

University of Illinois
at Urbana-Champaign

Department of Food Science
and Human Nutrition

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

Fall 2013
Graduate
Student
Handbook



College of Agricultural, Consumer and Environmental Sciences

UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN

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INTRODUCTION

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

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

A. Policies Applying to All Graduate Students

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

The Graduate College Handbook for Students, Faculty and Staff
Student Code
Policy and Procedures on Academic Integrity in Research and Publication
Thesis Handbook

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

The policies and procedures described herein pertain to all students in the FSHN graduate program. However, continuing students should follow the course requirements published during the academic year of their enrollment, unless they successfully petition the Department to follow any new course requirements outlined in the most recent handbook. FSHN M.S. students who subsequently enter the Ph.D. program should follow the Handbook that is most current when they enter the Ph.D. portion of their studies. The information contained in this handbook is for general guidance on matters of interest to faculty, staff and students in FSHN at the University of Illinois at Urbana-Champaign. The handbook summarizes campus/university policies as a convenient reference tool. However, information on campus and university policies contained herein is for informational purposes only and is subject to change without notice. For the most current information, please see the official campus/university versions of these policies as posted on official web sites. These can be accessed through the Campus Policies and Procedures home page www.cam.illinois.edu/addrefs.htm. A petition may be filed to request a deviation from these policies and procedures. Petition forms are available at www.grad.illinois.edu. Deviation from policies or procedures stated herein or from other applicable regulations must be approved by your advisor and finalized by the Department Head or the Dean of the Graduate College, as appropriate. If possible, it is strongly suggested that you file the petition before the deviation occurs.

The Graduate College Handbook for Students, Faculty and Staff explains your privileges and responsibilities as a graduate student, describes many of the services provided to you by the University, and summarizes the Graduate College regulations that apply to all graduate students. Much of the handbook deals with rules and regulations, but

it also suggests ways in which exceptions can be requested for good reasons. The Graduate College strongly recommends that students utilize the on-line handbook. The following topics are covered in detail in the The Graduate College Handbook for Students, Faculty and Staff:

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

The *Student Code* is available in a searchable format and contains detailed information on the following topics:

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

B. Degree Programs, Degree Concentrations: Areas of Study

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

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

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

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

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

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

FSHN also offers a Professional Science Master's (PSM) degree. A comprehensive description of this degree, including admission and degree requirements, can be found at psm.illinois.edu/prospectivestudents/programs/foodscience.htm. Aside from the academic requirements of the PSM program, students earning a PSM degree are subject to the same policies and regulations set forth in this handbook.

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

Two to three courses are offered each semester, including summer. A list of planned courses for the next several years, as well as further information is available at <http://fshn.illinois.edu/online/course-offerings>. On average, students take one course per semester, and complete the degree in approximately four years. Students may take more than one course, but the department recommends that a student not take more than two courses in any one semester. For those students who want to update their knowledge without seeking a degree, individual courses can be taken for credit without applying for admission to the master's program.

The caliber of the program is in keeping with the top national ranking of the University of Illinois at Urbana-Champaign and the Food Science program. The program offers the same level of instruction and demands the same level of rigor as the on-campus program. Students can complete up to 12 credit hours of non-degree credit prior to being accepted into the program. Taking courses prior to applying to the program allows prospective students to evaluate and assess whether the program fits his or her needs. Students can then apply these non-degree graduate credits toward his or her degree once admitted. Most students take at least one course before applying, but some apply first. This is a student's own individual choice.

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

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

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

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

The application shall consist of the following documentation:

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

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

Enrollment

Students currently enrolled at the Illinois campus may advance enroll for the following semester using *Banner* at <https://apps.uillinois.edu/selfservice>. Class schedules are at <https://my.illinois.edu/uPortal/>.

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

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

Grading

The University of Illinois awards letter grades on the A through F scale. For graduate students, only courses taken for graduate credit and graded on the A through F scale are included in the GPA calculation. When repeating a course, the hours only count once toward the degree requirements, but both grades are used in calculating the cumulative GPA. Credit for a course in which a student has received an F cannot be counted toward the degree; however, a zero is used in calculating the GPA. Grades are evaluated numerically on a four-point scale for the computation of GPA as follows:

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

Other symbols used by the University grading system include:

- AB Absent from the final examination without an acceptable excuse. Counts as a failure "F" in the GPA.
- CR Credit. Used only if students have registered for a course under the Credit/No Credit Option with the approval of their major department and receives a grade of C or above. No letter grade is given and none appears on the transcript.
- DF Grade temporarily deferred. Used only in research courses that usually extend beyond one semester.
- EX Temporarily excused. An extension granted by the instructor to a student who has not completed the final examination or other requirements for the course. An excused grade must be replaced by a letter grade no later than the reading day of the following term. Failure to complete work within this time automatically results in a grade of "F".
- NC No Credit. Used only if students have registered for a course under the Credit/No Credit Option with the approval of their major department and receives a grade of C- or below. No letter grade is given and none appears on the transcript.
- S Satisfactory. Used as final grades only in the thesis research course (599) and in certain other approved courses. Not computed in the GPA.
- U Unsatisfactory. Used as final grades only in the thesis research course (599) and in certain other approved courses. Not computed in the GPA.
- W Officially withdrawn from a course. No grade is given.

Credit/No Credit

A student may take some courses under the credit/no credit option. No more than four hours of credit may be graded credit/no credit for every eight hours of graded courses (excluding thesis and non-credit seminars). Over the entire course of a degree program, a student must earn at least eight hours of graded (A-D) course work for each hour of credit/no credit course work. In any one semester, a student may take no more than four hours on a credit/no credit basis. Units/hours transferred from another university cannot be used as part of the "graded course work." If a student is admitted on limited status, or if a student falls below the department minimum GPA of 3.00 and is placed

on limited status, he or she will not be allowed to register for credit/no credit course work for hours of credit until the GPA has been raised to the minimum and the limited status designation has been removed. No courses in FSHN (including cross-listed courses) can be taken on a credit/no credit option; e.g., you cannot circumvent this rule by signing up for CPSC 440 instead of FSHN 440 on a credit/no credit basis, since they are the same course.

Transfer of Credit

In order for a course to be transferred to a degree program at Illinois the student must have completed at least 8 graded hours of graduate credit at Illinois; the course must have been taken within the past 5 years at an accredited institution; the course must have been a graduate-level course at that institution; the course may not already have been applied to another degree; the student must have received a grade of A or B; the petitioner must provide an original, official (not issued to the student) transcript; and the transfer must have department and Graduate College approval. Credit is considered for transfer only into master’s degree programs or stage I of doctoral programs. Doctoral students must petition to transfer their coursework before they enter stage II of the program in order for the petition to be considered by the grad college. All stage II and III doctoral credit must be earned in residence. A student may not transfer more than 12 semester hours of graduate coursework toward a degree program at the Urbana-Champaign campus. Note that non-degree coursework (including any taken at Illinois) is included in this 12 hour maximum. Curriculum Change/Transfer of Credit forms are available at http://www.grad.illinois.edu/sites/default/files/pdfs/curriculum_transfer_form_offline.pdf

Usual and Maximum Credit Loads for Graduate Students

If certification for full-time status is required (for example, for loans, immigration, or fellowships), the University requires that registration must be for at least 12 hours or an equivalent combination during the fall and spring semesters. Full-time for the summer session is 6 hours (for additional information, go to www.grad.illinois.edu/policies/fulltime). However, in some cases, the U.S. Immigration and Naturalization Service considers a student to be full-time at a reduced enrollment. International students should check with the Office of International Student and Scholar Services for details. The number of credit hours required for full-time student status is not reduced for a student holding an assistantship. Certification for full-time status is obtained from the Registrar’s Office, Transcript Section, and may be ordered at the Records and Service Center, 901 West Illinois Street, Suite 140, Urbana, or www.oar.uiuc.edu/current/transcripts/index.html.

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

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

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

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

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

Unless otherwise restricted by the granting agency, all fellows may at the discretion of their departments carry additional hourly or assistantship appointments providing they conform to the minimum registration requirement of twelve hours. Acceptance of an assistantship to be held concurrently with a fellowship does not entitle a fellowship holder to a reduced credit load. Contact the fellowship office (333-0036) for specific % time limitations.

Grade Point Averages (GPA)

The GPA includes all hours of course work with grades A through F and AB but not those with grades of CR, NC, EX, DF, S, and U. The GPA does not include course work transferred from other universities, with the exception of the other UI campuses. If a student's GPA falls below 3.00, he or she will be placed on probation and have one semester to raise it to 3.00. Information about the Graduate College Probation Policy can be found at www.grad.illinois.edu/policies/probation.

Exemptions from Course Requirements

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

D. Designating an Academic Advisor

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

A list of faculty members and their areas of specialization is found in Appendix 3. The student's and the advisor's "Area of Specialization" will be the same for purposes of administering the rules and regulations of the department and for interpreting this Handbook.

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

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

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

1. Thirty-two (32) hours of course work at the 400- and 500-levels, as in Appendix 4. Up to 2 hours of FSHN 598 or NUTR 593, with approval of the Graduate Program Committee, may be used to fulfill this requirement; no more than 6 hours of thesis credit (FSHN 599) may be used to fulfill this requirement.
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). Once in their academic career, M.S. students may choose to present a seminar in FSHN 597 or NUTR 500 and earn 1 hour credit toward graduation. A presentation in FSHN 597 or NUTR 500 is not required of M.S. students. Refer to Appendix 4 for further details.

3. Maintain a GPA of at least 3.0 (4.0=A) for all graded courses taken during the student's enrollment in the M.S. Degree program and file an annual review form each spring semester (found on FSHN internal website – click on For Faculty, Staff & Students in lower right-hand corner; see handbook page 16).
4. Satisfactory completion of an oral final examination.
5. A thesis that is approved by a faculty committee and submitted to the Graduate College in conformance with Graduate College requirements.
6. Completion of all requirements within five years of initial registration in the Graduate College.
7. Students who plan to graduate should consult the Graduate College checklist for graduating students www.grad.illinois.edu/pubs/contacts/02d.

Typical Sequence of Progress toward the M.S. Degree

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

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

Faculty Committees for M.S. Students

1. M.S. Advisory Committee. Provides advice to the student and student's advisor concerning course selection and progress of the research, and of thesis preparation when appropriate. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 5).** Should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter until the completion of the degree requirements.
2. Final Examination Committee. Consists of a minimum of three faculty members who review thesis and conduct final thesis examination. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 6). Students should provide to each of their committee members a list of their courses taken and grades received.**

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

Preparation of the M.S. Thesis

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

The student is responsible for preparing the thesis to comply with Graduate College requirements as described in *Thesis and Dissertation Preparation*. *Thesis and Dissertation Preparation* includes detailed information on the following topics:

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

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

The monetary cost of thesis preparation, including word processing, copying, and binding, is to be incurred by the student. Secretarial assistance, office supplies, department copy machines, and computers used by secretaries are not available to graduate students for this purpose. However, multiple copies of a student's thesis can be submitted to the FSHN grad student support office (258 Bevier) to be sent for binding. The costs associated with the binding service used by the University of Illinois are generally much lower than other commercial binderies.

Final Examination for the M.S. Degree

Each M.S. degree candidate defends the thesis in a final oral examination administered by the final examination committee. This is a comprehensive oral examination concerning the thesis and course work. The student, in consultation with the faculty advisor, recommends committee members to the Department Head approximately one month before the final exam (Appendix 6). Students must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and concentration (Appendix 4). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

Final examination committee members must receive the thesis at least two weeks before the examination. Students must have prior approval from each individual committee member if providing their thesis electronically.

The final examination committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred," or "fail" is communicated to the Department Office. The committee also indicates that the thesis has been found to be "satisfactory," "satisfactory, pending revisions," or "unsatisfactory." The student should obtain a copy of the M.S. Final Examination Certification form (Appendix 7) from the grad student support office (258 Bevier) prior to the exam.

The student should obtain copies of the Thesis/Dissertation Approval form from the Grad Student Support Office at least one week before the examination (Appendix 8). Thesis/Dissertation Approval forms must be signed by the final examination committee at the conclusion of the final examination or upon acceptable revision of the thesis.

Final Thesis Approval and Departmental Copy of Thesis

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. Tim Garrow, Jozef Kokini, Scott Morris, or Graciela Padua) who submits a Departmental Format Approval form to the Graduate College. **After final approval by the Graduate College, each student shall provide the Department with a hardbound copy of the thesis.** The monetary cost of thesis preparation, including word processing, copying, and binding, is to be incurred by the student. Secretarial assistance, office supplies, department copy machines, and computers used by secretaries are not available to graduate students for this purpose. However, multiple copies of a student's thesis can be submitted to the FSHN grad student support office (258 Bevier) to be sent for binding. The costs associated with the binding service used by the University of Illinois are generally much lower than other commercial binderies. The Graduate College will not accept a thesis if it is accompanied by a request to remove it from public view for any reason, and it will deny any request to remove from public view a thesis that has already been accepted. The *Graduate College Calendar* provides deadlines related to thesis deposit.

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System click on 'Graduation', then 'Apply to Graduate'. Once a name is added to the pending degree list, the student should provide to their advisor the Advisor Degree Certification Form (Appendix 9) to be signed by the final exam committee members following successful completion of the final exam.

Graduate Student Clearance Form

All students are required to complete a Graduate Student Clearance Form (Appendix 10) and meet with the Department Head for an exit interview. Arrange an appointment for your exit interview with department staff in the FSHN Grad Support Office, 258 Bevier Hall.

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

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

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

1. Thirty-two (32) hours of course work at the 400- and 500-levels, as in Appendix 4. Up to 6 hours of FSHN 598 or NUTR 593 may be used to fulfill this requirement. More than two hours of S/U graded sections of FSHN 598 or NUTR 593 require approval by the Graduate Program Committee.
2. Registration and attendance in FSHN 597 every semester for students in the Food Science concentration (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition concentration (0 H credit). Once in their academic career, M.S. students may choose to present a seminar in FSHN 597 or NUTR 500 and earn 1 hour credit toward graduation. A presentation in FSHN 597 or NUTR 500 is not required of M.S. students. Refer to Appendix 4 for further details.
3. Maintain a GPA of at least 3.0 (4.00=A) for all graded courses taken during the student's enrollment in the M.S. degree program and file an annual review form each spring semester.
4. Satisfactory completion of an oral final examination.
5. Completion of all requirements within five years of initial registration in the Graduate College.

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

The advisory committee is composed of at least *three members* of the Illinois Graduate Faculty, at least one of whom must be from an area of specialization other than the student's. The advisor is usually the chairperson of the committee. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 5).** The advisory committee should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter until the completion of the degree requirements.

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

Each M.S. degree candidate must satisfactorily pass a final oral examination administered by the final examination committee. This is a comprehensive oral examination concerning course work and any special projects. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 6).** When approaching faculty members with a request that they serve on an exam committee, if the faculty member is listed in more than one area of specialization (Appendix 3), the student should specify with the faculty member which area of specialization their questions should cover. Students must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and concentration (Appendix 4). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

The final examination committee must reach a unanimous decision about the performance on the final examination. Its decision of "pass," "decision deferred," or "fail" is communicated to the Department Office. The student should obtain a copy of the M.S. Final Examination Certification form (Appendix 11) from the Department Office prior to the exam.

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System, click on 'Graduation', then 'Apply to Graduate'. Once a name is added to the pending degree list, the student provides to their advisor the Advisor Degree Certification Form (Appendix 9).

G. Requirements and Procedures for Ph.D. Students

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

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

1. Complete at least 96 hours of courses (Appendix 4) at the 400- or 500-level. The student's Ph.D. Advisory Committee should be consulted to determine the necessary courses to be taken. **All Ph.D. students are required to take a qualifying exam.** The student's advisor, in consultation with the Associate Head of Graduate Programs, will determine which courses from the M.S. degree will fulfill course requirements for the Ph.D. degree. When the appropriateness of using a course to fulfill requirements is not obvious, the FSHN faculty member who teaches a similar course will be consulted. A copy of the final decision will be placed in the student's file. Although a course requirement (referring to course content) may be met by prior graduate work, all Ph.D. students must meet the minimum course hour requirement (26 hours) for a concentration. However, some students, especially those who earned an M.S. degree in FSHN at UIUC, will have highly individualized concentration course requirements that will be selected in consultation with their advisory committees.

It should be stressed, however, that any doctoral degree candidate, regardless of transfer credits or a master's degree completed elsewhere, must complete 64 hours in residence at the Urbana-Champaign campus of the University of Illinois, or in University of Illinois courses meeting in other locations that have been approved by the Graduate College. Up to 2 hours of FSHN 598, with approval of the Graduate Program Committee, may be used to fulfill this requirement. A Curriculum Change/Transfer of Credit form requesting transfer of credit that will not help meet Graduate College degree requirements will not be considered.

2. Registration and attendance in FSHN 597 every semester for students in the Food Science concentration (0 H credit). Registration and attendance in FSHN 597 or NUTR 500 every semester for students in the Human Nutrition concentration (0 H credit). Once during their academic career, all Ph.D. students are required to present a seminar in FSHN 597 or NUTR 500 (1 H credit). Refer to Appendix 4 for further detail.
3. Maintain a GPA of at least 3.0 (4.0=A) in all graded courses taken during the student's enrollment in the Ph.D. degree program and file an annual review form each spring semester.
4. Pass an oral or written qualifying examination.
5. Pass an oral preliminary examination covering the student's proposed dissertation research as well as the adequacy of the student's preparation to undertake advanced, independent research.
6. Prepare a dissertation that meets the approval of a faculty committee and conforms to Graduate College requirements.
7. Complete all requirements within
 - a. Six years of initial registration in the Ph.D. program for students who hold a M.S. and who did not enter the Ph.D. program directly after completing a M.S. in the Illinois Graduate College;
 - b. Seven years of initial registration in the M.S. program for students whose M.S. and Ph.D. degrees were earned in succession at the Illinois, or for students bypassing the M.S.
8. Students who plan to graduate should consult the Graduate College checklist for graduating students.

Typical Sequence of Progress toward the Ph.D. Degree

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

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

The Ph.D. preliminary exam should be taken by the end of the third year of the student's Ph.D. program. Students must be enrolled for the entire academic term in which the preliminary exam occurs. In addition, **there must be at least one academic year between preliminary and final examinations** to allow the student's preliminary and final examination committees (which should be composed of the same individuals) adequate time to reflect and provide input on the remaining portion of the student's proposed research.

Faculty Committees for Ph.D. Students

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

1. Ph.D. Advisory Committee is composed of at least *three members* of the Illinois Graduate Faculty. The committee membership includes the student's faculty advisor (who may serve as chair) and at least one member must be from an area of specialization other than the student's (Appendix 3). The advisor cannot be the only member of the committee in the same area of specialization as the student. **The student, in consultation with the faculty advisor, will nominate committee members to the Department Head (Appendix 5).** The advisory committee provides advice to the student and student's advisor concerning course selection and progress of the research, and of dissertation preparation when appropriate. The committee should be appointed and meet initially with the student and student's advisor during the first year of the student's program, preferably prior to the student's annual review, and yearly thereafter, until the completion of the degree requirements.
2. Qualifying Examination Committee consists of a minimum of three FSHN faculty members representing at least three areas of specialization within the department (Appendix 3). **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the qualifying exam (Appendix 6).** When approaching faculty members with a request that they serve on an exam committee, if the faculty member is listed in more than one area of specialization (Appendix 3), the student should specify with the faculty member which area of specialization their questions should cover. The

qualifying exam may consist of both oral and written questions at the discretion of the committee. **The student's research advisor (and co-advisor if applicable) may not serve as voting member of the committee, and cannot serve as chair. If the student's research advisor/co-advisor is present at the Qualifying Exam Committee, an additional 1 or 2 committee members needs to be present.** If there are not enough faculty members from an area critical to the student's exam committee, the student can submit a FSHN grad student petition requesting that one of their co-advisors be allowed to vote on their qualifying exam committee. Students should provide to each of their committee members a list of their courses taken and grades received.

3. Preliminary Examination Committee consists of a minimum of four faculty members who review research proposal and conduct the preliminary examination. The committee must include at least four voting members, including three current members of the Graduate Faculty, at least two of whom are tenured. In addition, at least one must be in an area other than the area of specialization of the advisor or student. The preliminary exam committee chair must be a member of the Graduate Faculty. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the preliminary exam (Appendix 6). The advisor cannot serve as chair of this committee.** Students should provide to each of their committee members a list of their courses taken and grades received, as well as a preliminary exam proposal that must be received by the committee at least two weeks prior to the preliminary exam. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the preliminary examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.
4. Final Examination Committee consists of a minimum of four faculty members who review the dissertation and conduct the final dissertation examination. The committee must include at least four voting members, including three current members of the Graduate Faculty, at least two of whom are tenured. In addition, at least one must be in an area other than the area of specialization of the advisor or student. The final exam committee chair must be a member of the Graduate Faculty. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the final exam (Appendix 6). The advisor cannot serve as chair of this committee.** Students should provide to each of their committee members a list of their courses taken and grades received, as well as a complete dissertation that must be received by the committee at least two weeks prior to the final exam. The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the final examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.

Faculty members who are not members of the Graduate College faculty may serve on any of the committees, providing the composition of each committee fulfills the minimum requirements of the Graduate College. A faculty member from government, industry, or another university with expertise in the area of research may also serve on these committees. An outside participant is nominated to the Dean of the Graduate College by the Department Head in a letter that justifies the involvement and identifies the resources that will be used to defray the associated expenses, if any.

Ph.D. Qualifying Examination

The qualifying examination is an examination of the student's breadth and depth of knowledge and ability to apply that knowledge in a philosophical discussion. The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the qualifying exam (Appendix 6).

Decisions of the Qualifying Examination Committee

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

Ph.D. Research Proposal and Oral Preliminary Examination

The preliminary examination committee will evaluate the student's: 1) general knowledge of science; 2) competence in the field of study; 3) potential for conducting creative and innovative research; and 4) research proposal. The examination includes, but is not limited to, the student's formal proposal for dissertation research and all class work taken in preparation for the student's Ph.D. degree. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately one month before the preliminary exam (Appendix 6).** The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the preliminary examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination.

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

Format of the Written Preliminary Proposal

The student must submit a written proposal of original research to the preliminary examination committee at least **two weeks before** the examination (Appendix 13).

Decisions of the Oral Preliminary Examination Committee

The preliminary examination committee will evaluate the student's: 1) general knowledge of science; 2) competence in the field of study; 3) potential for conducting creative and innovative research; and 4) research proposal. The committee makes two decisions. One is whether the student shall advance to candidacy for the Ph.D. degree. This decision is based on command of the subject matter and ability to conduct independent research. On this question, the committee's decision must be unanimous and is reported as "pass," "decision deferred," or "fail". If the committee cannot reach agreement, the chairperson must consult with the Dean of the Graduate College about alternatives. If the student does not pass the oral preliminary examination, he or she may take it a second time but it must be within six months of the initial examination. If the student does not pass the second oral preliminary examination, the student will be dismissed from the program. The second decision is whether or not the dissertation topic and research plan are acceptable. The committee decision reflects a consensus and is communicated in writing to the Department Head by the committee chairperson. If the committee finds the topic acceptable, the final evaluation of the dissertation will be based on the adequacy with which the topic is addressed and not on the appropriateness of the topic selected.

Registration during Completion of Ph.D. Degree Work

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

Preparation of the Ph.D. Dissertation

When sufficient data have been collected, each Ph.D. student will prepare a dissertation reporting his or her original research. Research leading up to the dissertation and dissertation preparation is supervised by an academic advisor. The student, in consultation with the advisor, is responsible for the dissertation, including spelling, grammar, scientific terminology, organization, stylistic consistency, correct sequence of pages, agreement between table of contents and the text, and the accuracy of the dissertation contents. The dissertation will be reviewed and approved by the student's academic advisor before the final examination.

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

The student is responsible for preparing the dissertation to comply with Graduate College requirements as described in the *Instructions for Preparation of Theses*. **After final approval by the Graduate College, each student shall provide the Department with a hardbound copy of the dissertation.**

The monetary cost of thesis preparation, including word processing, copying, and binding, is to be incurred by the student. Secretarial assistance, office supplies, department copy machines, and computers used by secretaries are not available to graduate students for this purpose. However, multiple copies of a student's thesis can be submitted to the FSHN grad student support office (258 Bevier) to be sent for binding. The costs associated with the binding service used by the University of Illinois are generally much lower than other commercial binderies.

Final Examination for the Ph.D. Degree

Each Ph.D. degree candidate defends the dissertation in a final oral examination administered by the final examination committee. The final examination committee will evaluate the dissertation and the student's knowledge of the dissertation topic. **The student, in consultation with the faculty advisor, will recommend committee members to the Department Head approximately six weeks before the final exam (Appendix 6).** The committee chair, student, and at least one additional voting member of the committee must be physically present for the entire duration of all oral components of the final examination. If the committee has more than one chair, all chairs must be physically present; in these cases, no additional voting member is required to be physically present. All voting members of the committee must be present in person or participate via teleconference or other electronic communication media during the examination, deliberation and results determination. The final exam is a comprehensive oral examination concerning the dissertation and other areas of food science and human nutrition. The final Ph.D. examination is open to the public. The chairperson directs the examination. While the final examination is open, the deliberations and decision of the final examination committee are held in an executive session.

The final examination committee must receive the dissertation at least **two weeks before** the final examination. The dissertation will be reviewed and approved by the student's advisor before the final examination. This final draft must be in a format suitable for submission to the Graduate College. Students must have prior approval from each individual committee member if providing their dissertation electronically.

The student should obtain copies of the *Thesis/Dissertation Approval* form (Appendix 8) and *Certificate of Result of Final Examination for the Doctoral Degree* form from the Grad Student Support Office at least one week before the examination. The *Certificate of Result of Final Examination for the Doctoral Degree* and *Thesis/Dissertation Approval* forms are signed by the final examination committee at the conclusion of the final examination, or upon adequate revision of the dissertation, and then returned to the Grad student Support Office by the committee chair. Students should not be in possession of the *Certificate of Result of Final Examination for the Doctoral Degree* form once it has been signed by the committee. *Thesis/Dissertation Approval* forms will be returned to the student after being signed by the Department Head. Students must provide for each committee member a copy of their transcript and a copy of the appropriate "Course Requirements" for the student's degree and concentration (Appendix 4). It is the student's responsibility to assure that they have met all degree requirements prior to the scheduling of their final exam.

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

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

Final Dissertation Approval and Departmental Copy of Dissertation

After passing the final examination and making changes to the dissertation recommended by the dissertation advisory committee, the dissertation format must be approved by a departmental dissertation checker (Drs. Tim Garrow, Jozef Kokini, Scott Morris, or Graciela Padua) who submits a Departmental Format Approval form to the Graduate College. Directions for electronic dissertation deposit, as well as deposit deadline information can be found at grad.illinois.edu/thesis-dissertation. **After final approval, each student shall provide the department with a hardbound copy of the dissertation.** The department copy should be bound in black leather with gold lettering. Bindery companies can be found in the yellow pages under Bookbinders-Commercial, and Bookbinders-Home Library. In addition, multiple copies of a student's thesis can be submitted to the FSHN grad student support office (258 Bevier) to be sent for binding. The costs associated with the binding service used by the University of Illinois are generally much lower than other commercial binderies. It is customary for the student to provide final examination committee members with a copy of the dissertation after approval; whether these copies should be bound or unbound is at the discretion of the student's advisor. The monetary cost of dissertation preparation and binding are to be incurred by the student.

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

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

Pending Degree List

Early in the semester when a student anticipates that they will graduate, they should add their name to the pending degree list for that term. To add a name to the degree list, access the Enterprise System, click on 'Graduation', then 'Apply to Graduate'. Once a name is added to the pending degree list, the student should provide to their advisor the Advisor Degree Certification Form (Appendix 9) to be signed by the final exam committee members following successful completion of the final exam.

H. Graduate Student Progress Evaluation

The primary responsibility for monitoring a student's progress towards his or her academic objectives rests with the student and the advisor. The student must submit a progress report to their advisor and advisory committee each spring (Annual Graduate Student Merit Award and Review Form found on FSHN internal website). The advisor provides input to the student, and then submits the report to the Graduate Programs Committee for review. In addition, the qualifying and preliminary exam committees review the progress of each student. These committees evaluate the following areas:

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

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

I. The Department

The FSHN home page provides information related to all aspects of your graduate experience at the University of Illinois. Additionally, there is a FSHN internal website, accessed by clicking on "For Faculty & Staff" found at the bottom right corner of the FSHN home page. You will find appendices forms on the internal site. The forms are formatted so that you can type directly on them.

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

The department facilities are located in eight separate buildings: Agricultural Bioprocessing Laboratory (ABL), Agricultural Engineering Sciences Building (AESB), Animal Sciences Laboratory (ASL), Bevier Hall (BH), Burnside's Research Laboratory (BRL), National Soybean Research Center (NSRC), Nuclear Radiation Lab (NRL), and the Edward R. Madigan Laboratory (ERML). Personnel in the department include academic faculty, academic staff, and administrative staff. Academic faculty and staff are involved with research and/or teaching activities. Administrative staff includes secretaries, pilot plant attendants, clerks, etc. The administrative office is located in 260 BH.

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

<http://www.grad.illinois.edu/gradhandbook/chapterix/section04>

K. Publication of Student Research

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

L. Ownership of Student Research

Intellectual Property Policies

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

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

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

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

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

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

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

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

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

M. Fellowships (Merit) and Travel Awards

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

The following are merit fellowships currently available in FSHN. These fellowships are awarded to current FSHN students.

Alice and Charlotte Biester Fellowships/Assistantships

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

Kathryn Vanaken Burns Memorial Fellowship

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

Holmes Fellowship

To be used for research in nutrition.

Blanche H. Larson Fellowships

To be used with preferences to students in foods and nutrition with first preference given to students studying the relationship of proper nutrition to prevention of human disease and second preference to students who are pursuing a program in foods and nutrition. Selection shall be based upon academic merit and only secondarily on other appropriate deemed criteria.

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

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

Ruth A. Wardall Fellowship

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

The following are travel awards currently available in FSHN. A committee appointed by the Associate Head of Graduate Programs will determine the recipients based on the application materials for each award. These awards are available to ALL graduate students in FSHN, with some restrictions as noted below.

Nishida Research Award

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

Criteria and Selection

- a. FSHN graduate students who are carrying out research in the areas of food chemistry, nutritional biochemistry, and/or molecular nutrition may apply for the research award. First preference will be given to students conducting research in these areas as related to lipids. Second preference will be given to students conducting research in the areas as related to other biological components (for example: proteins, carbohydrates, fiber, vitamins/minerals, bioactive food components, etc).
- b. Criteria used to select the awardee include the originality and quality of the student's research, but they do not have to be presenting.
- c. Application materials to be submitted by the students to Barb Vandeventer in the FSHN department office will include:
 1. A cover page completed by the applicant.
 2. A one page narrative describing:
 - (1) How attending the meeting will enhance the student's professional development.
 - (2) Student's progress in research and course work.
 3. A current CV and a list of coursework taken including rubric number, course title, credit hours, and grades.
 4. A recommendation letter from the student's graduate advisor.
 5. A copy of abstract or its draft if one will be submitted for presentation.

E.G. Perkins Award

The E.G. Perkins Award is given annually to a FSHN graduate student to assist funding travel to a national or international scientific conference to present the student's research results. The award recipient will receive a check of \$1000 from an endowment fund established in the UI Foundation.

Criteria and Selection

- a. All graduate students studying food science are eligible to receive this award. First priority will be given to students whose research applies to lipid chemistry. Second priority will be any student studying food science.
- b. Criteria to select the awardee will include the originality and quality of the student's research to be presented at the meeting.
- c. Application materials to be submitted by the students to the department office include a proposed abstract, current CV, and a 2 - 3 page letter describing the student's progress in research and course work. A recommendation letter from the student's graduate advisor must be provided.

N. General Information

Assistantships

The department appoints its own teaching and research assistants with the approval of the Graduate College. Inquiries for these positions should be made directly to your advisor. Assistants holding appointments ranging from 25 through 67 percent time are exempt from tuition and the service fee. Research assistantships are appointed by individual faculty. All international applicants applying for teaching assistantships must be able to meet the University's oral English proficiency requirements by taking the Test of Spoken English (TSE) or English Proficiency Interview (EPI). The TSE is administered by the Educational Testing Service, Box 592, Princeton, NJ, 08540-6151. On campus, the EPI test is administered by the Center for Teaching Excellence. The EPI is offered every fall, spring and summer. Additional information will be made available as each terms' dates are announced. For more information about the EPI, please go to http://cte.illinois.edu/testing/oral_eng/test_prep.html.

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

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

Campus Parking

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

Computer Facilities and E-mail

The Centralized Computing Support Group (CCSG) is located in 161 Bevier Hall. This section of the Graduate Student Handbook will give you a general overview of where to go if you have any technology needs. For any technology questions please email ds-ccsg@illinois.edu or call 217-244-2883.

As a new graduate student you may need to access the departmental network drives; the H & S drives. The H drive is a home/personal drive which only you and the IT staff have access to. This drive is created upon request only, and people usually put resumes, CVs or research work on the H drive. The S drive is a shared drive where groups of people can access shared documents and collaborative projects. This drive is usually broken down to lab groups. Everyone will have access to this drive, but there are granular security permissions that allow select groups access to their respective folders.

Every graduate student has the option of getting an exchange account which is a 15GB email account that centralizes calendaring, contacts and email to one location and is accessible via the web or through your smart phones. The web based version of exchange can be found at the following link: <https://webmail.illinois.edu>. We highly recommend that you get this email service if you have not already done so.

CCSG can assist you in connecting your personal laptop to the H and S drive via a VPN connection. When you email us we can provide you with the documentation. More documentation can also be found on the S drive S:\FSHN-General-Info folder. We will not support your personal computers if they have a virus or if you want to upgrade your computer. We will only support your ability to connect to the H & S drives. Generally you can ask us any technology questions, and if we cannot support or fix the issue we will at least point you in the correct direction. We also can recommend what computers or laptops to purchase if you are in the market for getting a new computer so that it can be better aligned with the technology needs to the department. The worst question is a question not asked, so please let us know if you need any help at ds-ccsg@illinois.edu or 217-244-2883.

Copy Machines

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

Emergencies

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

FAX machines

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

Job Opportunities

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

Keys

Keys to outside doors, graduate student offices and laboratories are issued out of 260 Bevier Hall. Students must get a key authorization card from this office prior to obtaining a key. Students are responsible for lost key replacement charges. When leaving campus, all keys must be returned to 260 Bevier Hall. Do not leave your keys with your advisor or lab mates.

Mail

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

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

(your name)
University of Illinois
Department of FSHN
(room #) (building name) (mail code)
(street address)
Urbana, IL 61801

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

Offices and Laboratories

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

Paychecks

If you have a research or teaching assistantship, your salary will be deposited to your bank account on the 15th of each month. Instructions for completing required payroll forms will be provided by the departmental Staff Clerk, 260 Bevier Hall. Failure to complete these forms by the designated due date could delay the receipt of your first paycheck. Most assistantships are now taxable.

Secretarial Service

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

Security and Safety

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

University Police, non-emergency333-8911 (for emergencies dial 9-911)
Campus Parking Helpline.....244-4357 (help with dead batteries or other car troubles)

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

Student Organizations

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

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

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

APPENDICES

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

*available on FSHN internal website

NOTE: Forms shown in these appendices are only samples. Students are to obtain original forms from the FSHN Grad Support Office (258 Bevier). It is preferable to obtain the necessary signatures in black ink, since other colors do not reproduce well in photocopiers.

Appendix 1

Admission to the Ph.D. Program
(submit prior to scheduling a qualifying exam)

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

The application for students with a M.S. degree from Illinois, and for students who are requesting to by-pass the M.S., shall consist of the following documentation:

- Three letters of recommendation, including one from the M.S. academic advisor and, if different, one from the future Ph.D. academic advisor. Students requesting a by-pass shall request a letter from the future Ph.D. academic advisor. The Ph.D. academic advisor, in addition to recommending continued study, shall specify space and financial support (research assistantship, teaching assistantship, etc.) available to the student for at least the first academic year of study, and shall indicate future possibilities of funding for the second year. Provide the names of your recommenders below.
 1. _____
 2. _____
 3. _____
- A statement of research intentions from the student, including a timeline.
- Evidence of professional competence and achievement, such as published papers, presentation of research at a conference, awards received, etc.
- A copy of the UI transcript (an unofficial transcript is acceptable).
- A Curriculum Change/Transfer of Credit form requesting a change of program from M.S. to Ph.D. This form is to be completed after the application is approved at the departmental level.

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

Appendix 1 (Cont.)

Request Admission to the Ph.D. Program

Student's Name _____ UIN _____

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

Approve

Contingent Upon _____

Deny

Signature, Chair of FSHN Graduate Programs Committee _____ Date

Signature, FSHN Department Head _____ Date

Appendix 2

Department of Food Science and Human Graduate Student Petition Form

Complete the petition in consultation with your advisor. The petition is used to request any exceptions to the FSHN Graduate Student Handbook rules, regulations, or requirements. After the student and advisor have made their recommendations, the petition should be sent to the FSHN Grad Student Support Office, 258 Bevier Hall (MC-182), 905 South Goodwin Avenue, Urbana, IL 61801.

Name _____ UIN _____

E-Mail Address _____ Today's Date _____

Campus Address _____ Current Degree Program _____

Daytime Phone _____

REQUEST EXPLANATION (Please be thorough; attach additional sheets if necessary):

Student Signature _____
Date

Comments and Recommendations (Student's Advisor)

Advisor Name (print or type)

Advisor Signature _____
Date

Approved

Associate Head for Graduate Programs _____
Date

Appendix 3

Classification of Faculty into Areas of Specialization

Biochemical/Molecular Nutrition

J. Andrade
H. Chen
E. Gonzalez de Mejia
S. M. Donovan
J. W. Erdman
T. A. Garrow
W. G. Helferich
E. H. Jeffery
M. T. Nakamura
Y-X. Pan
K. A. Tappenden
M. Teran-Garcia

Chemical/Microbial Food Safety

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

Clinical Nutrition

S. M. Donovan
K. M. Chapman-Novakofski
J. W. Erdman
T. A. Garrow
W. G. Helferich
S. M. Nickols-Richardson
K. A. Tappenden
M. Teran-Garcia

Community Nutrition

J. Andrade
K. M. Chapman-Novakofski
S. M. Nickols-Richardson

Food Chemistry

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

Food Microbiology

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

Food Processing/Engineering

H. Feng
J. Kokini
Y. Lee
S. A. Morris
G. W. Padua
P. S. Takhar

Nutritional Toxicology

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

Sensory Science

S-Y. Lee

Appendix 4

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

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

Required courses (16-18 hours):

- MCB 450 or higher (3 H) - Biochemistry
- FSHN 420 (3 H) - Nutritional Aspects of Disease
- FSHN 426 (3 H) - Biochemical Aspects of Nutrition I (M.S. students),
or FSHN 511 (4 H) - Regulation of Metabolism (Ph.D. students)
- FSHN 427 (2 H) - Biochemical Aspects of Nutrition II
- FSHN 595 (3 H) - Principles of Food Technology
- FSHN 597 or NUTR 500 (required every semester for 0 H; 1 H when defending dissertation) - Seminar in Food Science or Nutritional Sciences Seminar, respectively⁴
- FSHN 593 (2 H) - Seminar in Foods and Nutrition

Electives [to meet 26-27 hours minimum, of which at least 3 (thesis M.S.), 6 (non-thesis M.S.), or 6 (Ph.D.) hours need to be graded courses at the 500-level]^{5, 6}

FSHN 421 (2 H) - Pediatric Clinical Nutrition
FSHN 428 (3 H) - Community Nutrition
FSHN 429 (3 H) - Nutrition Assessment and Therapy
FSHN 440 (4 H) - Applied Statistical Methods I
FSHN 480 (3 H) - Basic Toxicology
FSHN 510 (up to 4 H) - Topics in Nutrition Research
FSHN 520 (up to 6 H) - Advanced Clinical Nutrition
FSHN 592 (up to 2 H) - Graduate Internship Experience
FSHN 598 or NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively⁷
NUTR 511 (4 H) - Regulation of Metabolism
NUTR 550 (2 H) - Grantsmanship and Ethics
NUTR 590 (up to 2 H) - Disciplinary Seminar
ANSC 421 (3 H) - Minerals and Vitamins
ANSC 520 (3 H) - Protein and Energy Nutrition
ANSC 524 (2 H) - Non-ruminant Nutrition Concepts

¹Undergraduate training must include statistics (ACE 261, CPSC 241, ECON 202, MATH 161, PSYC 235, SOC 280, or STAT 100), nutrition (equivalent to FSHN 220), and systemic physiology (equivalent to MCB 103 or 240). These undergraduate courses are not required for admission, but must be completed early in the graduate program and do not count toward concentration requirements. Both M.S. and Ph.D. degrees require at least 12 hours of 500-level course work (including thesis research), and at least 8 of these 12 hours must be in the major field for graduation.

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

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

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

⁵Course selection in consultation with Advisory Committee.

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

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

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

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

Appendix 4 (Cont.)

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

Required courses (15-16 hours)

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

Electives⁵

Food Processing and Engineering

- ABE 498 (3 H) – Engineering Application of Nano-scale Biology
- FSHN 460 (3 H) – Food Processing Engineering
- FSHN 462 (2 H) – Food Processing II
- FSHN 595 (2 H) – Advanced Food Processing
- FSHN 595 (1 H) – Measurement Technologies for Food & Biological Materials

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 (3 H) – Food Proteins and Enzymology
- FSHN 595 (4 H) – Water Relations in Foods

Food Microbiology

- FSHN 575 (3 H) – Issues in Food Safety

Others (of interest to many)

- FSHN 595 (3 H) – Advanced Topics in Sensory Science
- FSHN 440 (4 H) - Applied Statistical Methods I
- CPSC 540 (5 H) – Applied Statistical Methods II
- CPSC 541 (5 H) – Regression Analysis
- NUTR 550 (2 H) – Grantsmanship and Ethics
- FSHN 592 (up to 2 H) - Graduate Internship Experience
- FSHN 598 **or** NUTR 593 - Advanced Special Problems or Individual Topics in Nutrition, respectively⁶

Appendix 4 (Cont.)

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

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

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

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

⁵Non-thesis M.S. degree students must complete the concentration requirements, including select at least 3 hours of 500-level elective and other courses to equal a total of at least 32 hours.

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

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

Appendix 5

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

Student Name _____ UIN _____

Proposed Advisory Committee

Note: A minimum of three committee members is required for all advisory committees. For M.S. advisory committees, the advisor can serve as chair. For Ph.D. advisory committees, the advisor cannot serve as chair.

Chair of Committee

Member name

Member name

Member name

Advisor name

Approved by Advisor (signature) date

Approved by Department Head (signature) date

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

*The advisory committee is composed of at least *three members* of the Illinois Graduate Faculty, at least one of whom must be from an area of specialization other than the student's (Appendix 3).

Appendix 6

Exam Notification Form

- M.S. Defense:** Committee consists of at least 3 members of the graduate faculty; at least 1 must be from an area of specialization other than the student (Appendix 3 in FSHN grad student handbook). Advisor is typically chair.
- Qualifying Exam:** Committee consists of at least 3 members of the FSHN faculty, and at least 3 areas of specialization must be represented (Appendix 3 in FSHN grad student handbook). Advisor/co-advisor may or may not be a member of the committee, but cannot serve as chair. If the advisor/co-advisor is a committee member, a 4th or 5th committee member must be named.
- Preliminary Exam** **Ph.D. Defense**
Committee consists of at least 4 voting members, at least 3 must be members of the graduate faculty, at least two must be tenured, and at least one must be in an area of specialization other than the student (Appendix 3 in FSHN grad student handbook). Advisor cannot serve as chair.

Student Name _____ UIN _____

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

Committee members

Name	Area of Specialization
(chair)	

Date, time and location of exam/defense _____

Electronic Equipment Needs
 Laptop Projector Laser Pointer No Equipment Needed

For Final Exams Only

Thesis check scheduled with
 Dr. Scott Morris Dr. Tim Garrow Dr. Jozef Kokini
 Dr. Graciela Padua
_____ (must be at least 5 days before deposit deadline)
(date)

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

This form should be submitted to the FSHN Grad Support Office (258 Bevier Hall) at least one month before the exam/defense.

Approved

Department Head Signature

Date

Appendix 7

M.S. Final Examination Certification

Name of Candidate

UIN

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

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

Chairperson, Examination Committee

Member

Member

Member

Date

Appendix 8

Thesis/Dissertation Approval Form

Please see <http://www.grad.illinois.edu/forms/tda> for a sample. Original Thesis/Dissertation Approval forms will be processed by personnel in the Grad Support Office, 258 Bevier Hall.

SAMPLE

Appendix 9

Advisor Degree Certification Form

I have examined the academic history of

_____ (student name) _____ (UIN)

This student has successfully completed all required courses for the

- M.S.
- Ph.D.
- PSM
- Human Nutrition concentration
- Food Science concentration

degree in Food Science and Human Nutrition.

Furthermore, this student has met the minimum requirements for the number of hours of 400- and 500-level coursework required for the degree.

It is appropriate for this student's name to appear on the

- May
- August
- December

degree list for _____
(year)

_____ (advisor's typed/printed name)

_____ (advisor's signature)

_____ (date)

Appendix 9 (cont.)

Human Nutrition Concentration requirements

Required courses (16-18 hrs):

- MCB 450 or higher (3 hrs) - Biochemistry
- FSHN 420 (3 hrs) - Nutritional Aspects of Disease
- FSHN 426 (3 hrs) - Biochemical Aspects of Nutrition I (M.S. students)
- or** FSHN 511 (4 hrs) - Regulation of Metabolism (Ph.D. students)
- FSHN 427 (2 hrs) - Biochemical Aspects of Nutrition II
- FSHN 593 (2 hrs) - Seminar in Foods and Nutrition
- FSHN 595 (3 hrs) - Principles of Food Technology
- FSHN 597 (or NUTR 500) - required every semester for 0 hr; 1 hr when defending dissertation.

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

- FSHN 421 (2 hrs) - Pediatric Clinical Nutrition
- FSHN 428 (3 hrs) - Community Nutrition
- FSHN 429 (3 hrs) - Nutrition Assessment and Therapy
- FSHN 440 (4 hrs) - Applied Statistical Methods I
- FSHN 480 (3 hrs) - Basic Toxicology
- FSHN 510* (up to 4 hrs) - Topics in Nutrition Research
- FSHN 520* (up to 6 hrs) - Advanced Clinical Nutrition
- FSHN 598 or NUTR 593* (up to 2 hrs) - Advanced Special Problems or Individual Topics in Nutrition
- NUTR 511* (4 hrs) - Regulation of Metabolism
- NUTR 550* (2 hrs) - Grantsmanship and Ethics
- ANSC 421 (3 hrs) - Minerals and Vitamins
- ANSC 520 (3 hrs) - Protein and Energy Nutrition
- ANSC 524 (2 hrs) - Non-ruminant Nutrition Concepts

Food Science Concentration requirements

Required courses (15-16 hrs):

- FSHN 461 (3 hrs) - Food Processing I
- FSHN 573 (3 hrs) - Advanced Food Microbiology
- FSHN 593 or FSHN 596 (2 hrs) - Seminar in Foods or Seminar in Nutrition
- FSHN 595 (3 hrs) - Advanced Food Chemistry
- FSHN 595 (3 hrs) - Nutrition for Food Scientists
- FSHN 597 (or NUTR 500 for HN students) - Seminar in Food Science or Nutritional Sciences Seminar

Electives

- ABE 498 (3 hrs) - Engineering Application of Nano-scale Biology
- CPSC 540 (5 hrs) - Applied Statistical Methods II
- CPSC 541 (5 hrs) - Regression Analysis
- FSHN 416 (3 hrs) - Food Chemistry Laboratory
- FSHN 460 (3 hrs) - Food Processing Engineering
- FSHN 462 (3 hrs) - Food Processing II
- FSHN 517 (2 hrs) - Fermented and Distilled Beverages
- FSHN 518 (3 hrs) - Chemistry of Lipids in Foods
- FSHN 519 (4 hrs) - Flavor Chemistry and Analysis
- FSHN 575 (3 hrs) - Issues in Food Safety
- FSHN 595 (1 hr) - Measurement Technologies for Food & Biological Materials
- FSHN 595 (2 hrs) - Advanced Food Processing
- FSHN 595 (3 hrs) - Advanced Topics in Sensory Science
- FSHN 595 (3 hrs) - Food Proteins and Enzymes
- FSHN 595 (4 hrs) - Water Relations in Foods
- NUTR 550 (2 hrs) - Grantsmanship and Ethics

Appendix 10

Department of Food Science and Human Nutrition
Graduate Student Clearance Form

Name _____

UIN _____

Thesis/Dissertation Deposit (student)

- A bound copy of thesis/dissertation will be deposited with the department.
A fee will be paid to the department to cover thesis/dissertation binding cost (make check payable to "University of Illinois").

Thesis/Dissertation Format Approval (student)

- Dr. Garrow, Dr. Kokini, Dr. Morris, Dr. Padua

Office Use Only
Thesis/dissertation sent to binding
Bound thesis/dissertation received
Payment received
Payment type
Payment sent to accounting

Keys Returned (FSHN main office front desk)

checkbox

Seminar (FSHN student support office)

- PhD student
n/a (MS student)

Supplemental Grade Report Form (FSHN student support office)

checkbox

Forwarding Address (student)

Personal E-mail Address (student)

Cell Phone Number (student)

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

Encumbrance (FSHN student support office)

- The student is not encumbered by the University of Illinois.
The student is encumbered and arrangements have been made to clear all encumbrances. A copy of the plan is attached.

HR Exit Procedure (FSHN HR staff)

Contact Sanna Frazier (sannaoui@illinois.edu) at least 1 week prior to leaving campus to set up an appointment with her for this step.

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

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

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

Office Cleaning Assigned office has been cleaned, books and papers removed, and equipment manuals returned. (advisor)

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

(advisor's signature)

Exit Interview (FSHN student support office) scheduled for _____

The student has fulfilled all Departmental requirements, has completed or made arrangements to fulfill all personal obligations, and has cleared the Department. (FSHN student support office)

Date

Head, Department of Food Science and Human Nutrition

Appendix 11

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

Name of Candidate

UIN

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

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

Chairperson, Examination Committee

Member

Member

Member

Date

Appendix 12

Ph.D. Qualifying Examination Warrant

Department of Food Science and Human Nutrition

Name of Candidate

UIN

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

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

Chair

Member

Member

Member

Date _____

Appendix 13

Format of the Written Preliminary Proposal

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

Title Page

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

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

Table of Contents

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

Project Summary

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

Project Description

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

1. Introduction

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

2. Rationale and Significance

Concisely present the rationale behind the proposed research.

3. Research Methods

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

- A description of the proposed experiments in the sequence they are to be performed
- Techniques to be used in carrying out the proposed project, including the feasibility of the techniques
- Results expected
- Means by which experimental data will be analyzed or interpreted

Appendix 13 (cont.)

- Means of applying results or accomplishing technology transfer, where appropriate
- Pitfalls that may be encountered
- Limitations to proposed procedures
- A tentative schedule for conducting major steps involved in these investigations and/or experiments

4. References

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

5. Budget

This is optional.

SAMPLE