

Please provide a detailed explanation for your request (attach additional sheets if necessary).

**This request must be accompanied by a letter from the new advisor, indicating their willingness to accept you into their lab and detailing what financial support, if any, they intend to provide.

**Your current advisor must sign this form prior to final processing. The form will be returned to you to get their signature once the Associate Head and Department Head have signified their approval.

- Keys Returned**
- 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.

(Current advisor's signature)

 Approve Deny

Approve Deny

Associate Head of Graduate Programs

Department Head

Date

Date

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall).

Appendix 4

Request for Co-Advisor Assignment

This function of this form is to request co-advisor status for your graduate program.
The form should be submitted prior to making advising agreements with anyone other than your major advisor.

Student's name _____ UIN _____ Date _____

Main Advisor Name (must be a member of FSHN faculty) _____

Main Advisor Signature _____

Co-Advisor Name (must be a member of the UIUC grad faculty) _____

Co-Advisor Signature _____

Co-Advisor Affiliation (UIUC department) _____

Please provide a detailed explanation for why this co-advising assignment is necessary for your graduate program.

Approve Deny

Associate Head of Graduate Programs

Date

Department Head

Date

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall)

Appendix 5

Classification of Faculty into Areas of Specialization

Biochemical/Molecular Nutrition

J. Amengual Terrasa
J. Andrade
H. Chen
E. Gonzalez de Mejia
S. M. Donovan
J. W. Erdman
W. G. Helferich
H. D. Holscher
E. H. Jeffery
Z. Madak-Erdogan
M. T. Nakamura
Y-X. Pan

Chemical/Microbial Food Safety

H. P. Blaschek
E. Gonzalez de Mejia
W. G. Helferich
E. H. Jeffery
Y-S. Jin
M. J. Miller
M. J. Stasiewicz
Y-C. Wang

Clinical Nutrition

A. Arthur
S. M. Donovan
K. M. Chapman-Novakofski
J. W. Erdman
W. G. Helferich
H. D. Holscher
S. M. Nickols-Richardson
M. T. Nakamura
Y. Pepino
M. P. Prescott

Community Nutrition

A. Arthur
J. Andrade
K. M. Chapman-Novakofski
S. M. Nickols-Richardson
M. P. Prescott

Food Chemistry

J. Andrade
K. R. Cadwallader
E. Gonzalez de Mejia
N. J. Engeseth
S-Y. Lee
S. J. Schmidt
Y-C. Wang

Food Microbiology

H. P. Blaschek
Y-S. Jin
M. J. Miller
M. J. Stasiewicz

Food Processing/Engineering

H. Feng
Y. Lee
G. W. Padua
P. S. Takhar
Y-C. Wang

Nutritional Toxicology

E. Gonzalez de Mejia
W. G. Helferich
E. H. Jeffery
Z. Madak-Erdogan

Sensory Science

S-Y. Lee
Y. Pepino

Appendix 6

Course Requirements for M.S. and Ph.D. Degrees in FSHN

Concentration in Human Nutrition (26-27 hours minimum)^{1, 2, 3, 4}

Required courses (17-19 hours):

- MCB 450 or higher (3 H) - Biochemistry
- FSHN 420 (3 H) - Nutritional Aspects of Disease
- FSHN 426 (3 H) - Biochemical Aspects of Nutrition I (M.S. students),
or FSHN 511 (4 H) - Regulation of Metabolism (Ph.D. students)
- FSHN 427 (3 H) - Biochemical Aspects of Nutrition II
- FSHN 465 (3 H) - Principles of Food Technology
- FSHN 593 (2 H) - Seminar in Foods and Nutrition
- FSHN 597 or NUTR 500 (required every semester for 0 H; 1 H when defending dissertation) - Graduate Seminar or Nutritional Sciences Seminar, respectively⁵

Electives [to meet 26-27 hours minimum, of which at least 3 (thesis M.S.), 6 (non-thesis M.S.), or 6 (Ph.D.) hours need to be graded courses at the 500-level]^{6, 7}

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 428 (3 H) - Community Nutrition
FSHN 429 (3 H) - Nutrition Assessment and Therapy
FSHN 440 (4 H) - Applied Statistical Methods I
FSHN 480 (3 H) - Basic Toxicology
FSHN 510 (up to 4 H) - Topics in Nutrition Research
FSHN 520 (up to 6 H) - Advanced Clinical Nutrition
FSHN 590 (5H) - Dietetic Internship I*
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 595 (3 H) - Biopsychological bases of ingestive behavior
FSHN 598 or NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively⁸
NUTR 511 (4 H) - Regulation of Metabolism
NUTR 550 (2 H) - Grantsmanship and Ethics
NUTR 590 (up to 2 H) - Disciplinary Seminar
ANSC 421 (3 H) - Minerals and Vitamins
ANSC 520 (3 H) - Protein and Energy Nutrition
ANSC 524 (2 H) - Non-ruminant Nutrition Concepts

¹Undergraduate training must include statistics (ACE 261, CPSC 241, ECON 202, MATH 161, PSYC 235, SOC 280, or STAT 100), nutrition (equivalent to FSHN 220), and systemic physiology (equivalent to MCB 246). These undergraduate courses are not required for admission, but must be completed early in the graduate program and do not count toward concentration requirements. Both M.S. and Ph.D. degrees require at least 12 hours of 500-level course work (including thesis research), and at least 8 of these 12 hours must be in the major field for graduation.

²Additional courses may be required beyond the concentration minimum, per Advisory Committee recommendations, depending upon student/advisor learning objectives. A student whose prior education includes course work with identical or similar content to those specified above will be guided by their advisor and Advisory Committee regarding the selection of additional course work needed to meet the minimum hours of the HN concentration.

³Students are encouraged to take new courses, rather than retake required courses they have already taken. If you have already taken a required course at the University of Illinois, it is highly recommended that you do not retake it. No petition is required. If you have taken a very similar course at another university, you are strongly encouraged to petition for acceptance of that course in lieu of the required course. Courses should be selected to expand and strengthen your knowledge in core and related disciplines, and/or to increase your research capabilities. Retaking a course does not meet that objective. For additional advice on this topic, contact your advisor and faculty advisory committee.

⁴Students enrolled in the Graduate Dietetic Internship may count up to 5 hours of FSHN 590 or FSHN 591 towards 500-level course requirements.

⁵Students are required to enroll in another seminar course if they have a conflict that precludes their enrollment in FSHN 597 or NUTR 500. The seminar course may be offered by another department.

⁶Course selection is flexible beyond this list if decided in consultation with advisor/advisory committee.

⁷Non-thesis M.S. students must complete the concentration requirements, including at least 6 hours of 500-level courses, and enroll in other courses to total at least 32 hours.

⁸Up to 2 hours for thesis degrees; up to 6 hour for non-thesis M.S. degree.

The Graduate College requires at least 32 hours for an M.S. degree and 96 hours for a Ph.D. degree. Beyond concentration requirements, thesis research (FSHN 599) and non-concentration 400- and 500-level course work are used to meet the balance of hours required for graduate degree.

*Restricted to dietetics internship students only. To apply for Dietetic Internship, a verification statement from an approved/accredited Didactic Program in Dietetics is required.

Appendix 6 (Cont.)

Concentration in Food Science (26-27 hours minimum)^{1, 2, 3}

Required courses (16-17 hours)

- FSHN 461 (4 H) - Food Processing I
- FSHN 514 (3 H) - Advanced Food Chemistry
- FSHN 573 (3 H) - Advanced Food Microbiology
- FSHN 593 (2 H) - Seminar in Foods and Nutrition
- FSHN 595 (4 H) - Nutrition for Food Scientists
- FSHN 597 or NUTR 500 (required every semester for 0 H; 1 H when defending dissertation) - Graduate Seminar or Nutritional Sciences Seminar, respectively⁴

Electives^{5, 6}

Food Processing and Engineering

- ABE 498 (3 H) - Engineering Application of Nano-scale Biology
- FSHN 460 (3 H) - Food Processing Engineering
- FSHN 462 (2 H) - Food Processing II
- FSHN 595 (2 H) - Advanced Food Processing

Food Chemistry

- FSHN 416 (3 H) - Food Chemistry Laboratory
- FSHN 517 (2 H) - Fermented and Distilled Beverages
- FSHN 518 (3 H) - Chemistry of Lipids in Foods
- FSHN 519 (4 H) - Flavor Chemistry and Analysis
- FSHN 595 (1 H) - Transport in Food Biopolymers
- FSHN 595 (4 H) - Water Relations in Foods

Food Microbiology

- FSHN 574 (3 H) Value Added Biotransformation
- FSHN 595 (3 H) Food Safety for Global Food Security

Others (of interest to many)

- FSHN 440 (4 H) - Applied Statistical Methods I
- FSHN 502 (3 H) - Advanced Topics in Sensory Science
- FSHN 592 (up to 2 H) - Graduate Internship Experience
- FSHN 595 (3 H) - Biophysics of Ingestive Behavior
- FSHN 598 or NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively⁷
- CPSC 540 (5 H) - Applied Statistical Methods II
- CPSC 541 (5 H) - Regression Analysis
- NUTR 550 (2 H) - Grantsmanship and Ethics

¹Undergraduate training must include statistics (ACE 261, CPSC 241, ECON 202, MATH 161, PSYC 235, SOC 280, or STAT 100) and basic science courses relevant to the student's chosen focus (including for example, biochemistry, physical chemistry, microbiology, or material science). These undergraduate courses are not required for admission, but must be completed early in the graduate program and do not count toward concentration requirements. Both M.S. and Ph.D. degrees require at least 12 hours of 500-level course work (including thesis research), and at least 8 of these 12 hours must be in the major field for graduation.

²Additional courses may be required beyond the concentration minimum, per Advisory Committee recommendations, depending upon student/advisor learning objectives. A student whose prior education includes course work with identical or similar content to those specified above will be guided by their advisor and Advisory Committee regarding the selection of additional course work needed to meet the minimum hours of the FS concentration.

³Students are encouraged to take new courses, rather than retake required courses they have already taken. If you have already taken a required course at the University of Illinois, it is highly recommended that you do not retake it. No petition is required. If you have taken a very similar course at another university, you are strongly encouraged to petition for acceptance of that course in lieu of the required course. Courses should be selected to expand and strengthen your knowledge in core and related disciplines, and/or to increase your research capabilities. Retaking a course does not meet that objective. For additional advice on this topic, contact your advisor and faculty advisory committee.

⁴Students are required to enroll in another seminar course if they have a conflict that precludes their enrollment in FSHN 597 or NUTR 500. The seminar course may be offered by another department.

⁵Course selection is flexible beyond this list if decided in consultation with advisor/advisory committee.

⁶Non-thesis M.S. degree students must complete the concentration requirements, including select at least 3 hours of 500-level elective and other courses to equal a total of at least 32 hours.

⁷Up to 2 hours for thesis degrees; up to 6 hour for non-thesis M.S. degree.

The Graduate College requires at least 32 hours for an M.S. degree and 96 hours for a Ph.D. degree. Beyond concentration requirements, thesis research (FSHN 599) and non-concentration 400- and 500-level course work are used to meet the balance of hours required for graduate degree.

Appendix 6 (Cont.)

Non-Thesis M.S. Degree in FSHN with Human Nutrition focus (24 hours minimum of course work are required out of 32 hours of degree requirement)^{1,2}

Required courses: 18 hours; all courses are offered at least once every year

- MCB 450 (3 H) - Introductory Biochemistry or equivalent
- FSHN 465 (3 H) - Principles of Food Technology
- FSHN 440 (4 H) - Applied Statistical Methods I or equivalent³
- FSHN 527 (3 H) - Advanced Vitamins and Minerals (prerequisite: FSHN 427 or equivalent)
- FSHN 521 (2 H) - Metabolic Syndrome and Weight Management (prerequisite: FSHN 420 or equivalent)
- FSHN 522 (1 H) - Essential Fats and Cholesterol (prerequisite: FSHN 420 or equivalent)
- FSHN 597 or NUTR 500 (required every semester for 0 H) - Seminar in Food Science or Nutritional Sciences Seminar, respectively⁴
- FSHN 593 (2 H) - Seminar in Foods and Nutrition

Elective courses: 6 hours minimum to meet 24 hours minimum course work; 4 hours minimum to meet 22 hours minimum course work for students admitted to Dietetics Internship Program⁵

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 428 (3 H) - Community Nutrition
FSHN 429 (3 H) - Nutrition Assessment and Therapy
FSHN 453 (4 H) - Nutrition for Performance
FSHN 480 (3 H) - Basic Toxicology
FSHN 510 (1 H) - Topics in Nutrition Research (may take multiple modules)
FSHN/NUTR 511 (4 H) - Regulation of Metabolism (prerequisite: FSHN 426 and MCB 450 or equivalent)
FSHN 520 (2 H) - Advanced Clinical Nutrition (may take multiple modules)
FSHN 526/ANSC 520 (3 H) - Protein and Energy Nutrition (prerequisite: FSHN 426 or equivalent)
FSHN 595 (1-3 H) - Advanced Topics in Nutrition (may take multiple modules)
ANSC 524 (2 H) - Non-Ruminant Nutrition Concepts

Internship: up to 8 hours (10 hours for dietetics) of internship credits may be used to meet 32 hours minimum for non-thesis MS

FSHN 590/591 (10 H) - Dietetics Internship I/II⁶
FSHN 592 (up to 8 H) - Graduate Internship Experience
FSHN 598 or NUTR 593 - (up to 8 H) Advanced Special Problems or Individual Topics in Nutrition, respectively

¹Undergraduate training must include statistics (equivalent to STAT 100), nutrition (equivalent to FSHN 220), and systemic physiology (equivalent to MCB 244 or 246). These undergraduate courses are not required for admission, but must be completed early in the graduate program and do not count toward concentration requirements. The degree requires at least 12 hours of 500-level course work (including internship), and at least 8 of these 12 hours must be in the major field for graduation.

²Students are encouraged to take new courses, rather than retake required courses they have already taken. If you have already taken a required course at the University of Illinois, it is highly recommended that you do not retake it. No petition is required. If you have taken a very similar course at another university, you are strongly encouraged to petition for acceptance of that course in lieu of the required course. Courses should be selected to expand and strengthen your knowledge in core and related disciplines, and/or to increase your research capabilities. Retaking a course does not meet that objective. For additional advice on this topic, contact your advisor.

³Equivalent courses include: CHLH 421, EPSY 480, PATH 517, VCM 572, HDFS 594

⁴Students are required to enroll in another seminar course if they have a conflict that precludes their enrollment in FSHN 597 or NUTR 500. The seminar course may be offered by another department.

⁵Course selection in consultation with advisor. May take 400, 500 level courses not listed here including CHLH, HDFS, KIN and MCB.

⁶To apply for a Dietetic Internship (FSHN 590 and FSHN 591), a verification statement from an approved/accredited Didactic Program in Dietetics is required.

Appendix 7

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

Student Name _____ UIN _____

Proposed Advisory Committee

The advisory committee is composed of at least *three members* of the Illinois Graduate Faculty, at least one of whom must be from an area of specialization other than the student's (Appendix 5). For M.S. advisory committees, the advisor may serve as chair. For Ph.D. advisory committees, the advisor may not serve as chair.

Chair of Committee

Member name

Member name

Member name

Advisor name

Approved by Advisor (signature) date

Approved by Department Head (signature) date

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall).

Appendix 8

Exam Notification

- *M.S. Defense:** Committee consists of at least three members of the graduate faculty; at least one must be from an area of specialization other than the student (Appendix 5 in FSHN grad student handbook). Advisor is typically chair.
- Ph.D. Qualifying Exam:** Committee consists of at least three members of the FSHN faculty, and at least three areas of specialization must be represented (Appendix 5 in FSHN grad student handbook). Advisor/co-advisor may or may not be a member of the committee, but cannot serve as chair. If the advisor/co-advisor is a committee member, a 4th or 5th committee member must be named.
- *Ph.D. Preliminary Exam** ***Ph.D. Defense**
 Committee consists of at least 4 voting members, at least three must be members of the graduate faculty, at least two must be tenured, and at least one must be in an area of specialization other than the student (Appendix 5 in FSHN grad student handbook). Advisor cannot serve as chair.

***Please provide thesis/dissertation title here:**

Student Name _____ UIN _____

Faculty Advisor _____ (please print) Faculty Advisor _____ (signature)

Committee members		For Ph.D. preliminary and final exams only	
Name	Area of Specialization	UIUC?	Voting?
(chair)		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

Date, time and location of exam/defense _____

Electronic Equipment Needs

- Laptop Projector Laser Pointer No Equipment Needed

For Final Exams Only

- Thesis check scheduled with Dr. Hong Chen
 Dr. Graciela Padua Dr. Matthew Stasiewicz

_____ (must be at least 5 days before deposit deadline)
 _____ (date)

**Check here if you are a non-thesis student

This form should be submitted to the FSHN Grad Support Office (260E1 Bevier Hall) at least two weeks before the exam/defense.

Approved

 Department Head

 Date

Appendix 9

M.S. Final Examination Certification

Name of Candidate UIN

This is to certify that we have administered to the above student an appropriate final examination for the Master of Science degree. We have also examined the candidate's thesis. The result of the examination is:

- Pass with a satisfactory thesis
- Pass, pending revision of thesis
- Decision deferred. The committee is considered to be in temporary adjournment until _____ (a specified date that must be within six months of the first defense date). *This category should be used only if the committee intends to hold another defense. Registration is required during the semester when the second defense is held.*
- Fail. Students who fail the first exam may, at the discretion of the committee and according to departmental rules, be granted another opportunity to take the examination after completing additional work. The chair will inform the Department Head if the student is allowed a second examination.

Chair

Member

Member

Member

Date

Appendix 10

Grad Student Clearance Form

Name _____

UIN _____

Thesis/Dissertation Format Approval (student)

- Dr. Hong Chen Dr. Matthew Stasiewicz
 Dr. Graciela Padua

Keys Returned (FSHN main office front desk)

Seminar (FSHN grad student support office)

- Ph.D. student
 n/a (M.S. student)

Forwarding Address (student)

Personal Email Address (student)

Cell Phone Number (student)

Employer Name and Address; please also include position title, if known (student)

Encumbrance (FSHN grad student support office)

- 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.

HR Exit Procedure (FSHN Staff Clerk)

Contact Staff Clerk (sannauoi@illinois.edu) at least 1 week prior to leaving campus to set up an appointment for this step.

- Required exit forms (provided by Staff Clerk) completed and signed
 I-card handed in to Staff Clerk

Appendix 10 (Cont.)

Laboratory Cleaning (advisor) Laboratory work areas have been cleaned and are ready for use by another student.

Chemical Disposal (advisor) All inorganic and organic chemicals, and all radioactive materials, have been properly disposed of or returned to storage.

Office Cleaning (advisor) Assigned office has been cleaned, books and papers removed, and equipment manuals returned. Laboratory notebooks have been returned to the advisor.

Publications (advisor) All publication obligations have been met or arrangements made.

(Advisor's signature)

Optional Exit Interview

If you would like to schedule an exit interview with our Associate Head of Graduate Programs, Dr. Nicki Engeseth, please email her directly (engeseth@illinois.edu) to set up an appointment.

Appendix 11

M.S. Final Examination Certification (non-thesis)

Name of Candidate

UIN

This is to certify that we have administered to the above student an appropriate final examination for the Master of Science degree. The result of the examination is:

- Pass
- Decision deferred. The committee is considered to be in temporary adjournment until _____
(a specified date that must be within six months of the first defense date). *This category should be used only if the committee intends to hold another defense.*
- Fail. Students who fail the first exam may, at the discretion of the committee and according to departmental rules, be granted another opportunity to take the examination after completing additional work. The chair will inform the Department Head if the student is allowed a second examination.

Chair

Member

Member

Member

Date

Appendix 12

Ph.D. Qualifying Examination Warrant

Department of Food Science and Human Nutrition

Name of Candidate

UIN

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.

SAMPLE

Chair

Member

Member

Member

Member

Date

Appendix 13

Format of the Written Preliminary Proposal

The proposal should be written using the following format. 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 and significance of 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

Appendix 13 (cont.)

- 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 style of the relevant professional journal(s). Note that the references are not part of the page limit.

5. Budget and Budget Justification

Must be included and formatted according to the student's major funding source