
Graduate Student Handbook

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

2019

Department of
Nutrition, Food and
Exercise Sciences

GRADUATE STUDENT MANUAL

Department of Nutrition, Food and Exercise Sciences

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POLICIES FOR THE MASTER'S DEGREE PROGRAM

The Department of Nutrition, Food and Exercise Science offers two Master of Science degrees; one in Food and Nutrition and one in Exercise Physiology.

RESIDENCE

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

REGENCY OF STUDY

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

GUIDELINES FOR EXERCISE PHYSIOLOGY BS/MS COMBINED PATHWAY

This combined pathway allows qualifying undergraduate exercise physiology students to pursue a Master's degree in Exercise Physiology in three semesters beyond the BS. A student of senior standing or an upper-division honors student may carry 11 credit hours of specific graduate courses for double credit provided the student has been accepted into the program for their final spring semester. Admissions standards are posted on the departmental website. During the first semester in the combined pathway, in order for courses to count toward both degrees and the student to continue in the master's program, he/she must 1) maintain a grade point average (GPA) of 3.0, or better, 2) carry a course load of no more than fifteen (15) semester hours; and 3) earn no less than a "B-" in any course. The students will comply with undergraduate policies as well as the policies in this handbook after being accepted to the combined pathway. Students in this program are not eligible for the master's bypass. Please also see the Exercise Physiology BS/MS combined pathway Non-thesis and Thesis curricula published in this handbook.

MAJOR PROFESSOR AND SUPERVISORY COMMITTEE

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

Student shall consult with department chair or graduate program coordinator on the selection of major professor;
- C. The supervisory committee should be selected by the student with the advice of the major professor and shall consist of at least three members:
 1. Major professor as chairman;
 2. Another member from the department;
 3. Member from another department in the College of Human Sciences or outside the College of Human Sciences (***Exceptions:*** Non-thesis students may select a third member from within, or outside of, the department);
 4. All members designated must hold Graduate Faculty Status (***Exceptions:*** Non-thesis chair of the committee must hold Graduate Faculty Status and other members must have a minimum of permanent Graduate Teaching Status); and
 5. The student must submit the constituency of the supervisory committee to the major professor, department chair and the academic dean for approval on the Master's program of study (POS) document as early as feasible but no later than prior to registration for the second semester. Students will not be allowed to register if the signed POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.

PROGRAM OF STUDY (POS)

- A. The student and the major professor should plan and submit a POS that includes only those courses required for degree completion. The POS should be completed as early as feasible, but no later than the end of the first semester.
- B. Credit Requirements:
1. A master's thesis student must have a minimum of 30 semester hours of graduate credit, at least 18 of these must be taken on a letter grade basis (A, B, C). See individual program curriculum sheets.
 2. A non-thesis must have a minimum of 30 semester hours of graduate credit, at least 21 of which must be taken on a letter grade basis. See individual program curriculum sheets.
 3. Check requirements on curriculum sheets for the credit hours of the different concentration areas. Transfer credit may not be used to improve a student's GPA nor will it count toward the minimum hours needed for the degree. Not more than 6 hours are to be taken Satisfactory/Unsatisfactory (S/U) and those courses should be noted as such on the POS. Students may be given the option to take a letter grade course as S/U. It is the student's responsibility to submit the proper forms and meet the deadlines set forth by the university in order to take the class on an S/U basis. After the deadline has passed, the student's work will be evaluated on a letter grade basis.
 4. Graduate credit hours for the degree:
 - a. May include a maximum of 3 hours in supervised research and maximum of 3 hours in supervised teaching;
 - b. A minimum of 6 thesis hours. The student must register for thesis credit each term in which substantial amount of work is done on the thesis. Thesis has been set up as a 3-6 credit hour course but a student may request to take the university minimum of 2 thesis hours/semester by submitting the appropriate form before the applicable semester. A student who has completed the required course work and continues to use campus facilities and/or receives faculty supervision, but **has not made a final thesis submission** shall include in the required full-time load a minimum of 2 hours of thesis credit per term.
 - c. May include 6 semester hours of graduate credit (with grades of B or better) **earned as a non-degree seeking student, only if:**
 - (1) The student later qualifies for admission to a graduate degree program;
 - (2) The major department approves; and
 - (3) The credits were taken within the time limits prescribed for the degree program.
 - d. Thesis Students must register for HUN 8976 - Thesis Defense (0 credit hour) in the term they expect to graduate and this **must be listed** on their POS form. Non-thesis students must register for a Comprehensive Exam (0 credit hours). A student should only need to register one time for the thesis defense or comprehensive exam.
 - e. Students are required to earn 3 CHS graduate credit hours, counting toward the degree, prior to graduation by attendance in at least one summer term.
 5. Transfer credit:
 - a. May not exceed 6 semester hours and will not count toward the GPA or the total required hours for the degree. It is beneficial in that a student will not be required to complete the same coursework covered by a course already taken elsewhere;
 - b. Must be approved by the supervisory committee, the chair of the department, and the academic dean; and
 - c. Must be evaluated as graduate work by the evaluation section of the Office of Admission of Florida State University and have been completed with grades of 3.0 ("B") or better;
 6. Quality of study
 - a. Must maintain a B average on all courses taken;
 - b. Must maintain overall GPA of 3.0 to retain assistantship appointment;
 - c. No course with a grade below C- may carry graduate credit;
 - d. For thesis students, departmental requirements for research must be met.

7. Credit Hours per Semester: All graduate students must be enrolled in at least 6 credit hours per semester to receive financial aid. All graduate students on assistantship (in-state students, out-of-state and international) must be enrolled in 9 credit hours per semester. The number of credit hours which a graduate student may carry without special permission is no more than 15 credit hours and no less than 3 credit hours. Special permission must be obtained before the first day of classes for that semester.
- C. Program Approval
1. The program should be approved by the major professor, the supervisory committee, the department chair, and the academic dean and be on file as early as feasible but no later than the end of the first semester. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Research and Graduate Studies prior to registration for the third semester.
 2. A copy of the approved program is to be kept on file with:
 - a. Major professor;
 - b. CHS Academic Dean's Office.
 3. Any subsequent changes in the student's POS must be approved by the supervisory committee, the department chair, and the academic dean and filed in the academic dean's office.

PROSPECTUS (Thesis Students)

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

COMPREHENSIVE EXAMINATION (Non-Thesis Students)

- A. A written comprehensive examination is required for the degree and will be taken within 6-9 semester credit hours of successful completion of course work as indicated on a signed POS.
- B. Students taking comprehensive examinations must attain a 3.00 cumulative GPA or better at FSU.
- C. Students must be registered for course HUN 8966 – Comprehensive Exams (0 credit hour).
- D. Exams will be scheduled to be taken during the second week of classes of each semester unless prior permission has been granted to the student by the major professor and supervisory committee.
- E. Comprehensive exams focus on the student's ability to solve problems, identify issues, apply theory and research to critical needs.
 1. The supervisory committee will carry final responsibility for pass or fail on the examination as a whole; a two-thirds majority of the committee is required for passing.
 2. If the student fails the comprehensive, it may be retaken once within the next semester upon recommendation of the committee.
 3. Each attempt of the comprehensive examination is to be reported, on the college form, to the academic dean's office within 15 days of the date the examination is completed.

4. A student's transcript should be an accurate reflection of the academic record. Per Graduate School Policy, if the student does not attempt Comprehensive Exams (HUN 8966) during the semester that he/she is enrolled, HUN 8966 will be administratively dropped, and the student must re-enroll in HUN 8966 the following semester. However, if this is the only course a student is enrolled in, the course cannot be reactively dropped and the student will need to initiate the withdrawal procedure.
- B. Written examinations are kept on file in the Office of the Associate Dean for Research and Graduate Studies for at least 5 years after taking the exam.

THESIS REPORT AND ORAL DEFENSE (Thesis Students)

- A. It is the responsibility of the major professor to supervise the preparation of the prospectus, the conduct of the research, and the preparation of the thesis, as prescribed by the department.
- B. The typical language of the dissertation, treatise, or thesis is English. The defense shall be conducted in English.
- C. The student will submit a copy of the thesis approved by the major professor to supervisory committee members at least 2 weeks before oral defense (and to department chair if so requested). Oral defense will be scheduled at the discretion of the major professor.
- D. The student is responsible, with the approval of the major professor, for
 1. Arranging time, place, and date of the oral defense;
 2. Notifying the department office staff, 2 weeks prior to the defense, via email so that the defense is announced to the Chair and the Academic Dean of the college; and
 3. Completing the required materials (Defense Announcement and ETD Access Agreement Form) through The Graduate School's manuscript clearance online portal.
- E. All committee members must be present for the entirety of the final defense of the thesis unless prior arrangements have been made for extenuating circumstances that may take a committee member out of town or due to injury or sickness. In these events, telephones or computers may be used or the student may have to present the theses to the committee member once he or she returns to the University. If the committee member cannot be present via telephone or computer, another faculty member with GFS status must be present during the defense. If the student for some unforeseen reason cannot be present to defend the thesis, he or she must present the thesis over Skype or some electronic format in the presence of the supervisory committee.
- F. A student's transcript should be an accurate reflection of the academic record. Per Graduate School Policy, if the student does not defend (HUN 8976) during the semester that he/she is enrolled, HUN 8976 will be administratively dropped, and the student must re-enroll in HUN 8976 the following semester.
- G. Immediately after approval by the committee, and after appropriate corrections are made:
 1. The student must submit a copy of thesis to department chair and academic dean for approval, allowing 6 business days for the thesis to be read and corrections provided.
 2. After these corrections are made, the major (or co-major) professor(s) will indicate through the online portal that the document content is approved.
 3. The student must submit an electronic version of thesis through ProQuest following the approved format.

APPLICATION FOR DEGREE

- A. During the first three (3) weeks of the semester in which the student expects to receive a degree, he/she must apply online to graduate (see University Bulletin for date).
- B. At that time, he/she must have a 3.00 cumulative GPA for course study attempted.
- C. Thesis students must enroll in a minimum of 2 credit hours of thesis (HUN 5971), as part of their regular course load, during the final term in which a degree is granted.
- D. If the student filed previously for a diploma but did not receive his/her degree, he/she must reapply (and pay any associated fees).

- E. In case the student does not complete the requirements in a timely manner, his/her name will be removed from the graduation list.

FINAL DEGREE CLEARANCE

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in graduate courses. No hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except for which grades of "S" or "U" are given will be included in computation of the average. The CHS Academic Dean's Office will verify that student has met all the program requirements. At a minimum, the student is responsible for:

- A. Non-thesis students will submit the non-thesis degree clearance form to major professor in a timely manner.
- B. Thesis students will provide their final thesis manuscript as a PDF to the Department Chair and Academic Dean for review and obtain clearance from The Graduate School Manuscript Clearance Advisor.

COMMENCEMENT

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

GUIDELINES FOR BYPASSING THE MASTER'S DEGREE

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

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

If accepted to the doctoral program via the bypass, a program plan change form will be submitted by the Academic Dean's Office to the Office of the Registrar. The student will submit a signed doctoral Program of Study form and Supervisory Committee Form to the Academic Dean's Office before being allowed to register for further courses.

All master's policies are in compliance with University policies.

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

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

SCHOLARLY ENGAGEMENT

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

MAJOR PROFESSOR

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

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

SUPERVISORY COMMITTEE

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

- c. is free of any other interest with other members of the Supervisory Committee;
- 4. Consist of a minimum of 4 members who have Graduate Faculty Status, one of whom is tenured serves as the University Representative.
- C. The responsibilities of the University Representative begin with the appointment to the supervisory committee and end with the defense of the dissertation. The University Representative is responsible for the following:
 - 1. Ensuring the student is treated fairly and equitably in accordance with University, College and Departmental guidelines and policies;
 - 2. Ensuring that decisions made by the supervisory committee reflect the collective judgment of the committee;
 - 3. Verifying that the defense is conducted appropriately; and
 - 4. Ensuring that our doctoral graduates are of high quality.
- D. The supervisory committee, or the student's advisor prior to the selection of a major professor, will assess the progress of the student in writing and will send copies of the annual progress review to the student, the Department Chair and the Associate Dean for Research and Graduate Studies. As part of the annual review, it is the obligation of the supervisory committee to evaluate the recency of coursework and decide if additional courses need to be taken in order for the student to be "current" in the discipline with respect to knowledge and research tools.
- E. The Dean of The Graduate School, the Associate Dean for Research and Graduate Studies and the Department Chair may attend committee meetings as non-voting members. To make this possible, these persons should be appropriately notified of such meetings. For dissertation defense, notification must be sent 2 weeks prior to defense.

PROGRAM OF STUDY (POS)

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

- call a meeting of the supervisory committee.
- E. A copy of the student's approved POS is to be kept on file with:
 1. Major Professor; and
 2. CHS Associate Dean for Research and Graduate Studies.
 - F. If there are two areas of concentration, the POS is to be planned cooperatively by the major professor, the professor representing the cooperating department, and the student.
 - G. Any changes in the student's program after it has been filed must be approved by the supervisory committee, the Department Chair and the Associate Dean for Research and Graduate Studies. The Dean's Office must be notified of modifications **before** the preliminary examination is given.
 - H. All College of Human Sciences doctoral students are required to take HOE 6366, Research Best Practices in Human Sciences, for 2 credit hours.
 - I. Students must register for HUN 8964 (Preliminary Exam) and HUN 8985 (Dissertation Defense) for 0 credit hours in the term they expect to defend, and this must be listed on their POS form.
 - J. Students are required to earn 6 CHS graduate credit hours that count toward the degree, prior to graduation by attendance in one or more summer terms.
 - K. Credit Hours Per Semester: All graduate students must be enrolled in at least 6 credit hours per semester to receive financial aid. All graduate students on assistantship (in-state students, out-of-state and international) must be enrolled in 9 credit hours per semester. The number of credit hours which a graduate student may carry without special permission is no more than 15 and no less than 3.

PRELIMINARY EXAMINATIONS

- A. To be eligible to take the preliminary examination the student must:
 1. Complete all but 9 hours of course work as indicated on the signed POS.
 2. If applicable, complete the language requirements and other research tool requirements
 3. Be in good academic standing; have a 3.00 cumulative GPA or better.
 4. After the major professor (or co-major professors) review the body of work completed thus far, as required by the Program of Study on file, the student should ensure that any modifications to the Program of Study are filed in the office of the Associate Dean for Research and Graduate Studies.
 5. Be registered for HUN 8964, Preliminary Doctoral Examination, 0 credit hour.
- B. The doctoral student, in consultation with his/her committee, will establish the time, date and place of the Preliminary Examination. The major professor is responsible for the examination content and will preside over the exam.
 1. The preliminary examination is a comprehensive examination given in two parts: written and oral.
 2. The student and his/her advisor will schedule an initial committee meeting within the first month of his/her third academic semester (not including summer) to discuss his/her preliminary examination. The student's supervisory committee will determine four core study areas for the preliminary examination at the initial meeting and will develop four sets of questions no later than two weeks prior to the administration of the written examination. The sets of questions should be written with the goal that an average student would require 3-4 hours to answer the questions.
 3. The written part of the preliminary examination will take place on four consecutive days during the second week of the student's fifth academic semester (e.g. students that matriculated in fall will take the prelim in the second spring semester). After the written examination the oral examination will take place by the end of the fourth week of the same semester.
 4. Content of the oral examination will ordinarily be related to the written part of the examination. However, since the preliminary examination is inclusive, the student should be prepared for questions in areas that may not have been covered by the written part of the preliminary examination.

5. No student may register for dissertation hours prior to the point of term in which the preliminary examination was passed. An Admission to Candidacy form must be completed and on file in the Office of the Dean of the Graduate School prior to registration for dissertation hours. After completion of the Admission to Candidacy process, and by the posted 7th week deadline, the student may request to retroactively add or change other hours to dissertation hours for that semester in which the preliminary examination was completed.
- C. A student's transcript should be an accurate reflection of the academic record. If the student does not defend Preliminary Examinations (HUN 8964) during the semester that he/she is enrolled, HUN 8964 will be administratively dropped, and the student must re-enroll in HUN 8964 the following semester. However, if this is the only course a student is enrolled in, the course cannot be reactively dropped and the student will need to initiate the withdrawal procedure. If the student does not pass either the written or oral portion of the preliminary examination, only one repeat examination within the same term is permitted. The report following the reexamination must indicate whether the student passed or failed. The results are reported to the office of the University Registrar for inclusion in the student's permanent record. A failure recorded with the registrar's office (grade of "F") the second time will result in dismissal from the program. Per University policy, Preliminary Examinations should be scheduled no less than six calendar months prior to the student's graduation date. The Preliminary Examinations should therefore be scheduled no later than October of the academic year in which the student intends to graduate in May, or January of the calendar year in which the student intends to graduate in August, or May of the calendar year in which the student intends to graduate in December.
 - D. Preliminary Examinations must be scheduled no later than 6 months prior to the intended graduation; October of the academic year in which the student intends to graduate in May, January of the calendar year in which the student intends to graduate in August, or May of the calendar year the student intends to graduate in December. However, it is often the case that it will take more than two semesters to complete the dissertation.
 - E. The supervisory committee serves as the examining committee. Others may be invited to participate in the oral as follows:
 1. The chair of the major department and the Associate Dean for Research and Graduate Studies of the College of Human Sciences may attend any session of the supervisory or examining committee as a non-voting member.
 2. A member may be appointed to the examining committee at the discretion of, or on the recommendation of, the major professor.
 - F. The supervisory committee members are to vote pass, re-exam, or fail, on the student's performance on each portion (written and oral) of the examination. Each committee member should vote on the overall performance of the student's responses to all committee members' questions, rather than only their own questions. A three-fourths majority of the committee is required for passing.
 - G. The committee will report the outcome of the examination – each attempt as a whole – by submitting the college's Preliminary Examination Results Form to the Department Chair and Academic Dean: pass, re-exam, or fail. Evidence of required additional work should be documented in the case of re-exam.
 1. The report (college's Preliminary Examination Results Form), following a re-examination in the same semester, must indicate that the candidate either passed or failed the examination.
 2. Passed examinations are reported to the registrar by the person under whom the student registers for HUN 8964 for inclusion in the student's permanent record.
 3. After completion of the preliminary examination and 24 hours of HUN 6980, dissertation credit, full-time status requires that a doctoral student must enroll for a minimum of 3 hours per semester (of which at least 2 must be dissertation hours) until completion of the degree.
 - H. The time limit for completion of all Ph.D. requirements is 5 years from the end of the semester in which the student passed the preliminary exam. Failure to meet this time limit will result in termination from the program.

- I. An approved prospectus must be on file in the Office of the Associate Dean for Research and Graduate Studies before requesting a one time, one-year extension of the 5-year limit.

ADMISSION TO CANDIDACY

- A. A graduate student in the College of Human Sciences is considered a candidate for the Ph.D. degree when he/she has passed the preliminary examination.
- B. The student must be admitted to candidacy at least 6 months prior to the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for effective work on the dissertation after acquisition of the basic competence and after delineation of the problem and method of attack. More realistically, the student should expect to spend a year or more of work on the dissertation. However, this may require more time depending on the degree to which the student is prepared.
- C. The major professor must submit the Admission to Candidacy form to the department (signature) and associate dean (processing).

PROSPECTUS

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

DISSERTATION

- A. A student who has completed the required course work, passed the preliminary examination, submitted an Application to Candidacy form to the Office of the Registrar, continues to use campus facilities, and/or receives faculty supervision, but **has not made a final dissertation submission**, shall include in the required full-time load a minimum of 2 hours of HUN 6980, Dissertation. Those with course underload permission must register for at least 2 hours of dissertation credit per term. Course underloads must be approved by the academic dean.
- B. Before registering for dissertation hours, the student must consult the major professor as to the proportion of time (related to a full-time load) to be devoted to dissertation work. The number of

hours listed will show the proportion of time to be devoted to the dissertation. The number of hours should not only reflect the effort of the student but should take into account the use of campus facilities/resources and faculty interaction/supervision.

- C. A minimum of 24 semester hours of dissertation credit is required by the University for a doctoral degree. Students may enroll in more than the minimum hours.
- D. The dissertation must be an achievement in research constituting a significant contribution to knowledge.
- E. A student is expected to keep the major professor informed as the dissertation progresses and to consult with him/her and the supervisory committee members periodically.
- F. A copy of the dissertation must be submitted to the supervisory committee at least 4 weeks before the oral defense.
- G. The typical language of the dissertation, treatise, or thesis is English. The defense shall be conducted in English.
- H. All committee members must be present for the entirety of the final defense of the dissertation unless prior arrangements have been made for extenuating circumstances that may take a committee member out of town or due to injury or sickness. In these events telephones or computers may be used or the student may have to present the dissertation to the committee member once he or she returns to the University. If the committee member cannot be present via telephone or computer, another faculty member with GFS must be present during the defense. However, the university representative must attend, and a substitute is not allowed. If the student for some unforeseen reason cannot be present to defend the dissertation, he or she must present the dissertation in real-time over Skype or other electronic format in the presence of the supervisory committee.
- I. After the supervisory committee has indicated their decision (pass or fail) for the defense in the manuscript clearance portal as well as confirmed any requested corrections were made, the dissertation should be submitted via email to the department chair and the academic dean for approval and/or content corrections. Please allow six business days for review. Once the content is approved by all parties above, the major professor (co-major professors) will indicate this in the online manuscript clearance portal. The student should then upload the dissertation manuscript to ProQuest.
- J. Final approval of the dissertation by the committee is a prerequisite to the awarding of the degree.
- K. Publication of the dissertation research through professional journals is expected.

APPLICATION FOR THE DEGREE

A student will apply for the degree at the Registrar's Office. The deadline is within three weeks of the beginning of the semester; note date in the University Bulletin. During the **first three weeks of the term** in which a candidate expects to receive a degree, an online **application must be submitted for graduation**.

REGISTRATION FOR THE FINAL TERM

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

EXAMINATION IN DEFENSE OF DISSERTATION

- A. The student, in consultation with the major professor, will arrange the time and place of the oral examination and inform the Department Chair and the Academic Dean's office. The major professor will preside at the oral defense. Students should register only once for defense (HUN8985).
- B. At least two weeks prior to the date of the examination, the student will submit an announcement of the examination to the Graduate School. Announcement of the student's defense must be made through the

- on-line manuscript clearance site.
- C. The examination will be conducted by the major professor and the supervisory committee.
 1. The Department Chair, Academic Dean and other interested graduate faculty are invited to attend.
 2. A three-fourths majority vote by the supervisory committee is necessary to approve the defense.
 - D. The examining committee will certify the results of the examination through the on-line manuscript clearance site.
 - E. The University Representative must submit a written critique of the examination in defense of dissertation through the on-line manuscript clearance site within one week of the date of defense.

DEGREE CLEARANCE

A graduate student is not eligible for conferral of a degree unless the cumulative grade point average is at least 3.0 in formal graduate courses. No hours with a grade below "C-" will be credited on the graduate degree; all grades in graduate courses except for which grades of "S" or "U" are given will be included in computation of the average. The student is responsible for the following:

- A. The submission process and formatting requirements for students submitting Electronic Theses and Dissertations (ETDs) are outlined in the *Guidelines and Requirements for Electronic Theses, Treatises, and Dissertations*. **All students must submit their dissertation electronically.** Students cannot receive manuscript format approval unless the manuscript has been *successfully defended*. A PDF version of the *Guidelines* is available for downloading from The Graduate School's website.
- B. Provide their final dissertation manuscript as a PDF to the Department Chair and Academic Dean for review.
- C. Obtain clearance from The Graduate School Manuscript Clearance Advisor.

COMMENCEMENT

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

All doctoral policies are in compliance with University policies.

POLICIES FOR MASTER'S AND DOCTORAL DEGREE PROGRAMS

INCOMPLETE GRADE POLICY

"Incomplete" ("I") grades should be recorded only in exceptional cases when a student, who has completed a substantial portion of the course and who is otherwise passing, is unable to complete a well-defined portion of a course for reasons beyond their control. Students in these circumstances must petition the instructor and should be prepared to present documentation that substantiates their case. "Incompletes" will not be granted in order to allow students to do extra coursework in an effort to

increase their grades. Even under these circumstances, the authority for determining whether to grant an “Incomplete” rests solely with the instructor. A Graduate Teaching Assistant must have approval from a supervising faculty member to grant an “Incomplete.” (One exception to this guideline occurs when an “Incomplete” is applied as a result of allegations of academic dishonesty that have not been resolved by the end of a semester). Dean’s offices can often provide guidance to instructors regarding the appropriateness of an “Incomplete” in individual cases.

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

LATE COURSE DROPS & WITHDRAWALS

- A. Course Drops
 1. Course drops after the seventh week of the semester (with dates pro-rated for individual summer sessions) require the academic dean’s approval. Petitions for a late drop will only be approved for **documented exceptional circumstances beyond the student’s control**.
 2. In the case of a late course drop, there must also be justification as to why that particular course has been affected. Petitions for late course drops must be submitted within one calendar year following the completion of the course(s). Approved late drops will appear on the student’s transcript with the notation “WD.”
 3. The student must provide written explanation as to why the exceptional circumstances that occurred have selectively impacted certain courses and not others; the fact that a course may be considered more challenging is NOT an acceptable reason. There must be something about the course requirements, policies and/or schedule that were problematic given the circumstances; a copy of the course syllabus should be included with the student’s explanation. If a Medical/Mental Health late drop is requested, the university procedures will be followed regarding required documentation.
- B. Withdrawal
 1. To terminate all courses for a semester, the student must withdraw from the University. The student should consult with both the College Academic Dean and the University Offices of Withdrawal Services. A withdrawal represents a formal separation from the University and as such requires the academic dean’s approval for reentry into the University. Students who are away for two (2) or more semesters, including summer, following the withdrawal must apply for readmission to the program.
 2. While all withdrawals require the academic dean’s approval, late withdrawals (after the seventh week of the semester or prorated individual summer term) incur grade liability.

3. In instances of **documented exceptional circumstances beyond the student's control**, the academic dean can recommend that grades of "WD" be assigned.
 4. The student must provide a written explanation stating why the exceptional circumstances related to their request for a withdrawal during the semester will not be a factor for the re-entry term.
 5. For students who answer "yes" to questions (a) scholastic or behavioral misconduct, (b) violation of the law resulting in probation, community service, jail sentence or revocation or suspension of driver's license, or (c) charged with a felony on the University Application for Withdrawal and Re-entry form, the Academic Dean will not approve automatic re-entry without the student having completed additional forms. The reentry process should be endorsed by the department and/or major professor before the Academic Dean signs off on the student's re-entry.
- C. Examples of exceptional circumstances beyond the student's control for late course drop/withdrawal include:
1. Medical/Mental Health;
 2. Death in the immediate family; and
 3. Active military duty.
- D. The following examples are NOT considered acceptable reasons for course drop/withdrawal by the University:
1. Student is changing majors and no longer needs the course;
 2. Protecting the student's GPA from a future grade; and
 3. Improving the student's GPA by dropping a past grade.
- E. Examples of Documentation
1. For medical or mental health reasons, the University has a specified procedure. Documentation is submitted along with the application directly to University Health Services (medical drops and withdrawals), the University Counseling Center (mental health course drops) or the Withdrawal Services Office (mental health withdrawals).
 2. For a death in the immediate family, an original death certificate (not a copy) must be provided as well as something to confirm the relationship to the deceased.
 3. For active military duty, deployment papers must be provided.
 4. For family/personal circumstances, documentation may include court documents, police reports or a letter from the FSU Victim Advocate Program; evidence of a family member's hospitalization or illness; evidence of a change in financial status, etc.
- F. Student Acknowledgement of Potential Repercussions
The student will be asked to sign a statement that he/she understands that the course drop(s) or withdrawal may impact insurance coverage (health and auto), financial aid, housing, graduation, repeat course surcharge and eligibility for athletics or other extracurricular activities.
- G. Role of the Instructor
For all late course drops and withdrawals instructors will be asked to verify that there are no allegations of academic dishonesty pending against the student. Instructors may also be asked to provide the student's dates of attendance, grades (including dates that exams were taken, or assignments were submitted) and any other information pertinent to the student's academic performance in the course. Medical / Mental Health withdrawals will not require instructors to provide this information.
- H. Role of the Academic Dean
To give approval, determine grade liability, recommend waiver of fee liability to the registrar and provide a memo to the Registrar for late course drops stating the reason for the drop.

LEAVE OF ABSENCE POLICY

- A. Under special circumstances, graduate students may apply for a leave of absence from the university for a specific period of up to three consecutive semesters (includes summer term). The circumstances justifying a leave include but are not limited to: personal or family medical

conditions, call to active military duty, parental leave, death in immediate family, or completion of an off-campus internship. The student must provide appropriate documentation and a rationale for the leave request.

- B. To apply for a leave of absence, a student must complete the Request for Leave of Absence Form (available on the Graduate School website) and submit it together with appropriate documentation to the major professor/advisor/Program Director prior to the beginning of the semester in question. If the major professor/advisor/Program Director approves the application, it should then be forwarded to the Department head and subsequently to the Associate Dean of Graduate Studies for consideration. If approved at all of these levels, the Associate Dean should notify the Registrar and the Dean of the Graduate School of the decision. The Associate Dean should also notify the student of the decision (approved or denied). The Registrar will place a notation on the student's record. A student who is denied a request for leave at any step may appeal the decision to the Dean of The Graduate School.
- C. An approved leave of absence preserves the student's academic status in his or her degree program, and the time off will not be counted against the time limits for awarding degrees. Consequently, registration is not required during the leave period and the student need not re-apply to the program to return to active status at the end of the approved leave period. A leave may be extended for additional consecutive semesters (includes summer term). A student should apply for the leave extension no later than four weeks prior to the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of a leave is subject to approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including summer term) shall not exceed six. The total consecutive or non-consecutive leave time a student is not registered in the program shall not exceed 24 months. At the conclusion of the approved leave, a student must enroll at Florida State University and return to active status no later than the start of the next academic semester. Students cannot be on leave during their semester of graduation and must be registered for a minimum of two hours that semester.
- D. A student on a leave of absence may terminate the leave at any time prior to the approved ending date. In such cases the student would be immediately subject to the continuous enrollment and registration policies. Students returning from a leave of absence of more than one year will be required to disclose any legal or campus disciplinary charges that arose during the leave and provide updated contact and mailing address, residency documentation, and other biographical information as required by the University for reporting and processing purposes.
- E. **While on leave a student will not have access to campus facilities and personnel.** This means a student will not have access to labs, libraries, and online resources that require an FSUID. Students on leave cannot remain in student housing. There is no guarantee that financial aid will be continued. Students with financial aid or student loans should confer with the Financial Aid Office and review their loan agreements prior to requesting a leave of absence to ascertain the consequences a leave will have on their loan status. University assistantship and fellowship support will be discontinued for the duration of the leave. Programs are not obligated to reinstate funding support that was provided prior to the leave though they are encouraged to do so if funds are available. Students receiving external support e.g. an NSF Graduate Research Fellowship should check the terms of the award to determine the impact of being on leave. In-state residency status may be impacted if the student moves out of the State of Florida, and then returns to resume the degree program. Students should seek guidance from the Registrar on the potential impact on in-state residency. International students should check with the Center for Global Engagement to determine if a leave would adversely affect their visa status. Students should also consider other factors that might impact their circumstances upon their return to active status. For example, a major professor might depart the university, or under extreme circumstances a degree program might be suspended or terminated. The University has an obligation to provide a path to completion for enrolled students as well as students on a formally approved leave of absence.

DISMISSAL FROM A GRADUATE PROGRAM

The University reserves the right to terminate enrollment in an academic program and dismiss a student whose academic performance is below the standards of the program, regardless of GPA, or whose conduct is deemed improper or prejudicial to the interest of the University community.

Dismissed students will not be permitted to register for graduate study, including registering as a non-degree student.

- A. Dismissal from the program (for a reason other than GPA) is determined by the faculty at the academic program/departmental level and may occur for a number of different reasons, including but not limited to:
 1. Inability to conduct research in a fashion appropriate for the accepted norms of our discipline;
 2. Inability to function within a team environment to the degree that it negatively affects the learning, practice and/or research of fellow graduate students;
 3. Failure to meet one or more major milestone requirements (i.e., failing a retake of the prelim exam); or
 4. Failure to make progress towards the completion of the degree.
- B. Steps for dismissing a student from our graduate program:
 1. A graduate student is identified by his/her department as not making sufficient progress towards the degree, failing to complete the degree within the specified time period, having substandard academic performance, or exhibiting unacceptable behavior that is relevant to professional standards.
 2. The graduate student meets with his/her major professor and the Graduate Program Director to develop a remediation plan for the incomplete degree requirement or scholarly/behavioral objectives. The department will provide the student with a written academic “warning” and remediation plan that includes a defined time period of remediation. The Academic Dean will be notified of the specific cause for concern, the deficiencies and the remediation steps presented to the student.
- C. If the graduate student fails to resolve/remediate the specified and documented deficiency in the time period indicated in the remediation plan, the department may initiate dismissal of the student from the program. If the program chooses to dismiss the student, the following steps will be completed prior to notifying the student:
 1. The department will consult with the Academic Dean of the intent to consider dismissing the student from the program. The consultation will include the remediation steps taken, the student’s efforts to date to resolve or address the deficiencies and the grounds for the dismissal.
 2. The major professor and/or Department Chair may petition the Academic Dean for consideration of special circumstances that they believe constitute justification for an exception to dismissal of the student from the program.
 3. The academic dean’s office will inform the Registrar’s Office and The Graduate School of intent to move forward with dismissal of the student from the program. In conjunction, the three offices will tailor a letter specific to the circumstances of the student, including language and alternatives, if any.
 4. Doctoral students may be offered a chance to complete the master’s program only, but this is at the department’s discretion.
- D. A dismissal letter will be sent to the student via mail and FSU e-mail which specifies the following information:
 1. The reasons for dismissal,
 2. Benchmarks missed,
 3. The fact that an academic hold will be placed on registration and the effective date/semester,
 4. Dismissal from the program constitutes dismissal from the University,
 5. Any limitations on future enrollment in courses offered by the department/college, should the student reapply to the University for a different program,

6. Any alternative (i.e., doctoral student could request graduating with only a master's assuming coursework and degree requirements are met),
7. Timeline to complete specific coursework, if any,
8. Notification to the right to appeal and information about how to do so, and
9. A deadline for any appeal submittal.

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

EXERCISE PHYSIOLOGY B.S./M.S. PATHWAY (THESIS)
MAJOR IN
EXERCISE PHYSIOLOGY

The thesis MS in Exercise Physiology requires a minimum of 32 credit hours. Students must complete the BS requirements no later than spring 1. This program is only open to those that have been officially accepted to the BS/MS combined pathway and have research experience prior to entering their senior year. To find out more about eligibility and applying to the program, contact the college's undergraduate mapping coordinator before term 6 of your undergraduate career.

Spring 1

Students will be limited to enrolling in a total of 15 credit hours this semester but only 12 credit hours are recommended. Students must earn B- or better (or S) in every class which is double-counting toward the BS and MS degrees, and maintain a minimum 3.00 GPA this semester, in order to continue MS coursework.

PET 5553*	Cardiorespiratory and Anthropometric Eval	3 hrs	Letter grade
HUN 5938*	Special Topics in Nutrition: Medical Terminology	3 hrs	Letter grade
PET 5077*	Physical Dimensions of Aging	4 hrs	Letter grade
PET 5930*	Seminar in Movement Sciences	1 hr	Letter grade

11 hrs

**Taking 11 credit hours for dual credit*

The student will be evaluated to determine if he/she may continue in the combined degree program. If continuing, the student must submit a Program of Study Form (approved and on file) before enrolling in fall 1.

Summer 1

HUN5971	Thesis	3 hrs	S/U
Multiple	Statistics**	3 or 4 hrs	Letter grade

6 or 7hrs

Fall 1

APK 5111C	Advanced Exercise Physiology	3 hrs	Letter grade
HUN 5802	Research Design and Methodology	2 hrs	Letter grade
HUN 5802L	Research Design and Methodology Lab	1 hr	Letter grade
PET 5367	Nutrition and Exercise Performance	3 hrs	Letter grade

9hrs

Spring 2

Dept Elective	-see graduate bulletin for listings- (endocrinology recommended)	3 hrs	Letter grade
HUN 5971	Thesis	3 hrs	S/U
HUN 8976	Thesis Defense	0 hrs	P/F

6 hrs

*** Possible statistics courses include EDF5400, STA5126 and FAD5700.*

**EXERCISE PHYSIOLOGY B.S./M.S. PATHWAY (NON-THESIS)
MAJOR IN
EXERCISE PHYSIOLOGY**

The non-thesis MS in Exercise Physiology requires a minimum of 35 credit hours. Students must complete the BS requirements no later than spring 1. This program is only open to those that have been officially accepted to the BS/MS combined pathway. To find out more about eligibility and applying to the program, contact the college's undergraduate mapping coordinator before term 6 of your undergraduate career.

Spring 1

Students will be limited to enrolling in a total of 15 credit hours this semester but only 12 credit hours are recommended. Students must earn B- or better (or S) in every class which is double-counting toward the BS and MS degrees, and maintain a minimum 3.00 GPA this semester, in order to continue MS coursework.

PET 5553*	Cardiorespiratory and Anthropometric Eval	3 hrs	letter grade
HUN 5938*	Special Topics in Nutrition: Medical Terminology	3 hrs	letter grade
PET 5077*	Physical Dimensions of Aging	4 hrs	letter grade
PET 5930*	Seminar in Movement Sciences	1 hr	Letter grade

11 hrs

**Taking 11 credit hours for dual credit*

The Student will be evaluated to determine if he/she may continue in the combined degree program. If continuing, the student must submit a Program of Study Form (approved and on file) before enrolling in fall 1.

Summer 1

Multiple	Statistics**	3 or 4 hrs	Letter grade
Dept Elective	-see graduate bulletin for listings-	3	Letter grade or S/U

6-7hrs

Fall 1

APK 5111C	Advanced Exercise Physiology	3 hrs	letter grade
HUN 5802	Research Design and Methodology	2 hrs	letter grade
HUN 5802L	Research Design and Methodology Lab	1 hr	letter grade
PET 5367	Nutrition and Exercise Performance	3 hrs	letter grade

9hrs

Spring 2

APK 8945	Internship	9 hrs	S/U
HUN 8966	Comprehensive Examination	0 hrs	P/F

9 hrs

*** Possible statistics courses include EDF5400, STA5126 and FAD5700.*

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

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

CORE **13-14 CREDIT HOURS**

HUN 5802 and	Research Design and Methodology	2
HUN 5802L	Research Design and Methodology Laboratory	1
Or		
CHD 5915	Methods of Research I	4
APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5553	Cardiorespiratory Evaluation	3
PET 5930	Seminar	1

ONE OF THE FOLLOWING STATISTIC COURSES **3-4 CREDIT HOURS**

EDF 5400	Basic Descriptive & Inferential Statistics App	4
STA 5126	Introduction to Applied Statistics	3
FAD 5700	Applied Research in CHS	4

THREE COURSES FROM THE FOLLOWING **min 9 CREDIT HOURS**

PET 5054C	Motor Skill Learning	3
PET 5077	Physical Dimensions of Aging	4
PET 5216	Applied Sport and Exercise Psychology	3
PET 5389	Strength Program Development	3
PET 5653	Cardiovascular Program Development	3
PET 5751	Sports Fitness Testing	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	3
PET 6387	Endocrinology in Health & Exercise	3
PET 6388	Exercise and Disease	3

THESIS OPTION*

HUN 5971	Thesis	6
HUN 8976	Thesis Defense	0

NON-THESIS OPTION**

APK 8945	Exercise Physiology Internship	9
HUN 8966	Comprehensive Examination	0

* Thesis option requires a minimum of 31 total credit hours.

** Non-Thesis option requires a minimum of 34 total credit hours.

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

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

CORE **22-23 CREDIT HOURS**

HUN 5802 and	Research Design and Methodology	2
HUN 5802L	Research Design and Methodology Laboratory	1
Or		
CHD 5915	Methods of Research I	4
APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5553	Cardiorespiratory Evaluation	3
PET 5930	Seminar	1
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5938	Special Topics in Nutrition: Nutrition Counseling	3

ONE OF THE FOLLOWING STATISTICS COURSES **3-4 CREDIT HOURS**

EDF 5400	Basic Descriptive & Inferential Statistics App	4
STA 5126	Introduction to Applied Statistics	3
FAD 5700	Applied Research in CHS	4

ONE (THESIS) OR TWO (NON-THESIS) FROM THE FOLLOWING ELECTIVES:

HUN 5297	Eating Disorders, Body Image, and Healthy Weight Maintenance	3
PET 5077	Physical Dimensions of Aging	4
PET 5216	Applied Sport and Exercise Psychology	3
PET 5389	Strength Program Development	3
PET 5751	Sports Fitness Testing	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	3
PET 6387	Endocrinology in Health & Exercise	3
PET 6388	Exercise and Disease	3

THESIS OPTION*

HUN 5971	Thesis	6
HUN 8976	Thesis Defense	0

NON-THESIS OPTION**

HUN 5906	Directed Individual Study	
Or		
APK 8945	Exercise Physiology Practicum	6
HUN 8966	Comprehensive Examination	0

* Thesis option requires a minimum of 34 total credit hours.

** Non-Thesis option requires a minimum of 37 total credit hours.

The following only pertains to you if you have been accepted into the Dietetic Internship program at FSU.

+ DIETETICS INTERNSHIP (+DI)

The sports nutrition + dietetics internship requires specific dietetics courses and 18 hours of supervised field experience in addition to completion of the requirements for the thesis or non-thesis MS degree in Exercise Physiology. For non-thesis students, 18 hours of supervised field experience (HUN 8945) fulfill the 6 practical/applied credit hours (HUN 5906 or APK 8945) required for a minimum of 50 total credit hours for the MS degree. Thesis students are required to enroll in 15 credit hours of HUN 8945 for a minimum of 53 total credit hours for the MS degree.

HUN 8945	Supervised Field Experience (Internship)	18
HUN 5930	Food and Nutrition Seminar	
Or		
FOS 5930	Seminar in Food and Nutrition Science	1

The following courses are required for the sports dietetics internship and may count toward fulfilling the elective course degree requirement:

DIE 5248	Advanced Medical Nutrition Therapy	3
DIE 5935	Current Topics in Dietetics (S/U)	3

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

The **sports sciences** major is a non-thesis option, requiring 32 credit hours. It is expected that the student will either show evidence of having had experiences in anatomy, physiology, chemistry, nutrition, and exercise physiology or will treat these as deficiencies, rectifying them prior to studying related advanced courses. Students are required to earn three (3) graduate credit hours in the Department or College of Human Sciences that count toward the degree prior to graduation by attendance in one or more summer terms.

APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5930	Seminar (2 x 1 hour each)	2
PET 5412	Professional Practices	3
PET 5389	Strength Program Development	3
FAD 5700	Applied Research in CHS	4
PET 5751	Sports Testing	3
PET 6931	Advanced Topics: Strength & Power Training for Performance	3
PET 6931	Advanced Topics: Special Topics in Sports Sciences	2
PET 5945*	Sports Sciences Practicum (2 x 3 hours each)	6
HUN 8966	Comprehensive Examination (P/F)	0

*Students may either be denied a field placement or removed from a placement on the basis of the academic judgement of the program director. Placement in most Sports Sciences related practicum requires obtaining the Certified Strength and Conditioning Specialist (CSCS) certification through the National Strength and Conditioning Association (NSCA) prior to the start of the practicum. First year course-work will prepare students for the CSCS exam. Should this certification not be obtained and field placement denied, additional coursework will be required in lieu of practicum.

**M.S. DEGREE
IN
FOOD AND NUTRITION
MAJOR IN
NUTRITION AND FOOD SCIENCE (SPECIALIZATION IN NUTRITION SCIENCE)**

The major in Nutrition and Food Sciences (Nutrition Science specialization) includes both thesis and non-thesis options. It is expected that the student will show evidence of having competency in areas of organic chemistry, biochemistry, anatomy and physiology, metabolism of nutrients and science of nutrition at the undergraduate level. Students are required to earn three (3) graduate credit hours in the Department or College of Human Sciences that count toward the degree prior to graduation by attendance in one or more summer terms.

CORE		10 CREDIT HOURS
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Lab	2 1
FOS or HUN 5930	Seminar	1

ELECTIVES		minimum 12 CREDIT HRS (Thesis) or 15 CREDIT HRS (Non-Thesis)
DIE 5248	Advanced Medical Nutrition Therapy	3
HUN 5938	Special Topics in Nutrition: Nutrition Counseling	3
HUN 5906	Directed Individual Study	3
HUN 5910	Supervised Research	3
HUN 6940	Supervised Teaching	3
PET 5367	Nutrition and Exercise Performance	3
FOS 5205	Food Safety and Quality	3
PET 6387	Endocrinology	3

These are suggested electives; however, a different course relevant to the student's research may be decided by the student's committee.

STATISTICS		minimum 4 CREDIT HOURS
EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences	4

One of the above is suggested; however, the statistics course requirement can be decided by the student's committee.

THESIS OPTION		6 CREDIT HOURS
HUN 5971	Thesis	6
HUN 8976	Thesis Defense (P/F)	0

NON-THESIS OPTION		3 CREDIT HOURS
HUN 5906	Directed Individual Study	3
HUN 8966	Comprehensive Examination (P/F)	0

Both the thesis and non-thesis option require a minimum of 32 total credit hours. Please select electives with S/U grading carefully as the university requires thesis students to have a minimum of 18 letter-grade hours and non-thesis students to have a minimum of 21 letter-grade hours.

**M.S. DEGREE
IN
FOOD AND NUTRITION
MAJOR IN
NUTRITION AND FOOD SCIENCE (SPECIALIZATION IN NUTRITION SCIENCE)
+ DIETETICS INTERNSHIP (+DI)**

The major in Nutrition and Food Sciences (Nutrition Science specialization) + DI includes both thesis and non-thesis options. It is expected that the student will show evidence of having competency in areas of organic chemistry, biochemistry, anatomy and physiology, metabolism of nutrients and science of nutrition at the undergraduate level. Students are required to earn three (3) graduate credit hours in the Department or College of Human Sciences that count toward the degree prior to graduation by attendance in one or more summer terms.

CORE		19 CREDIT HOURS
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Lab	2 1
FOS or HUN 5930	Seminar	1
HUN 5938	Special Topics in Nutrition: Nutrition Counseling	3
DIE 5248	Advanced Medical Nutrition Therapy	3
DIE 5935	Current Topics in Dietetics (S/U grade)	3

ELECTIVES	minimum 3 CREDIT HRS (Thesis) or 7 CREDIT HRS (Non-Thesis)	
HUN 5906	Directed Individual Study	1-3
HUN 5910	Supervised Research	1-3
HUN 6940	Supervised Teaching	1-3
PET 5367	Nutrition and Exercise Performance	3
FOS 5205	Food Safety and Quality	3
PET 6387	Endocrinology	3

These are suggested electives; however, a different course relevant to the student's research may be decided by the student's committee.

STATISTICS	minimum 4 CREDIT HOURS	
EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences	4

One of the above is suggested; however, the statistics course requirement can be decided by the student's committee.

THESIS OPTION	21 CREDIT HOURS	
HUN 5971	Thesis	6
HUN 8976	Thesis Defense (P/F)	0
HUN 8945	Supervised Field Experience (Internship)	15

NON-THESIS OPTION	18 CREDIT HOURS*	
HUN 8966	Comprehensive Examination (P/F)	0
HUN 8945	Supervised Field Experience (Internship)	18

Both the thesis and non-thesis option require a minimum of 47 total credit hours.

Please select electives with S/U grading carefully as the university requires thesis students to have a minimum of 18 letter-grade hours and non-thesis students to have a minimum of 21 letter-grade hours.

**M.S. DEGREE
IN
FOOD AND NUTRITION
MAJOR IN
NUTRITION AND FOOD SCIENCE (SPECIALIZATION IN FOOD SCIENCE)**

The major in **Nutrition and Food Science (specialization in Food Science)** includes both thesis and non-thesis options. It is expected that the student will show evidence of having competency in areas of food science, organic chemistry, biochemistry and microbiology at the undergraduate level. Students are required to earn three (3) graduate College of Human Sciences credit hours prior to graduation by attendance in at least one summer term and courses must count toward the degree.

CORE **14 CREDIT HOURS**

FOS 5205	Food Safety and Quality	3
FOS 5936	Selected Topics in Food Science and Technology	3
FOS 5930	Seminar in Food and Nutrition Science	1
HUN 6248	Food Microbiology (Lecture and Laboratory)	4
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Laboratory	2 1

DEPARTMENTAL ELECTIVES **minimum 6 CREDIT HOURS**

FOS 5424	Food Preservation	3
FOS 6351C	Physical and Chemical Techniques in Food and Nutrition	3
HUN 5242	Carbs, Fats and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 6248	Food Immunochemistry (Lecture and Laboratory)	4
HUN 6248	Food Protein Chemistry (Lecture and Laboratory)	4
HUN 6248	Technical Writing	4
HUN 5906	Directed Individual Study (S/U)	1-3
HUN 5910	Supervised Research (S/U)	1-3
HUN 6940	Supervised Teaching (S/U)	1-3
PET 6931	Cell and Molecular Biology	3

OUTSIDE ELECTIVES **minimum 3 CREDIT HOURS**

BCH 5745	Chemical and Physical Characterization of Biopolymers	3
BSC 5409	Biophysical Principles of Biological Techniques	3
BSC 5936	Selected Topics in Biological Sciences: Nanotechnology	2
CHM 5140	Introduction to Chemical Instrumentation	3
CHM 5154	Chemical Separations	3
CHM 5440	Physical and Chemical Kinetics	3
CHM 5585	Experimental Methods in Physical Chemistry	3
EMA 5015	Nanomaterials and Nanotechnology	3
PCB 5936	Selected Topics in Genetics and Cell Biology: Immunology	3

The above outside elective courses are suggested; however, the course requirement can be decided by the student's committee.

STATISTICS **minimum 4 CREDIT HOURS**

EDF 5400	Basic Descriptive and Inferential Statistics Applications	4
FAD 5700	Applied Research in Human Sciences	4

<u>THESIS OPTION</u>		<u>CREDIT HOURS</u>
HUN 5971	Thesis (S/U)	6
HUN 8976	Master's Thesis Defense (P/F)	0

<u>NON-THESIS OPTION</u>		<u>CREDIT HOURS</u>
HUN 8966	Master's Comprehensive Examination (P/F)	0
Select graduate courses from the suggested departmental and/or outside electives above		6

Minimum requirement for both options: 33 credit hours

Please select electives with S/U grading carefully as the university requires thesis students to have a minimum of 18 letter-grade credit hours and non-thesis students to have a minimum of 21 letter-grade credit hours.

**Appendix B - Curriculum Sheets for the Doctoral Degree Programs
in Nutrition, Food and Exercise Sciences**

**Ph.D. DEGREE
IN
EXERCISE PHYSIOLOGY**

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

CORE **17 CREDIT HOURS**

PET 6931 and	Human Physiology I	3
PET 6931	Human Physiology II (taken in conjunction)	3
HOE 6366	Research Best Practices in Human Sciences	2
HUN 6911	Supervised Research	3
PET 6930	Seminar (3 x 1 credit per semester)	3
PET 6931	Advanced Topics: Cell Biology	3

FOUR COURSES FROM THE FOLLOWING **min 12 CREDIT HOURS**

HUN 5242	CHO, Fats & Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5938	Nutrigenomics/Epigenetics	3
HUN 6906	Directed Individual Study	3
HUN 6940	Supervised Teaching	1-3
PET 5077	Physical Dimensions of Aging	4
PET 5367	Nutrition and Exercise Performance	3
PET 5553	Cardiorespiratory Evaluation	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	3
PET 6387	Endocrinology in Health and Exercise	3
PET 6388	Exercise and Disease	3

STATISTICS **min 3 CREDIT HOURS**

FAD 5700	Applied Research in CHS	4
EDF 5402	Analysis of Variance	3

One from the above is suggested; however, statistics course requirement can be decided by the student's committee

DISSERTATION

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

This degree requires a minimum of 56 credit hours.

**Ph.D. DEGREE
IN
HUMAN SCIENCES - EMPHASIS IN NUTRITION SCIENCE**

Students are required to earn six (6) CHS graduate credit hours that count toward the degree prior to graduation by attendance in one or more summer terms in the Department or the College of Human Sciences. The Ph.D. program in Human Sciences with an area of emphasis in Nutrition Science is a competency-based research degree.

CORE **17 CREDIT HOURS**

HOE 6366	Research Best Practices in Human Sciences	2
HUN 6911	Supervised Research	3
FOS or HUN 6930	Seminar (1 credit per semester for 3 semesters)	3
*HUN 5242	Carbohydrates, Fats and Proteins	3
*HUN 5243	Vitamins and Minerals	3
PET 6931	Cell and Molecular Biology	3

** Required if have not previously been taken in Master's program. If these courses have been taken, the student's committee should decide different courses (up to 6 credit hours) relevant to the student's research interest to fulfill the credit requirement.*

ELECTIVES **minimum 12 CREDIT HOURS**

HUN 6248	Advances in Nutrition and Food Sciences	3
PET 6387	Endocrinology	3
PET 5367	Nutrition and Exercise Performance	3
HUN 6906	Directed Individual Study	3
HUN 5938	Special Topics in Nutrition: Nutrigenomics and Epigenetics	3
HUN 6940	Supervised Teaching	3
HUN 5802 and	Research and Methodology	2
HUN 5802L	Research and Methodology Lab	1

These are suggested electives; however, a different course relevant to the student's research interest may be decided by the student's committee.

STATISTICS **4 CREDIT HOURS**

FAD 5700	Applied Research in Human Sciences	4
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This is the recommended statistics course; however, a different statistics course relevant to the student's interests may be decided by the student's committee.

DISSERTATION **24 CREDIT HOURS**

HUN 8964	Preliminary Exam	0
HUN 6980	Dissertation	24
HUN 8985	Dissertation Defense	0

Minimum requirement for graduation: 57 credit hours

**Ph.D. DEGREE
IN
HUMAN SCIENCES - EMPHASIS IN FOOD SCIENCE**

Students are required to earn six (6) CHS graduate credit hours that count toward the degree prior to graduation by attendance in one or more summer terms in the Department or the College of Human Sciences. The Ph.D. program in Human Sciences with areas of emphasis in Food Science is a competency-based research degree; satisfying the courses alone does not guarantee the degree will be awarded - the student must advance to mastery in the field of specialization.

CORE **21 CREDIT HOURS**

FOS 5205*	Food Safety and Quality	3
FOS 5936*	Selected Topics in Food Science and Technology	3
FOS 6351C	Physical and Chemical Techniques in Food and Nutrition	3
FOS 6930	Seminar in Food and Nutrition Science (1 credit per semester for three semesters)	3
HOE 6366	Research Best Practices in Human Sciences	2
HUN 6248*	Food Microbiology (Lecture and Laboratory)	4
HUN 6911	Supervised Research (S/U)	3

* Required if have not previously been taken in Master's program. If these courses have been taken, the student's committee should decide different courses (up to 10 credit hours) relevant to the student's research interest to fulfill the credit requirement.

DEPARTMENTAL ELECTIVES **minimum 5 CREDIT HOURS**

FOS 5424	Food Preservation	3
HUN 5242	Carbs, Fats and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 6248	Food Immunochemistry (Lecture and Laboratory)	4
HUN 6248	Food Protein Chemistry (Lecture and Laboratory)	4
HUN 6248	Technical Writing	4
HUN 6940	Supervised Teaching (S/U)	1-3
HUN 6906	Directed Individual Study (S/U)	3
PET 6931	Cell and Molecular Biology	3

OUTSIDE ELECTIVES **minimum 3 CREDIT HOURS**

BCH 5745	Chemical and Physical Characterization of Biopolymers	3
BSC 5409	Biophysical Principles of Biological Techniques	3
BSC 5936	Selected Topics in Biological Sciences: Nanotechnology	2
CHM 5140	Introduction to Chemical Instrumentation	3
CHM 5154	Chemical Separations	3
CHM 5440	Physical and Chemical Kinetics	3
CHM 5585	Experimental Methods in Physical Chemistry	3
EMA 5015C	Nanomaterials and Nanotechnology	3
PCB 5936	Selected Topics in Genetics and Cell Biology: Immunology	3

The above outside elective courses are suggested; however, the course requirement can be decided by the student's committee.

STATISTICS **minimum 4 CREDIT HOURS**

EDF 5401	General Linear Model Applications	4
FAD 5700	Applied Research in Human Sciences	4

DISSERTATION		CREDIT HOURS
HUN 8964r	Preliminary Doctoral Examination (P/F)	0
HUN 6980r	Dissertation (S/U)	24
HUN 8985r	Dissertation Defense Examination (P/F)	0

Minimum requirements: 57 credit hours

**Appendix C - Annual Progress Report for Doctoral Students in
Nutrition, Food and Exercise Sciences**

ANNUAL PROGRESS REPORT FOR DOCTORAL STUDENTS

Department of Nutrition, Food & Exercise Sciences Florida State University

Student: _____ EMPLID: _____

First Semester in Program: _____ Expected Graduation Semester: _____

Year of Current Evaluation: _____ Major Professor(s): _____

Students are to be evaluated based on their stage in their degree program. Progress is assessed by the information turned in by the student (updated CV, teaching and research statements), SPCI, and supervisor's evaluation of teaching performance. Based on the evaluation of information the appropriate box is to be marked. Supporting material(s) need to be submitted by the student to the major (or co-major) professor(s) by March 1st of each year. A copy of the completed and signed report is due to the department chair and associate dean 1) prior to the end of classes of the graduating semester or 2) the Friday after spring grades post if the student is continuing in the same program. The major professor (co-major professors) should also submit a completed and signed copy to the student.

	Needs Improvement / Not uploaded/Not yet applicable	Meets Expectations	Exceeds Expectations
1) Current CV - Updated each year and turned in by March 1 st			
	- CV not on file with major professor <i>or</i> - Low quality, e.g., Poorly formatted Lack of information Lack of detail Unnecessary information	- CV on file with major professor - Complete information	- Up to date and thoroughly edited/organized with currently accepted formatting
Comments			
2) Grant applications with major prof. (e.g. pre-doctoral research grant) - Will be evaluated in 3 rd or 4 th yr			
	- Grant not uploaded <i>or</i> - Low quality, not suitable for submission	- Grant that is appropriate to student's program of research - Ready for submission	- Grant that is appropriate to student's program of research that was submitted and/or funded
Comments			

3) Manuscripts with major prof. (consider the impact of their research projects) - 1 st yr: Data collection - 2 nd yr: one or more manuscripts submitted - 3 rd & 4 th yr: one or more manuscripts published			
	- No research activities (1 st yr) - One (2 nd yr) or fewer than two (3 rd & 4 th yr) manuscripts submitted to a peer-reviewed scientific journal	- Data being collected (1 st yr) - At least one (2 nd yr) or two (3 rd & 4 th yr) manuscript(s) submitted to a peer-reviewed scientific journal	- At least one manuscript accepted (in-press) (1 st yr) - More than two papers published by a peer-reviewed scientific journal (3 rd & 4 th yr)
Comments			
4) Research presentations (oral or poster) at a national or international professional conference (2nd thru 4th yr)			
	- Fewer than two research presentations accepted or presented at a national or international professional conference	- At least two research presentations accepted or presented at a national or international professional conference	- Received an award (that was part of a competitive process, e.g., best presentation, best paper, travel) from a professional or scientific association at the national or international level
Comments			
5) Awards/Scholarships			
	- At least one award or scholarship application submitted	- More than one award or scholarship applications submitted	- At least one award or scholarship received
Comments			
6) Statement of Program of Research Should be refined each year and turned in by March 1st			
	- Program of Research not handed in to major professor <i>or</i> - Poorly written or organized	- Program of Research handed in with adequate writing - All elements present, clear statement of research.	- Focused program of research with exemplary writing and organization
Comments			
7) Evidence of successful teaching			

in a face-to-face or online format (if student was an instructor of record)	- SUSSAI mean rating of P or S/P	- SUSSAI mean ratings of S	- SUSSAI mean ratings of S/E or E - Nomination for teaching awards - PIE Teaching Training Recognition
Comments			
8) Statement of Teaching Philosophy Should be refined each year and turned in by March 1st - 1 st yr for TA - 3 rd & 4 th yr for all others			
	- Statement not handed in to major professor <i>or</i> - Low quality, not suitable for submitting with a job application	- Statement handed in to major professor with adequate writing - All elements present, clear statement of teaching philosophy	- Exemplary writing and organization
Comments			
9) Evidence of service to the Department, College, University, or professional organization			
	- Not a member of at least one national professional / scientific association - No events / activities	- Member of at least one national professional / scientific association - Average of at least one service event/activity	- More than one event / activity (per year) <i>or</i> served as a journal reviewer-in-training <i>or</i> reviewer for conference presentations
Comments			
10) Other career-related activities			
	- Little or no activity	- Active in career-related activities/service in community	- Active in career-related activities/service in community and evidence of leadership (e.g., service award, officer, etc.)
Comments			

Additional Comments:

Overall Status of Student's Progress for the Current Academic Year (Required):

Unsatisfactory	Cause for Concern	Satisfactory

Overall Status of Student's Progress for Entire Time in Program (Required):

Unsatisfactory	Cause for Concern	Satisfactory

Signatures below indicate that this progress report has been reviewed by both the student and the major professor together.

Student: _____ Date: _____

Major Professor: _____ Date: _____

Co-Major Professor: _____ Date: _____