ILLINOIS

Food Science & Human Nutrition

COLLEGE OF AGRICULTURAL, CONSUMER & ENVIRONMENTAL SCIENCES

Fall 2025
Graduate Student Handbook

https://www.fshn.illinois.edu

TABLE of CONTENTS

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 particular 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.

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
Student Code
University of Illinois Policy and Procedures on Academic Integrity in Research and Publication

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 initial enrollment, unless they successfully petition the Department to follow any new course requirements outlined in the most recent handbook. FSHN MS students who subsequently enter the PhD 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 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. 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 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.

Contact and Building Information

The Department of Food Science and Human Nutrition main office is housed in Bevier Hall.

FSHN Business Office……..……260 Bevier Hall, fshn.illinois.edu

Department Head of FSHN; Professor……..……...Dr. Nicki Engeseth
217-244-6788, 260 Bevier Hall……..…….engeseth@illinois.edu

Associate Head for Graduate Programs; Associate Professor……..Dr. Pratik Banerjee
217-300-0260, 105 Agriculture Bioprocess Lab (ABL)…….……..pratik@illinois.edu

Director, Online Master's Program in Clinical and Community Nutrition……..……...…Jennifer Burton
217-300-6087, 399 Bevier Hall……..…….jlkaczm2@illinois.edu

Interim Director, Online Master's Program in Food Science……..Bianca Xu
Bevier Hall…….gxu8@illinois.edu

Administrative Aide for Graduate Programs……....Becca Snook
217-244-5341, 260E1 Bevier Hall……...……...…….snook@illinois.edu

Bevier Hall (BEV)
Department of Food Science and Human Nutrition Main Office
905 South Goodwin Avenue, 260 Bevier Hall, Urbana, IL 61801 M/C 182

Agricultural Bioprocess Laboratory (ABL)
1302 W Pennsylvania Ave, Urbana, IL 61801 M/C 640

Agricultural Engineering Sciences Building (AESB)
1304 W Pennsylvania Ave, Urbana, IL 61801 M/C 646

Edward R. Madigan Laboratory (ERML)
1201 W Gregory Drive, Urbana, IL 61801 M/C 51

Campus Maps: https://map.illinois.edu/view

1. Degrees and Programs Offered

1.1 Degrees

Through the Graduate College of the University of Illinois, the Department of Food Science and Human Nutrition offers a Master of Science (MS) and Doctor of Philosophy (PhD) degree in Food Science and Human Nutrition. The graduate program requires the student to choose a concentration in consultation with their academic advisor based on the student's academic background and career goals. With academic advisor approval, PhD students may choose to meet the course requirements for both concentrations.

Thesis degrees consist of advanced course work and require research credits and a thesis.
Non-thesis degrees consist of advanced course work, but it does not require research credits or thesis.

On-Campus Degrees (Thesis)
MS FSHN, concentration in Food Science
MS FSHN, concentration in Clinical and Community Nutrition
MS FSHN, concentration in Human Nutrition
PhD FSHN, concentration in Food Science
PhD FSHN, concentration in Human Nutrition

On-Campus Degrees (Non-Thesis)
MS FSHN, concentration in Clinical and Community Nutrition
MS FSHN, concentration in Human Nutrition
Professional Science Master's (PSM) in Food Science and Human Nutrition

Online Degrees (Non-Thesis)
MS FSHN, focus in Food Science
MS FSHN, concentration in Clinical and Community Nutrition

For a comprehensive description of each degree, including admission information visit our website at https://fshn.illinois.edu/academics/graduate-degrees

1.2 Programs

Graduate students in some of the degree programs above may also elect to complete the following:

Become a Registered Dietetic Nutritionist (RDN)

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 (RDN) 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; https://fshn.illinois.edu/graduate/dietetic-internship) or by contacting the Dietetic Internship Director, Jessica Madson PhD, RDN.

2. Advising

2.1 Thesis Advising

A thesis student normally has entered an agreement with a faculty member before admission. 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. If the student feels it's necessary to have a co-advisor, submit Request for Co-Advisor Assignment form. In either case, discuss the situation with the Associate Head for Graduate Programs beforehand.

A list of faculty members and their areas of specialization is found in section 9.5.1 of the handbook. 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.

2.2 Non-Thesis (NT) Advising

2.2.1 Clinical and Community Nutrition NT

All non-thesis students in the MS Clinical and Community Nutrition degree program are advised by Jennifer Burton, Director, Online Masters Program in Clinical and Community Nutrition. Jennifer advises both the on-campus and online degree students in the non-thesis program. Thesis track students in the Clinical and Community Nutrition program should refer to section 2.1 Thesis Advising.

2.2.2 Food Science NT

All students in the online MS degree with a focus in Food Science are advised by the Interim Online Food Science program director, Bianca Xu. To review degree requirements and policies, visit fshn.illinois.edu/current-online-students Thesis track students in the Food Science program should refer to section **2.1 Thesis Advising**.

2.2.3 Professional Science Masters (PSM) NT

All students in the Professional Science Masters program are advised by Dr. Nicki Engeseth, Professor and Department Head of Food Science and Human Nutrition. You will also work with Natalie Bosecker, Illinois PSM Director who will help guide you through the business portion of your degree. Degree requirements, can be found at psm.illinois.edu/fshn/overview

3. Financial Support and Benefits

3.1 Funding Types

Students in the Department of Food Science and Human Nutrition can receive funding through fellowships, scholarships, teaching/research assistantships, grad hourly positions, and travel awards.

Non-thesis students can receive non-waiver generating financial support in the form of scholarships and grad hourly positions.

Thesis research students can hold the following appointments: fellowship; assistantship; and grad hourly. A fellowship or assistantship appointment between 25%-67% are eligible for tuition waivers.

3.1.1 Fellowships

The Department of FSHN has a well-developed program of fellowship support for incoming graduate students on the thesis research track. Fellowship funds are derived from University funds, departmental gift funds, and endowments and provide a tuition waiver. Fall applicants that applied by the December deadline are automatically reviewed for fellowships based on merit and eligibility of the funding criteria. Fellowships are then awarded based on number of eligible students and available funds. The Graduate College also has opportunities through the Graduate College Fellowships & Grant Competitions and Graduate College External Fellowships.

3.1.2 Research Assistantship

Research Assistantship salaries come from funds provided by faculty advisors, usually through federal or private grants made to support their research program.

The department appoints its own research (RA) 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 have a partial fee waiver. Research assistantships are appointed by individual faculty.

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

3.1.3 Teaching Assistantships

The Teaching Assistantship (TA) salaries come from the department and are appointed by application process each term. Assistants holding appointments ranging from 25 through 67 percent time will receive a tuition and partial fee waiver. International students applying for teaching assistantships must meet the minimum speaking score requirement. TOEFL iBT: speaking score 24; IELTS Academic Test: speaking score 8. If you do not meet the minimum speaking score requirement, the university offers an Oral English Assessment Interview (OEAI) Option through the Department of Linguistics. The FSHN department will notify students when the registration period is open.

3.1.4 Hourly

Graduate Hourly positions are appointed by the supervisor of the position. Any services performed should be reported as hours worked. The Human Resource Manager of the appointing unit will help determine the max number of hours allowed to work. They will also provide information on how to track and submit a time sheet.

3.1.5 Scholarship of Merit

Scholarships of merit are available to on-campus, thesis track graduate students in FSHN that meet the award and funding criteria (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 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.

3.1.6 Travel Awards

Every spring, the FSHN department awards the following travel scholarships: Elizabeth Jeffery Junior Graduate Travel Award, Toshiro Nishidha Graduate Research Scholarship; and E.G. Perkins Fellowship in Lipid Chemistry for Travel. For more information on each award, visit FSHN Graduate Student Resources.

Every fall and spring, the Graduate College issues Conference Presentation Awards. FSHN Grad Programs will send a request to Graduate students when it is time to apply. The Associate Head of Graduate Programs will review the applications. The FSHN Grad Program Admin will notify the Graduate College of the nomination.

3.1.7 Emergency Loans

The following campus units provide loans or funds for emergency situations and students who may need support with their basic needs. Office of Student Financial Aid ; Graduate College Student Emergency Grants ; Office of the Dean of Students

3.2 Appointments and Salaries

3.2.1 Registration Requirements

Recipients of assistantships and fellowships must be registered during the semester they are appointed. Students holding a Fellowship are required to be registered for full time. The Department of FSHN requires those holding summer assistantships or fellowships to register during this time period.

3.2.2 Pay Deposits (When you get paid)

If you have a fellowship or assistantship, your salary/stipend will be deposited to the bank account you provided on the 16th of each month. The first payment in Fall term is September 16th and Spring term is February 16th. Instructions for completing required payroll forms will be provided by the departmental Human Resources Office Manager. Failure to complete these forms by the designated due date could delay the receipt of your first paycheck. Hourly appointments are paid bi-weekly.

3.2.3 Tax Status

The income tax liability of graduate students is determined by the Internal Revenue Service (IRS) and the State of Illinois Department of Revenue (IDR) and not by the University or the Department. Review the Illinois Graduate College: Understanding Taxability resource page for help.

International Graduate Students should also review the International Student and Scholar Services (ISSS): Income Tax page for tax information directly related to Foreign Nationals.

3.2.4 Resignation and Termination of Appointments

To resign an appointment, students must contact the appropriate office to let them know you are resigning. For assistantships and hourly appointments, contact FSHN Human Resources office. For Fellowships, contact the Graduate College Fellowships Office. If a student is resigning an appointment because the student has defended and will be depositing a thesis, then the thesis must be deposited no more than seven calendar days after resignation; otherwise, the student will be charged tuition. See the Graduate College Handbook for full details.

A student who resigns an appointment or whose appointment is canceled before service is rendered for at least three-fourths of the semester (91 days during fall/spring semester or 41 days during summer semester) is required to pay the full amount of appropriate tuition and fees for that semester. Payment for tuition is not required if the student withdraws from the University on the same date or before the last day of the assistantship, or if degree requirements for graduation are completed within seven calendar days after the resignation date.

An assistantship or fellowship appointment may be terminated during the period of the appointment if the graduate student is no longer a student, is no longer making satisfactory progress, or substantially fails to perform assigned responsibilities. The graduate student will be provided with written notice and an opportunity to respond to the department head prior to termination.

International students should check with International Student and Scholar Services (ISSS) about the impact of resigning their appointment and ending their program early. Especially when applying for Optional Practical Training (OPT).

3.3 Benefits

3.3.1 Tuition and Fee Waiver

Assistants with appointments between 25% and 67%, inclusive, for at least three-quarters of the semester will receive a tuition and partial fee waiver. Assistants holding such appointments in the spring semester, will be eligible for a Summer Automatic Tuition Waiver even if they do not hold a summer assistantship.

3.3.2 Health Care Services

The department does not provide Student Health Insurance or have access to your Health Care Services. You must reach out to the appropriate office for information about Student Health Insurance and Health Care options.

Review the Graduate College Health Care Services page to see all Health Care Services and requirements for Graduate Students.

On-Campus Health Care is provided at McKinley Health Center located at 1109 S. Lincoln Avenue, Urbana Illinois, 6801. Email wellness@illinois.edu; call 217-333-2700; or visit mckinley.illinois.edu

Student Health Insurance questions should be directed to the Student Affairs, Student Health Insurance Office. Email insure@illinois.edu ; call 217-300-9000; or visit si.illinois.edu

4. Course Grades, Credit, and Registration

4.1 Grades and GPA

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 (400-level or 500-level) 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:

Letter grade	A+	A	A–	B+	B	B–	C+	C	C–	D+	D	D–	F
Grade points	4.0	4.0	3.67	3.33	3.0	2.67	2.33	2.0	1.67	1.33	1.0	0.67	0

The GPA includes all hours of course work with grades A through F and ABS but not those with grades of CR, DFR, I, NC, NR, S, and U. See Explanation of Grades for complete listing of courses that count toward the GPA. The GPA does not include course work transferred from other universities, except for 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. You can review the full policy in the Graduate College Handbook.

4.2 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.

4.3 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 (equivalent to our 400- and 500-level); the course may not already have been applied to another degree; the student must have received a grade of B or better;

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 Graduate Student Petition form available in the Graduate College Student Portal

4.4 Required Credit Loads for Graduate Students

The maximums below represent the heaviest credit loads recommended per term if you hold an appointment. Summer enrollment is dependent on your source of funding, if any, your international visa requirements, and your need for student insurance. Students with fellowships or assistantships are required to be enrolled full-time (6 hours) for summer.

Appointment (Percent)	Usual Credit Load	Maximum Credit Loads (Hours)		
	Semester (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 a fellowship or research assistantship must be registered full-time during the period for which he or she is appointed. 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. 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 (eight hours for fall/spring semesters and four hours for summer). 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 Fellowships Office.

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 Graduate College Fellowships office, GradFellowships@illinois.edu, or 217-333-0036 for specific % time limitations.

4.5 Exemptions from Course Requirements

With the support of their 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. Course substitution requests should be requested through the **Required Course Substitution Request** form. This form will route to the student advisor and the FSHN Associate Head of Graduate Programs for approval. 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.

4.6 Obtaining Certification of Full-time Student Status

If certification of full-time student status is required (for example, for loans, immigration, or fellowships), the student must be registered for at least eight hours per semester (4 for Summer). International students should check with the International Student and Scholar Services (ISSS) office for details. Certification for full-time student status is obtained online through the Office of the Registrar, Transcript Unit. You can also visit them in person at 140 Admissions and Records Building, 901 W. Illinois St., Urbana, IL.

4.7 Limited Status

Limited status indicates that a student has not satisfied a mandatory departmental or university requirement and is ineligible to receive a degree. Limited status can be imposed for a variety of reasons, most commonly for failure to maintain a 3.0 GPA, failure to supply final undergraduate transcripts, or failure to complete required ESL courses (international students only). A student can be removed from limited status by satisfying the requirement or by the intercession of the department head.

4.8 Registration for Courses

Registration is completed through Student Self-Service. In order to register, you must know your NetID and password to login. This is assigned to you upon admission. Directions for accessing and using the online registration system are provided by the Office of the Registrar

5. Graduate Student Progress Evaluation Annual Review

Non-thesis students should consult with their program director for their annual review.

Thesis students must submit a progress report to their advisor and advisory committee each fall. The primary responsibility for monitoring a student's progress towards their academic objectives rests with the student and the advisor. Students required to complete the evaluation will receive an email from FSHN Grad Programs with directions and a deadline of completion. 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 PhD 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.

6. MS FSHN Degree (thesis)

6.1 Coursework Requirements

The MS 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.

1. The MS degree requires a minimum of 32 credits at the 400- and 500-levels, at least 12 hours of 500-level course work (can count 6 thesis research), and at least 8 of these 12 hours must be in the major field for graduation.

2. Up to 2 hours of FSHN 598 or NUTR 593, with approval of the Associate Head of Graduate Programs, may be used to fulfill this 500-level 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 MS students must meet the minimum course hour requirement (26-27 hours) for a concentration.

3. Undergraduate 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. Consult with advisor for Graduate level course options that are eligible to count toward degree requirements.

4. 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 or Clinical & Community Nutrition concentrations (0 H credit). Students are required to enroll in another seminar course if they have a conflict with FSHN 597 or NUTR 500. The seminar course may be offered by another department. Students should not register in FSHN 597 if they are in their last semester and will leave campus before the end of the term.

5. Students 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. 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.

6. Additional 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 their concentration.

7. Maintain a GPA of at least 3.0 (4.0=A) for all graded courses taken during the student's enrollment in the MS Degree program and file an annual review form each fall semester. See section 5 for annual review information.

8. Satisfactory completion of an oral final examination. If desired, the student can schedule an open defense presentation where they give a seminar about their research project. Afterwards, all but the committee and students are dismissed and a closed final examination will follow. The open defense presentation is optional for all MS thesis students in FSHN. Regardless, all thesis MS students will have a closed final examination.

9. A thesis that is approved by their final examination committee and submitted to the Graduate College in conformance with Graduate College requirements.

10. Completion of all requirements within five years of initial registration in the Graduate College.

6.1.1 Food Science Requirements (MS Thesis)

MS in Food Science and Human Nutrition
Concentration: Food Science

Minimum 32 credits required

Thesis Research Requirements:
FSHN 599 Thesis Research – Maximum of 6 credits count toward degree requirements.

Required courses (16 credits)
****Fill out Required Course Substitution Request form to waive/substitute a Required Course.
FSHN 481 (2H) Food Processing Unit Operations I
FSHN 483 (2H) Food Processing Unit Operations II
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) - Graduate Seminar or Nutritional Sciences Seminar,

Electives (Choose at least 10 credit hours to meet the minimum 32 credit hour requirement. If you waived or substituted required courses, you must still meet the overall 32 credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

Food Processing and Engineering
ABE 498 (3 H) - Engineering Application of Nano-scale Biology
FSHN 460 (3 H) - Food Processing Engineering
FSHN 482 (1H) Food Processing Unit Operations I Lab
FSHN 484 (1H) Food Processing Unit Operations II Lab
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 424 (3H) – Biopsychology of Ingestive Behavior
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 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively
CPSC 540 (5 H) - Applied Statistical Methods II
CPSC 541 (5 H) - Regression Analysis
NUTR 550 (2 H) - Grantsmanship and Ethics

6.1.2 Human Nutrition Requirements (MS Thesis)

MS in Food Science and Human Nutrition
Concentration: Human Nutrition

Minimum 32 credits required

Thesis Research Requirements:
FSHN 599 Thesis Research – Maximum of 6 credits count toward degree requirements.

Required courses (17 credits)
****Fill out Required Course Substitution Request form to waive/substitute a Required Course.
MCB 450 or higher (3 H) - Biochemistry
FSHN 420 (3 H) - Nutritional Aspects of Disease
FSHN 426 (3 H) - Biochemical Aspects of Nutrition I
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) - Graduate Seminar or Nutritional Sciences Seminar

Electives (Choose at least 9 credit hours to meet the minimum 32 credit hour requirement. If you waived or substituted required courses, you must still meet the overall 32 credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
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 (**Restricted to students in the Dietetics Internship**)
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively
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

6.1.3 Clinical and Community Nutrition Requirements (MS Thesis)

MS in Food Science and Human Nutrition

Concentration: Clinical and Community Nutrition

Minimum 32 credit required

Thesis Research Requirements:

FSHN 599 Thesis Research – Maximum of 6 credits count toward degree requirements.

Required courses (13 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**

FSHN 510 (2H) – Section: Science Translation
FSHN 521 (3H) Molecular Basis of Metabolic Syndrome and Weight Management
FSHN 552 (3H) - Advanced Diabetes Management
FSHN 595 (1H) - Section: Nutritional Epidemiology Journal Club
FSHN 597 **or** NUTR 500 (required every semester for 0 H) - Graduate Seminar or Nutritional Sciences Seminar

Choose One of the following statistics courses:

EPSY 480 (4H) - Educational Statistics
FSHN 440 (4H) - Applied Statistical Methods I
HK 517 (4H) - Principles of Epidemiology (formerly CHLH 572)
PATH 517 (4H) - Principle/Method Epidemiology

Electives (Choose at least 13 credit hours to meet the minimum 32-credit hour requirement. If you waived or substituted required courses, you must still meet the overall 32-credit hour requirement by choosing more electives.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 417 (4H) - Neuroscience of Eating & Drinking
FSHN 421 (2H) - Pediatric Clinical Nutrition
FSHN 422 (3H) - Introduction to Personalized Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
FSHN 429 (3H) - Nutrition Assessment and Therapy
FSHN 453 (4H) - Nutrition Performance
FSHN 459 (2H) - Nutrition Focused Physical Assessment
FSHN 465 (3H) - Principles of Food Technology
FSHN 480 (3H) - Basic Toxicology
FSHN 499 (3H) - Nexus of Food
FSHN 510 (up to 4H) - Topics in Nutrition Research
FSHN 522 (3H) - Dietary Prevention of Cardiovascular and Other Chronic Diseases
FSHN 527 (3H) - Advanced Vitamins and Minerals: Regulations of Metabolism
FSHN 580 (3H) - Ethics in Research, IRB and IACUC
FSHN 590 (5H) and FSHN 591 (5H) - Dietetic Internship I & II (**Restricted to students in the Dietetics Internship**)
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively
HK 410 (3H) - Women's Health
HK 414 (4H) - International Health
HK 416 (4H) - Health Data Analysis
HK 440 (4H) - Exercise & Health Psychology
HK 403 (4H) - Technology, Health, and Aging
HK 515 (4H) - Health Behavior Theory
HK 517 (4H) - Principles of Epidemiology
HK 527 (4H) - Biostatistics in Public Health
HK 516 (4H) - Chronic Disease Prevention
HK 532 (4H) - Cultural Competence in Public Health

6.2 Sequence of Progress toward the MS Degree (thesis)

A typical MS 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.

6.3 Master's Committees and Exam

The MS advisory and final exam 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. While it doesn't have to be the case, a student's advisory and final examination committees often have the same faculty members.

6.3.1 MS 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 using the Advisory Committee request form. 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.

6.3.2 MS Final Exam and Committee

Each MS 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.

1. **When:** After all degree requirements are met.
    - It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.
    - See section **10. Graduation** for exam and deposit deadlines.
2. **Scheduling:** Review the Examination Process for scheduling help.
3. **Registration:** Students must be enrolled for the entire academic term in which the exam occurs.
4. **Obtain Permission:** The student should consult with their faculty advisor and obtain permission from each faculty member that they agree to serve on their committee prior to officially requesting committee approval. If your exam is remote, work with committee chair to set-up the remote meeting.
5. **Request Committee:** Students are responsible for starting the process to appoint a final exam committee by submitting a request using the Exam Notification form. The request will be sent to the department Graduate Program Contact for review.
    - Submit the request at least 3 weeks prior to exam date
        - Committee Requirements:
            - Three members of Illinois Graduate Faculty.
            - at least one must be in an area other than the area of specialization of the student.
            - the advisor is usually the chair and must be a member of the Illinois Graduate Faculty.
6. **Committee Approval:** The department Grad Contact sends an email notice of approval to the student and committee.
    - The department Grad Contact will send your MS Exam Certification form and your Thesis/Dissertation Approval (TDA) form to your Committee via Adobe Sign. You do not need to do anything with either form.
7. **Student Provides to Committee**:
    - (Two-weeks prior to exam) Complete Thesis.
        - Microsoft Word is preferred to allow committee edits
        - Must be reviewed and approved by advisor prior to distribution to committee.
    - (Bring to exam) A copy for each committee member.
        - List of Course Requirements for your degree
        - List of courses you have taken. It should include Course, Grade, Term.
            - It is the students responsibility to ensure all degree requirements are met before scheduling the final exam.

8. **Exam/Committee Evaluation:**
    - The examination chairperson directs the examination. While the oral final examination is open to the public, the deliberations and decision of the final examination committee are held in a private session.
    - Final exams are 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 present for the entire duration of all oral components of the final examination. All voting members of the committee must be present in person or participate remotely during the examination, deliberation and results determination.
    - The final exam committee will relay necessary revisions to the student.
    - OPTIONAL: Thesis MS students may elect to have an open defense presentation. If selected, the student will present a seminar on their research that is open to the general public (it is expected that their exam committee will also attend). Once completed, the audience is excused and the exam committee and candidate remain in the room for the closed final examination.
9. **Decisions of the Oral MS Final Exam Committee**
   After the exam, the final exam committee will record their decisions on two forms provided to them via Adobe Sign. The department Graduate Contact will upload the signed forms to the Illinois Graduate College.
    - **MS Final Exam Certification** form:
        - 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 using this form.
            - If the student fails and then retakes the MS Final Exam, the same committee must re-examine the student.
    - **Thesis/Dissertation Approval (TDA)** form:
        - The Committee will sign the Thesis/Dissertation Approval form after completion of the examination and completion of any required revisions.
        - The department Grad Contact will upload the signed form to the Graduate College after receiving approval from the department Thesis Format Checker.

6.4 MS Thesis Preparation

Each candidate for the thesis 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 their 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 accuracy of the thesis content.

The student is responsible for preparing the thesis to comply with the Graduate College Thesis Office requirements. Please visit the Graduate College Thesis Office resource page for general policies, deadlines, formatting, and much more.

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 an FSHN thesis checker.

6.5 MS Thesis Approval and Format

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, 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.

7. MS FSHN Degree (Non-Thesis)

Students interested in a non-thesis M.S. degree are encouraged to discuss with an appropriate academic advisor prior to admission and enrollment. Non-thesis students 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.

7.1 Coursework Requirements

1. Thirty-two (32) hours of course work at the 400- and 500-levels. 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 Associate Head for Graduate Programs.
2. Students can take up to 12 credit hours as a non-degree student and have these credits transferred towards their MS degree requirements if they receive a grade of a B or higher. See Section **4.3 Transfer of Credit** for more information.
3. Students 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. 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 the Director of your respective program.
4. 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 fall semester. See section 5 for Annual Review information.
5. Completion of all requirements within five years of initial registration in the Graduate College.

The online **Community & Clinical Nutrition (CCN)** program is designed for health professionals, especially RDNs, who require a MS degree. All required lecture-based courses in both programs are delivered in live synchronous online sessions or asynchronous recorded sessions, using distance education technology. For synchronous offerings, 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. For the CCN program, selected courses will be offered online each fall and spring semester. Students are also encouraged to take online courses from other departments that are relevant to their program.

For the **Food Science program**, 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.

7.1.1 Clinical and Community Nutrition Requirements (MS Non-Thesis)

MS in Food Science and Human Nutrition

Concentration: Clinical and Community Nutrition (On-Campus or Online)

- 24 hours minimum must be letter-graded coursework out of the 32 total hours required
- A maximum of 10 internship (FSHN 590/591) credit hours can be used toward the 32-credit hour requirement.
- Students can take up to 12 credit hours as a non-degree student and have these credits transferred towards their MS degree requirements if they receive a grade of a B or higher.

Required courses (13 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**

FSHN 510 (2H) – Section: Science Translation
FSHN 521 (3H) Molecular Basis of Metabolic Syndrome and Weight Management
FSHN 552 (3H) - Advanced Diabetes Management
FSHN 595 (1H) - Section: Nutritional Epidemiology Journal Club
FSHN 597 **or** NUTR 500 (required every semester for 0 H) - Graduate Seminar or Nutritional Sciences Seminar

Choose One of the following statistics courses:

EPSY 480 (4H) - Educational Statistics
FSHN 440 (4H) - Applied Statistical Methods I
HK 517 (4H) - Principles of Epidemiology (formerly CHLH 572)
PATH 517 (4H) - Principle/Method Epidemiology

Electives (Choose at least 19 credit hours to meet the minimum 32 credit hour requirement. If you waived or substituted required courses, you must still meet the overall 32 credit hour requirement by choosing more electives.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 417 (4H) - Neuroscience of Eating & Drinking
FSHN 421 (2H) - Pediatric Clinical Nutrition
FSHN 422 (3H) - Introduction to Personalized Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
FSHN 429 (3H) - Nutrition Assessment and Therapy
FSHN 453 (4H) - Nutrition Performance
FSHN 459 (2H) - Nutrition Focused Physical Assessment
FSHN 465 (3H) - Principles of Food Technology
FSHN 480 (3H) - Basic Toxicology
FSHN 499 (3H) - Nexus of Food
FSHN 510 (up to 4H) - Topics in Nutrition Research
FSHN 522 (3H) - Dietary Prevention of Cardiovascular and Other Chronic Diseases
FSHN 527 (3H) - Advanced Vitamins and Minerals: Regulations of Metabolism
FSHN 580 (3H) - Ethics in Research, IRB and IACUC
FSHN 590 (5H) and FSHN 591 (5H) - Dietetic Internship I & II (**Restricted to students in the Dietetics Internship**)
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively[8]
HK 410 (3H) - Women's Health
HK 414 (4H) - International Health
HK 416 (4H) - Health Data Analysis
HK 440 (4H) - Exercise & Health Psychology
HK 403 (4H) - Technology, Health, and Aging
HK 515 (4H) - Health Behavior Theory
HK 517 (4H) - Principles of Epidemiology
HK 527 (4H) - Biostatistics in Public Health
HK 516 (4H) - Chronic Disease Prevention
HK 532 (4H) - Cultural Competence in Public Health

7.1.2 Food Science Requirements (MS Non-Thesis)

MS in Food Science and Human Nutrition
Concentration: Food Science (Online MS Program)

Minimum 32 credits required

Required courses
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 or Nutrition for Health and Fitness
FSHN 597 (1H) – Program Final Seminar

Electives (In consultation with your advisor, choose enough electives to reach the minimum 32-credit hour requirement.)

Please consult with your advisor regarding the selection of electives. View the Course Explorer for all course offerings.

7.1.3 Human Nutrition Requirements (MS Non-Thesis)

MS in Food Science and Human Nutrition
Concentration: Human Nutrition

Required courses (21 credits)
****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**
MCB 450 or higher (3 H) - Biochemistry
FSHN 440 (4 H) - Applied Statistical Methods I
FSHN 465 (3 H) - Principles of Food Technology
FSHN 521 (3H) Molecular Basis of Metabolic Syndrome and Weight Management
FSHN 522 (3H) - Dietary Prevention of Cardiovascular and Other Chronic Diseases
FSHN 527 (3 H) – Advanced Vitamins and Minerals: Regulations of Metabolism
FSHN 593 (2 H) - Seminar in Foods and Nutrition
FSHN 597 **or** NUTR 500 (required every semester for 0 H) - Graduate Seminar or Nutritional Sciences Seminar

Electives (Choose at least 11 credit hours to meet the minimum 32 credit hour requirement. If you waived or substituted required courses, you must still meet the overall 32-credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
FSHN 428 (3 H) - Community Nutrition
FSHN 429 (3 H) - Nutrition Assessment and Therapy
FSHN 480 (3 H) - Basic Toxicology
FSHN 510 (up to 4 H) - Topics in Nutrition Research
FSHN/NUTR 511 (4 H) - Regulation of Metabolism
FSHN 520 (up to 6 H) - Advanced Clinical Nutrition
FSHN 590 (5H) - Dietetic Internship I (**Restricted to students in the Dietetics Internship**)
FSHN 591 (5H) - Dietetic Internship II (**Restricted to students in the Dietetics Internship**)
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively
ANSC 524 (2 H) - Non-ruminant Nutrition Concepts

8. PSM Professional Science Masters

A comprehensive description of the FSHN Professional Science Master's (PSM) degree, including admission and degree requirements, can be found at https://psm.illinois.edu/fshn/overview. 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. See section **2. Advising** for advisor contact information.

9. PhD FSHN Degree

9.1 Admission to PhD Program (Current MS Students)

MS FSHN students can request to by-pass the MS degree or request admission to the PhD program after receiving an MS degree from Illinois by submitting a curriculum change petition to the Graduate College.

Students requesting to by-pass the M.S. degree will need a letter of recommendation from their 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 their future Ph.D. academic advisor. Students must fill out a Graduate College Petition requesting a Curriculum Change. See the FSHN Graduate Student Resources web page for detailed directions.

The PhD Recommendation letter from future advisor must contain:

- Recommendation statement supporting admission to the PhD program
- The space that will be provided to the student
- 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.

The Graduate College Student Petition must contain:

- Timeline that includes estimates of when you will complete the Qualifying exam, Preliminary exam and final Defense.
- PhD Advisor Support Letter (recommendation letter from above)

The Graduate College Student Petition will be reviewed by the Associate Head for Graduate Programs before being reviewed by the Graduate College.

Students who receive an M.S. degree from FSHN who subsequently enter the FSHN Ph.D. program should follow the Handbook that is most current when they enter the Ph.D. portion of their studies.

9.2 Coursework Requirements

1. Complete at least 96 hours of courses at the 400- or 500-level (64 hours if student already has an MS degree). 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. 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.** 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 record. 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 Illinois, 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 Associate Head for Graduate Programs, may be used to fulfill this requirement. A Curriculum Change/Transfer of Credit petition requesting transfer of credit that will not help meet Graduate College degree requirements will not be considered.

2. Registration and attendance in FSHN 597 every semester for students in the Food Science 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 an exit seminar as part of their open defense.

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 complete an annual review (see section 5) each fall semester.

4. Pass an oral 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.

9.2.1 Food Science Requirements, PhD (enter with BS)

PhD in Food Science and Human Nutrition Entering with BS (includes those who bypass the MS)

Concentration: Food Science

96 total credits required

26 – minimum credits in the Food Science Concentration is required (combination of required and elective courses)

Thesis Research Requirements:

FSHN 599 Thesis Research – Maximum of 70 credits count toward degree requirements.

Required courses (16 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**

FSHN 481 (2H) Food Processing Unit Operations I
FSHN 483 (2H) Food Processing Unit Operations II
FSHN 514 (3 H) - Advanced Food Chemistry
FSHN 573 (3 H) - Advanced Food Microbiology
FSHN 580 (3 H) – Ethics in Research, IRB and IACUC
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) - Graduate Seminar or Nutritional Sciences Seminar,

Electives (Choose enough elective credit hours, in combination with required credits, to meet the minimum 26-credit hour requirement for the concentration. If you waived or substituted required courses, you must still meet the overall 96-credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

Food Processing and Engineering

ABE 498 (3 H) - Engineering Application of Nano-scale Biology
FSHN 460 (3 H) - Food Processing Engineering
FSHN 482 (1H) Food Processing Unit Operations I Lab
FSHN 484 (1H) Food Processing Unit Operations II Lab
FSHN 595 (2 H) - Advanced Food Processing

Food Chemistry

FSHN 416 (3 H) - Food Chemistry Laboratory
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 576 (3 H) Food Safety for Global Food Security

Others (of interest to many)

FSHN 424 (3H) – Biopsychology of Ingestive Behavior
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 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively[7]
CPSC 540 (5 H) - Applied Statistical Methods II
CPSC 541 (5 H) - Regression Analysis
NUTR 550 (2 H) - Grantsmanship and Ethics

9.2.2 Food Science Requirements, PhD (enter with MS)

PhD in Food Science and Human Nutrition Entering with MS

Concentration: Food Science

64 total credits required

26 – minimum credits in the Food Science Concentration is required (combination of required and elective courses)

Thesis Research Requirements:

FSHN 599 Thesis Research – Maximum of 38 credits count toward degree requirements.

Required courses (19 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**

FSHN 481 (2H) Food Processing Unit Operations I
FSHN 483 (2H) Food Processing Unit Operations II
FSHN 514 (3 H) - Advanced Food Chemistry
FSHN 573 (3 H) - Advanced Food Microbiology
FSHN 580 (3H) – Ethics in Research, IRB and IACUC
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) - Graduate Seminar or Nutritional Sciences Seminar,

Electives (Choose enough elective credit hours, in combination with required credits, to meet the minimum 26-credit hour requirement for the concentration. If you waived or substituted required courses, you must still meet the overall 64-credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

Food Processing and Engineering

ABE 498 (3 H) - Engineering Application of Nano-scale Biology
FSHN 460 (3 H) - Food Processing Engineering
FSHN 482 (1H) Food Processing Unit Operations I Lab
FSHN 484 (1H) Food Processing Unit Operations II Lab
FSHN 595 (2 H) - Advanced Food Processing

Food Chemistry

FSHN 416 (3 H) - Food Chemistry Laboratory
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 576 (3 H) Food Safety for Global Food Security

Others (of interest to many)

FSHN 424 (3H) – Biopsychology of Ingestive Behavior
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 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively
CPSC 540 (5 H) - Applied Statistical Methods II
CPSC 541 (5 H) - Regression Analysis
NUTR 550 (2 H) - Grantsmanship and Ethics

9.2.3 Human Nutrition, PhD (enter with BS)

PhD in Food Science and Human Nutrition Entering with BS (includes those who bypass the MS)

Concentration: Human Nutrition

96 credits required

26 – minimum credits in the Human Nutrition Concentration is required (combination of required and elective courses)

Thesis Research Requirements:

FSHN 599 Thesis Research – Maximum of 70 credits count toward degree requirements.

Required courses (24 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required Course.**

MCB 450 or higher (3 H) - Biochemistry
FSHN 420 (3 H) - Nutritional Aspects of Disease
FSHN 426 (3 H) - Biochemical Aspects of Nutrition I
FSHN 427 (3 H) - Biochemical Aspects of Nutrition II
FSHN 465 (3 H) - Principles of Food Technology
FSHN 511 (4H) – Regulation of Metabolism
FSHN 580 (3H) – Ethics in Research, IRB and IACUC
FSHN 593 (2 H) - Seminar in Foods and Nutrition
FSHN 597 **or** NUTR 500 (required every semester for 0 H) - Graduate Seminar or Nutritional Sciences Seminar

Electives (Choose enough elective credit hours, in combination with required credits, to meet the minimum 26-credit hour requirement for the concentration. If you waived or substituted required courses, you must still meet the overall 96-credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
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 (**Restricted to students in the Dietetics Internship**)
FSHN 591 (5H) - Dietetic Internship II (**Restricted to students in the Dietetics Internship**)
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively[8]
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

9.2.4 Human Nutrition, PhD (enter with MS)

PhD in Food Science and Human Nutrition Entering with an approved Masters

Concentration: Human Nutrition

64 credits required

26 – minimum credits in the Human Nutrition Concentration is required (combination of required and elective courses)

Thesis Research Requirements:

FSHN 599 Thesis Research – Maximum of 38 credits count toward degree requirements.

Required courses (21 credits)

****Fill out Required Course Substitution Request form to waive/substitute a Required course.**

MCB 450 or higher (3 H) - Biochemistry
FSHN 420 (3 H) - Nutritional Aspects of Disease
FSHN 511 (4H) – Regulation of Metabolism
FSHN 427 (3 H) - Biochemical Aspects of Nutrition II
FSHN 465 (3 H) - Principles of Food Technology
FSHN 580 (3H) – Ethics in Research, IRB and IACUC
FSHN 593 (2 H) - Seminar in Foods and Nutrition
FSHN 597 **or** NUTR 500 (required every semester for 0 H) - Graduate Seminar or Nutritional Sciences Seminar

Electives (Choose enough elective credit hours, in combination with required credits, to meet the minimum 26-credit hour requirement for the concentration. If you waived or substituted required courses, you must still meet the overall 64-credit hour requirement.)

This list is non-exhaustive and represents some common electives. Please consult with your advisor and advisory committee regarding the selection of electives. View the Course Explorer for all course offerings.

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 424 (3H) – Biopsychology of Ingestive Behavior
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 (**Restricted to students in the Dietetics Internship**)
FSHN 591 (5H) - Dietetic Internship II (**Restricted to students in the Dietetics Internship**)
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively[8]
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

9.3 Sequence of Progress toward the Ph.D. Degree

A typical Ph.D. program requires three to six years to 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.

9.4 Doctoral Committees and Exams

Committees are formed and examinations given at various stages of graduate study in order to monitor and ensure the quality of graduate work. You will have an Advisory Committee along with a Qualifying Exam and Committee, Preliminary Exam and Committee, and a Final Exam (Defense) and Committee. See each section below for more information about the committee's and exams.

9.4.1 PhD Advisory Committee

The 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. See section **9.5.1 Faculty Areas of Specialization**. The student, in consultation with the faculty advisor, will nominate committee members to the Department Head using the ***Advisory Committee Form*.** 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. While not required, the PhD Advisory Committee and the Preliminary/Final Exam Committees are often the same faculty.

9.4.2 PhD Qualifying Exam and Committee

The oral qualifying examination is an examination of the student's breadth and depth of knowledge and ability to apply that knowledge in a philosophical discussion.

1. **When:** Should be taken by the end of the second year in the graduate program.
2. **Registration:** Students must be enrolled for the entire academic term in which the Qualifying exam occurs.
3. **Obtain Permission:** The student should consult with their faculty advisor and obtain permission from each faculty member that they agree to serve on their committee prior to officially requesting committee approval. If your exam is remote, work with committee chair to set-up the remote meeting.
4. **Request Committee:** Students are responsible for starting the process to appoint a Qualifying exam committee by submitting a departmental Exam Notification request. The request will be sent to the department Graduate Program Contact for review and approval.
    - Submit request at least 3 weeks prior to exam date
    - Committee Requirements:
        - Minimum three FSHN Faculty Members
        - Faculty must represent at least three areas of specialization within the department.
            - See section **9.5.1 Faculty Areas of Specialization**
            - 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, the student should specify with the faculty member which area of specialization their questions should cover.
            - 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.

- Research advisor/co-advisor
  - may not serve as a voting member of the committee
  - 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.
  - cannot be the chair

5. **Committee Approval:** The FSHN Grad Contact sends an email notice of approval to the student and committee.
6. **Student Provides to Committee**:
   - (Bring to exam) a list of courses for each committee member. It should include Course, Grade, Term.
7. **Exam/Committee Evaluation:**
   - Qualifying exams are scheduled for three hours, though not all exams will take this long.
   - 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.
8. **Decisions of the Oral 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.

9.4.3 PhD Preliminary Exam and Committee

The oral 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.

1. **When:** By the end of the third year of the student's Ph.D. program (at least one year prior to Final Exam)
2. **Registration:** Students must be enrolled for the entire academic term in which the preliminary exam occurs.
3. **Obtain Permission:** The student should consult with their faculty advisor and obtain permission from each faculty member that they agree to serve on their committee prior to officially requesting committee approval. If your exam is remote, work with committee chair to set-up the remote meeting.
4. **Request Committee:** Students are responsible for starting the process to appoint a preliminary exam committee by submitting a request through the Graduate College Student Portal. The request will be sent to the department Graduate Program Contact for review and submission to the Graduate College.
   - Submit request at least 3 weeks prior to exam date
   - Committee Requirements:
     - Minimum four voting members for committee
     - 3 of these individuals must be current members of the Illinois Graduate Faculty.
     - 2 of these individuals must be tenured at Illinois.
     - at least one must be in an area other than the area of specialization of the advisor or student.
     - the chair cannot be the advisor and must be a member of the Illinois Graduate Faculty.
   - Illinois Graduate College Preliminary Exam How To Resource
5. **Committee Approval:** The Graduate College sends an email notice of approval to the student, committee, and Department Grad Contact.
   a. The department Grad Contact will send your Preliminary Exam Result (PER) form to your Committee via Adobe Sign. You do not need to do anything with the PER form.
6. **Student Provides to Committee**:
   a. (Two-weeks prior to exam) Preliminary exam proposal.
      i. See section 9.5.2 for the **Format of the Written Preliminary Proposal**
   b. (Bring to exam) a list of completed graduate courses for each committee member. It should include Course, Grade, Term.
7. **Exam/Committee Evaluation:**
   a. The committee chairperson directs the examination.
   b. The 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 course work taken in preparation for the student's Ph.D. degree.

c. Preliminary exams are scheduled for three hours, though not all exams will take this long.
d. The committee chair, student, and at least one additional voting member of the committee must be present for the entire duration of all oral components of the preliminary examination. All voting members of the committee must be present in person or participate remotely during the examination, deliberation and results determination.

8. **Decisions of the Oral Preliminary Examination Committee**
    a. 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 (PER) form provided to them via Adobe Sign. The department Graduate Contact will upload the signed form to the Illinois Graduate College. The committee may make one of three decisions:
        1) **Pass** the candidate.
        2) **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.
            a. 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.
        3) **Defer** the decision. If this option is chosen:
            a. the same committee must re-examine the student,
            b. the second exam *must* occur within 180 calendar days of the date of first exam, an
            c. the outcome of the second exam must be pass or fail.

- 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

After successfully completing the oral preliminary examination, the student must register each regular academic term until the 96 hours credit requirement is completed (64 hours if you started with a MS degree), 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.

9.4.4 PhD Final Exam (Defense) and Committee

Each Ph.D. degree candidate defends the dissertation in a public final oral examination administered by the final examination committee. The final exam is a comprehensive oral examination concerning the dissertation and other areas of food science and human nutrition. The final examination committee will evaluate the dissertation and the student's knowledge of the dissertation topic.

1. **When:** Approximately one year after Preliminary Exam and after all degree requirements are met.
    - It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.
    - See section **10. Graduation** for exam and deposit deadlines.
2. **Scheduling:** Exam must be public. Review the Examination Process for scheduling help and requesting a public seminar.
3. **Registration:** Students must be enrolled for the entire academic term in which the exam occurs.

4. **Obtain Permission:** The student should consult with their faculty advisor and obtain permission from each faculty member that they agree to serve on their committee prior to officially requesting committee approval. If your exam is remote, work with committee chair to set-up the remote meeting.
5. **Request Committee:** Students are responsible for starting the process to appoint a final exam committee by submitting a request through the Graduate College Student Portal. The request will be sent to the department Graduate Program Contact for review and submission to the Graduate College.
    - Submit request at least 3 weeks prior to exam date
    - Committee Requirements:
        - Should consist of same members as prelim committee if possible
        - Minimum four voting members for committee
        - 3 of these individuals must be current members of the Illinois Graduate Faculty.
        - 2 of these individuals must be tenured at Illinois.
        - at least one must be in an area other than the area of specialization of the advisor or student.
        - the chair cannot be the advisor and must be a member of the Illinois Graduate Faculty.
6. **Committee Approval:** The Graduate College sends an email notice of approval to the student, committee, and Department Grad Contact.
    - The department Grad Contact will send your Final Exam Result (FER) form and your Thesis/Dissertation Approval (TDA) form to your Committee via Adobe Sign. You do not need to do anything with either form.
7. **Student Provides to Committee**:
    - (Two-weeks prior to exam) Complete Dissertation.
        - Microsoft Word is preferred to allow committee edits
        - Must be reviewed and approved by advisor prior to distribution to committee.
    - (Bring to exam) A copy for each committee member.
        - List of Course Requirements for your degree
        - List of courses you have taken. It should include Course, Grade, Term.
            - It is the students responsibility to ensure all degree requirements are met before scheduling the final exam.
8. **Exam/Committee Evaluation:**
    - PhD students are required to have a public defense.
        - This should be announced at least one week prior to the exam.
    - The examination chairperson directs the examination. While the oral final examination is open to the public, the deliberations and decision of the final examination committee are held in a private session.
    - Final exams are 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 present for the entire duration of all oral components of the final examination. All voting members of the committee must be present in person or fully participate remotely during the examination, deliberation and results determination.
    - The final exam committee will relay necessary revisions to the student.
9. **Decisions of the Oral PhD Final Exam Committee**
   After the exam, the final exam committee will record their decisions on two forms provided to them via Adobe Sign. The department Graduate Contact will upload the signed forms to the Illinois Graduate College.
    - **Final Exam Result (FER)** form:
        - **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 (FER) form if revisions are required.
        - **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.
            - 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.

- **Thesis/Dissertation Approval (TDA)** form:
  - The Committee will sign the Thesis/Dissertation Approval form after completion of the examination and completion of any required revisions.
  - The department Graduate Contact will upload the signed form to the Graduate College after receiving approval from the department Thesis Format Checker.

9.4.5 PhD Dissertation Approval and Format

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 or Matthew Stasiewicz). Review the Graduate College Format Requirements and Deposit Checklist for electronic dissertation deposit directions, as well as deposit deadline and doctoral survey requirements.

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.

9.5 Exam and Dissertation Preparation Resources

Resources for Doctoral students taking the Qual, Prelim or Final Exam (Defense). For specific information on scheduling your exam, review the Exams section of the department website under FSHN Graduate Student Resources.

9.5.1 Faculty Areas of Specialization

Biochemical/Molecular Nutrition
J. Amengual Terrasa
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
P. Banerjee
E. Gonzalez de Mejia
W. G. Helferich
E. H. Jeffery
Y. S. Jin
M. J. Miller
M. J. Stasiewicz
Y-C. Wang

Clinical Nutrition
S. M. Donovan
J. W. Erdman
W. G. Helferich
H. D. Holscher
S. M. Nickols-Richardson
M. T. Nakamura
Y. Pepino

Community Nutrition
S. Hasnin
K. L. Hodge
S. M. Nickols-Richardson
P. Torres

Food Chemistry
C. Asensio
K. R. Cadwallader
E. Gonzalez de Mejia
N. J. Engeseth
B. Macias-Rodriguez
S. J. Schmidt

Food Microbiology
P. Banerjee
Y. S. Jin
M. J. Miller
M. J. Stasiewicz

Food Processing/Engineering
O. Ozturk
P. S. Takhar
Y-C. Wang
C. Xu

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

Sensory Science
Y. Pepino
D. D. Torrico

9.5.2 Format of the Written Preliminary Proposal

For the Preliminary Examination, 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. Students 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
   - 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

9.5.3 Dissertation Preparation

When sufficient data has 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.

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 dissertation will be reviewed and approved by the student's academic advisor before the final examination. Format is verified by a FSHN thesis checker.

The student is responsible for preparing the thesis to comply with the Graduate College Thesis Office requirements. Review the Graduate College Thesis Office resource page for general policies, deadlines, formatting, and much more. The monetary cost of thesis preparation, including any word processing, copying, and binding, is to be incurred by the student.

10. Graduation

10.1 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 Student Self Service 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. Self Service Directions ; Diploma Information

10.2 Commencement

After you add yourself to the pending degree list, watch for emails from various campus units about the optional ceremonies that you can attend which may include the campus-wide commencement ceremony, college convocation, and doctoral hooding ceremony. See the Illinois Commencement site for all ceremony related information.

10.3 Graduate Student Exit Survey

All students are required to complete a Graduate Student Exit form upon graduation that will be sent to you via email.

11. Research

11.1 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.

11.2 Ownership of Student Research

11.2.1 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.

11.2.2 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.

12. Academic Integrity, Policy and Procedures on Grievances

FSHN follows the guidelines of the Illinois Graduate College. See Chapter 9 of the Graduate College Handbook for complete details.

13. General Information

13.1 Campus Parking

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

13.2 Computer Facilities and E-mail

For technology needs, the IT team for Food Science and Human Nutrition is located in 158 Bevier Hall. For any technology questions please email techsupport@aces.illinois.edu (preferred method) or call 217-244-0477 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 your 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 TEAMS. 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.

13.3 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.

13.4 Emergencies

On campus, the emergency phone number is 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.

13.5 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.

13.6 Keys and Mailbox

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.

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.

13.7 Offices and Laboratories

Office space is available to thesis 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.

13.8 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.

13.9 Security and Safety

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

University Police, non-emergency - 217-333-1216 (for emergencies dial 911)
Campus Parking Helpline - 217-244-4357 (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.

13.10 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.

14. Graduate Student Forms and Resources

Find all forms and helpful directions on the FSHN Website: FSHN Graduate Student Resources

Advisor: Change of Advisor
Advisor: Co-Advisor Request
Advisory Committee
Exam Notification Form
Exit Survey
Required Course Substitution Request
Graduate College Forms

15. Guidelines for Graduate Student Mentoring

ILLINOIS GRADUATE COLLEGE

FACULTY	GRADUATE STUDENTS	GRADUATE PROGRAMS
POSITIVE & SUPPORTIVE ENVIRONMENT	POSITIVE & SUPPORTIVE ENVIRONMENT	POSITIVE & SUPPORTIVE ENVIRONMENT
Foster the overall wellbeing of students Provide students a safe, supportive environment Interact ethically and professionally with other members of the university community Be responsive and receptive to students' requests for academic feedback and professional advice	Interact ethically and professionally with other members of the university community Seek guidance when feedback is needed Communicate about needs and concerns regarding academic and professional progress	Foster the wellbeing of students Provide students a safe, supportive environment Interact ethically and professionally with other members of the university community Connect students with appropriate university offices and resources Help resolve student problems and conflicts
ACADEMIC SUCCESS	ACADEMIC SUCCESS	ACADEMIC SUCCESS
Guide students in developing academic and research skills Convey clear expectations for academic and research progress Provide timely, constructive feedback and periodic evaluations Evaluate students' performance fairly and objectively Promote students' timely academic and research progress Advise students on requirements for academic integrity, responsible conduct of research and other relevant policies	Be receptive to academic and research direction and feedback from advisers Take responsibility for knowing and fulfilling degree requirements Take responsibility for knowing and executing ethical, professional norms Understand and follow department, Graduate College and university policies, including academic integrity, student conduct and responsible conduct of research	Provide information about degree requirements, academic policies and expectations Share information about fellowships, awards and other academic opportunities Monitor student academic progress, providing at least yearly evaluations and communicating these with students
CAREER DEVELOPMENT	CAREER DEVELOPMENT	CAREER DEVELOPMENT
Foster the professional development of students to prepare for a wide range of future employment options Assist students in achieving their career goals Encourage engagement in professional communities and meetings to foster potential career opportunities Advise students regarding the ethics of their profession	Identify professional development needs and pursue appropriate opportunities Take initiative for career exploration and the job search	Promote student engagement in professional development programs Foster the professional development of students to prepare for a wide range of future employment options Direct students to resources that can help them pursue and succeed in their careers of choice

* Academic and research activities should be considered broadly and thus includes instructional activities (TA, mentoring undergraduates in research, etc.) when appropriate