
Graduate Student Handbook



FLORIDA STATE UNIVERSITY
Department of Nutrition & Integrative Physiology

2023

GRADUATE STUDENT HANDBOOK

Department of Nutrition and Integrative Physiology

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POLICIES FOR THE MASTER'S DEGREE PROGRAM

The Department of Nutrition and Integrative Physiology 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.

Non-Florida Residents: Establishing Florida Residency. You must be a U.S. citizen, a permanent resident alien, or a legal alien granted an indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident. We highly recommend all qualifying master's students attempt to establish residency by year two (see Residency Affidavit under the 'Reclassification' section) because out-of-state tuition waivers are available only for those that receive an assistantship during the first academic year. The process takes 12 months and should begin before the first day of classes in your first year..

PROFESSIONALISM

All students are expected to act, behave, and conduct their studies professionally and responsibly for in-person and online (including social media) interactions and consider themselves as a representative of Florida State University and the Department of Nutrition and Integrative Physiology at all times.

RECENCY OF STUDY

Study for the degree must be completed within seven years from the first semester the student registers as a graduate student. If the master's degree is not completed within seven years from the time the student first registers for graduate credit, and the program and/or Department Chair does not choose to approve an Extension of Time (EOT), then the student may no longer be enrolled in that program or at Florida State University.

GUIDELINES FOR EXERCISE PHYSIOLOGY BS/MS COMBINED PATHWAY

This combined pathway allows qualifying undergraduate exercise physiology students at FSU 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, for courses to count toward both degrees and for 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 Coursework-only and Thesis curricula published in this handbook.

SUPERVISION

- A. Major Coordinators (Non-Thesis, Coursework-only)
 1. Major Coordinators are assigned to all coursework-only students. All students are originally admitted into the coursework-only masters. Students shall consult with the degree specialization coordinator to for advising and signatures.

2. The major coordinator is assigned based on the degree specialization. If admitted to the DI, the change in major coordinator will be done through the submission of a revised Supervisory Committee Form. If the student changes majors, a new Program of Study will be required.

Exercise Physiology – Exercise Physiology: Dr. Lisa Griffiths

Exercise Physiology – Sports Nutrition: Dr. Jason Williams

Exercise Physiology – Sports Sciences: Dr. Payal Gosh

Food and Nutrition – Food Science: Dr. Qinchun Rao

Food and Nutrition – Nutrition Science: Dr. Haiyan Maier

All Dietetic Internship Students regardless of specialization: Dr. Lisa Trone

B. Major Professor and Supervisory Committee (Thesis)

1. Major Professor

a. Should be named as early as feasible but no later than before registration for the third semester;

b. Must be a member of graduate faculty with directive status; and

c. Must have competence in the student's proposed area of study.

2. Student shall consult with the department chair on the selection of a major professor.

3. Any personal, professional, or financial relations (e.g. involving the major professor, supervisory committee members, and/or student) that may create the perception of bias must be avoided.

Financial conflicts of interest would not include the typical practice of hiring a student on a university assistantship in the home unit. Immediate family members, domestic partners, and married couples are restricted from serving together on the same supervisory committee in any capacity as this could potentially lead to a perception of bias. For this policy, immediate family members are defined as a parent, grandparent, spouse, sibling, child, or grandchild by blood, adoption, or marriage. If any conflict of interest exists, it should be reported by the department chair to the student's academic dean's office and they will evaluate the situation for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the academic dean will contact the Dean of The Graduate School (or designee) for resolution. If, at any time, the composition of the supervisory committee changes, a Revised Supervisory Committee Form should be submitted according to the procedures in this section.

4. The supervisory committee should be selected by the student with the advice of the major professor and shall consist of at least three members (including the major professor):

a. Major professor as chairperson;

b. One member from the department;

c. One Member either from the department, another department in the College of Health and Human Sciences (CHHS), or outside the CHHS;

d. All members designated must hold Graduate Faculty Status; and

e. The student must submit the constituency of the supervisory committee to the major professor, department chair, and academic dean for approval on the Master's program of study (POS) document as early as feasible but no later than before registration for the third semester. Students will not be allowed to register if the signed POS is not on file in the Office of the Associate Dean for Academic Affairs before registration for the third semester.

5. The committee for a thesis program is established and on record by submission of the signed Program of Study to the Office of the Academic Dean. Any change to the committee, after it has been officially submitted, must be completed by submission of a Master's Revised Supervisory Form.

PROGRAM OF STUDY (POS)

A. The coursework-only student and their assigned major coordinator should plan and submit a POS that includes only those courses required for degree completion. The first POS draft should be completed as early as feasible, but no later than the end of the first semester and submitted to the office of the academic dean.

B. The thesis student and their major professor should plan and submit a POS that includes only those courses required for degree completion. The POS may be worked on during the first semester, but cannot be approved before being accepted into the thesis program of that same major.

C. 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 in the Appendix for credit hour requirements of the different majors and specializations.
2. A coursework-only 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 in the Appendix for credit hour requirements of the different majors and specializations.
3. 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 to take the class on a 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 a maximum of 3 hours in supervised teaching;
 - b. 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.
 - c. Thesis students need a minimum of 6 thesis hours. The student must register for thesis credit each term in which a substantial amount of work is done on the thesis. The 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 semester.
 - d. Thesis Students must register for HUN 8976 - Thesis Defense (0 credit hours) in the term they expect to graduate and this **must be listed** on their POS form. This course should only be enrolled in once unless the student has previously received a "fail".
 - e. Coursework-only students must successfully demonstrate competency through a master's comprehensive exam or a practicum/internship. See curriculum pages for which is required by major and specialization. For those required to complete the comprehensive exam, they must register HUN8966 - Comprehensive Exam (0 credit hours). This course should only be enrolled in once unless the student has previously received a "fail".
 - f. Students are required to earn three (3) CHHS graduate credit hours, counting toward the degree, before 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 an 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 that 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. Coursework-only: The department recommends that the program of study should be approved by the major coordinator, the department chair, and the academic dean and that the final draft be on file by 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 Academic Affairs before registration for the third semester.
2. Thesis: The program of study 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. Students will not be allowed to register if the POS is not on file in the Office of the Associate Dean for Academic Affairs before registration for the third semester.
3. A copy of the approved program is to be kept on file with:
 - a. Major coordinator (coursework-only) or major professor (thesis);
 - b. CHHS Academic Dean's Office.
4. Any subsequent changes in the student's POS must be approved by the major coordinator (coursework-only) or supervisory committee (thesis), the department chair, and the academic dean through a POS Adjustment Form. This form is filed in the academic dean's office.

COMPREHENSIVE EXAMINATION (Coursework-only)

- A. Successful completion of a comprehensive examination is required for the following majors and specializations: Nutrition Science, Food Science, and Sports Nutrition without the DI.
- B. Students must attain a 3.00 cumulative GPA or better at FSU (be in good academic standing) to enroll in the comprehensive exam.
- C. Students taking the comprehensive exam must be registered for course HUN 8966 – Comprehensive Exams (0 credit hour).
 1. Exams will be scheduled by the major coordinator to be taken during the second week of classes of each semester unless prior permission has been granted to the student by the major coordinator.
 2. Comprehensive exams focus on the student's ability to solve problems, identify issues, apply theory and research to critical needs. This exam is designed to primarily cover materials presented in core classes for each major and it is highly recommended that all core classes be completed before taking the exam. Comprehensive examinations which cover the topic of Nutrition Counseling will require students to demonstrate skills during a recorded counseling session. The recording and a write-up of the session will be submitted online.
 3. The exam will be scheduled by the major coordinator and the exam will be taken online at the testing center on campus or, in some circumstances, taken online as determined by the major coordinator. The major coordinator will notify the student if the comprehensive examination will cover the topic of Nutrition Counseling and this portion of the exam will be coordinated with Mrs. Jennifer Farrell.
 4. Students must earn a 70% or better on the exam to pass the examination.
 5. If the student fails the comprehensive exam, it may be retaken once, the next semester, upon recommendation of the major coordinator.
 6. Each attempt of the comprehensive examination is to be reported on the college's Master's Comprehensive Results form, to the academic dean's office within 15 days of the date the examination is completed.
 7. 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 the student 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.

7. Examinations are kept on file electronically on Canvas for at least 5 years after taking the examination.

PRACTICUM / INTERNSHIP (Coursework-only)

- A. Successful completion of the practicum/internship (Exercise Physiology, Sports Sciences, or any student enrolled in the Dietetic Internship program) is required for the degree.
- B. Students taking the practicum/internship will be graded based on achieving core competencies in several areas including
 - 1. Scientific Knowledge,
 - 2. Technical Skills,
 - 3. Self-Evaluation & Professional Development,
 - 4. Communication,
 - 5. Key Behaviors of Professional Practice, and
 - 6. Professional Traits and Characteristics.
- C. Students should work with their major coordinator and the internship director at the earliest possible time to schedule internships and be evaluated. Students will only be allowed to intern at a facility that already has an active and fully signed affiliation agreement on file. Location sites are contingent upon availability and are usually determined at least one semester in advance.
 - 1. Dietetic Internships (Dr. Lisa Trone, Internship Director). If a student is unable to pass the final competencies, it will be determined what knowledge the student is deficient in, and a plan of action will be put into place to provide the needed education and/or experience. The internship director will assign a final project designed to meet the failed competency. If the student is unable to pass the final competency project the second time after implementing the plan of action, the student will be dismissed from the program.
 - 2. Sports Science Practicum and Exercise Physiology Internship (Dr. Payal Ghosh, Internship Director). Students must pass their internship or practicum hours with a 70% or better as determined by the internship director. If a 70% is not earned, the student may attempt the course credit hours one additional time in a future semester. If they do not pass a second time, they will be dismissed from the program.

PROSPECTUS (Thesis only)

- 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 before 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 before 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. CHHS Academic Dean's Office.

THESIS DOCUMENT 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 the department chair if so requested). The 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. Students are expected to provide (email) the departmental Administrative Support Assistant with the following information at least 2 weeks before the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (or zoom link) and time (E.S.T.); and
 - 3. Completing the required materials (Defense Announcement and ETD Access Agreement) 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 Zoom 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. The oral examining committee will certify the results of the examination in the Graduate School's Manuscript Clearance online portal: passed, failed, or to be reexamined. (see Appendix E).
- H. Immediately after approval by the committee, and after appropriate corrections are made:
 - 1. The student must submit a copy of the thesis to the 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 the 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 the 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 on time, 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 the computation of the average. The CHHS Academic Dean’s Office will verify that the student has met all the program requirements. At a minimum, the student is responsible for:

- A. Coursework-only students will submit the Non-Thesis Degree Clearance Form to the major professor on time.
- 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 on time 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 REQUESTING MASTER’S THESIS

To be considered for the Master’s (MS) Thesis, the student must have completed the first semester, be in good academic standing (3.00 GPA or better), and have research or related experience to gain the support of a faculty member with Graduate Faculty Status (GFS). The student will work with the proposed major professor on a draft of the Thesis Program of Study, which includes securing eligible and willing faculty to serve as committee members. The major professor directly provides the draft POS to the Office of the Associate Dean for Academic Affairs for review by the department chair and academic dean. The submission of the draft will serve as the major professor’s recommendation for the student to become a thesis student.

If accepted into the thesis program, the student and the major professor will receive notification from the academic dean’s office and a change a major form will be submitted to the university registrar's office. The thesis Program of Study will then be sent for signature approval and placed on file in the Academic Dean’s Office before the student will be allowed to register for further courses. If not accepted, the student must submit a coursework-only Program of Study (if not already on file) and complete the coursework-only degree under the supervision of the major coordinator.

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 the 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 or 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 the 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 comply with University policies.

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

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

Non-Florida Residents: Establishing Florida Residency. You must be a U.S. citizen, a permanent resident alien, or a legal alien granted an indefinite stay by the U.S. Immigration and Naturalization Service to qualify as a Florida resident. We highly recommend all qualifying doctoral students attempt to establish residency by year two (see Residency Affidavit under the 'Reclassification' section) because out-of-state tuition waivers are available only for those that receive an assistantship during the first academic year. The residency process takes 12 months and should begin before the first day of classes in your first year.

PROFESSIONALISM

All students are expected to act, behave, and conduct their studies professionally and responsibly for in-person and online (including social media) interactions and consider themselves as a representative of Florida State University and the Department of Nutrition and Integrative Physiology at all times.

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 the 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 director, should select a major professor as early as feasible, but not later than before 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 interest, the major professor should be designated from the same area in which the student has a major concentration of study (degree program major admitted to).

SUPERVISORY COMMITTEE

- A. The supervisory committee should be selected by the student with 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 Academic Affairs for approval on the college form as early as feasible but no later than before 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 Academic Affairs before 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. Any personal, professional, or financial relations (e.g. involving the major professor, supervisory committee members, and/or student) that may create the perception of bias must be avoided. Financial conflicts of interest would not include the typical practice of hiring a student on a university assistantship in the home unit. Immediate family members, domestic partners, and married couples are restricted from serving together on the same supervisory committee in any capacity as this could potentially lead to a perception of bias. For this policy, immediate family members are defined as a parent, grandparent, spouse, sibling, child, or grandchild by blood, adoption, or marriage. If any conflict of interest exists, it should be reported by the department chair to the student's academic dean's office and they will evaluate the situation for potential harm and take appropriate action. If questions or irregularities arise that cannot be resolved within the academic unit, the academic dean will contact the Dean of The Graduate School (or designee) for resolution. 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 CHHS;
 - 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 and 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 per 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 before 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 Academic Affairs. As part of the annual review, the supervisory committee must evaluate the recency of coursework and decide if additional courses need to be taken for the student to be "current" in knowledge and research tools in the discipline.
- E. The Dean of The Graduate School, the Associate Dean for Academic Affairs, and the Department Chair may attend committee meetings as non-voting members. To make this possible, they should be notified of such meetings. For dissertation defense, the notification must be sent 2 weeks before the 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

Academic Affairs. 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 to take the class on an S/U basis. After the deadline (7th week deadline as posted in the Registrar Office academic calendar) 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 based on 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 before 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 Academic Affairs before 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 Academic Affairs 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. CHHS Associate Dean for Academic Affairs.
- F. 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 Academic Affairs. The Dean's Office must be notified of modifications before the preliminary examination is given.
- G. All CHHS doctoral students are required to take HOE 6366, Research Best Practices in Human Sciences, for 2 credit hours.
- H. 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.
- I. Students are required to earn 6 CHHS graduate credit hours that count toward the degree, before graduation by attendance in one or more summer terms.
- J. 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 that 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 Academic Affairs.

5. Be registered for HUN 8964, Preliminary Doctoral Examination, 0 credit hour.

NOTE: If you entered the PhD program during a semester other than Fall and the subsequent Fall semester does not offer your required core class, you may take the preliminary exam “off schedule.” In these rare instances, the student will work with their major professor to facilitate the preliminary exam as early as the second week of 5th semester (Summer semester for Spring admits) to as late as the second week of the 7th semester. It is the decision of the major professor, in consultation with the supervisory committee, as to the semester of preliminary exams in this special circumstance.

- B. The doctoral student, in consultation with his/her committee, will establish the time, date, and place of each part of the Preliminary Examination. The major professor is responsible for the examination content and will preside over the entire 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 before 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. Progress toward the oral portion of the exam depends on “passing” the written portion of the exam. Students must “pass” the oral portion of the exam in the same academic semester as the written portion.

NOTE: See section A above for special instructions for PhD students that are admitted outside of the Fall semester.
 4. The content of the oral examination will 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. Students cannot register for dissertation hours before passing both parts of the preliminary examination. An Admission to Candidacy form must be completed and on file in the Office of the Associate Dean for Academic Affairs before registration for dissertation hours. After being admitted to candidacy, the student may be eligible to retroactively change other hours to dissertation hours for that semester in which the preliminary examination was completed. These changes are only permitted if the preliminary examination is passed by the mid-point (end of the seventh week) of the semester, as posted on the Registrar’s calendar.
- 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.
- D. Per the university, Preliminary Examinations must be scheduled no later than September (to meet Spring graduation deadline), January (to meet Summer graduation deadline), or May (to meet Fall graduation deadline) in the semester before completion of the degree. However, it is often the case that it will take more than two semesters to complete the dissertation.
- E. Students are expected to provide (email) the departmental Administrative Support Assistant with

the following information at least 2 weeks before the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (or zoom link) and time (E.S.T.).

- F. 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 CHHS Associate Dean for Academic Affairs 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.
- G. The supervisory committee members are to vote to pass or fail on the written part of the examination. If pass on the written part, the student will complete the oral part and the committee will vote pass or fail on this part 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 questions. A three-fourths majority committee vote renders the final disposition of each part of the preliminary exam. A three-fourths majority vote on both the written and oral parts of the examination means the student has "passed" the preliminary examination and is eligible for admission to candidacy.
- H. The committee will report the outcome of each part of the examination on the college's Preliminary Examination Results Form. Possible dispositions for the written portion of the exam are "pass," "fail," and "additional work needed." Possible dispositions for the oral portion are "pass" and "fail." Appendix D guides differentiating each disposition. The student's major professor will submit the Preliminary Examination Results Form to the Office of Research and Graduate Studies within three days of any disposition being assigned to any part of the preliminary examination.
1. If "additional work needed" is the majority disposition, a copy of a memo addressed to the student from the committee explaining the areas of additional work needed, along with the procedure and timeline for reevaluation must accompany the Preliminary Examination Results Form submitted by the student's major professor. Reevaluation following an "additional work needed" disposition must be completed in the same academic semester as the original submission.
 2. Passed and failed (P/F) 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. If a student receives a "fail," on either the written or oral portion of the Preliminary examination, re-examination is permissible. However, re-examination is only granted with advance approval of the supervisory committee and the Associate Dean for Academic Affairs. Re-examination cannot occur in the same academic semester as the failed preliminary examination. Also, the re-examination cannot take place in less than six (6) full class weeks (defined as a week with 5 days during which classes are held) from when the results of the first attempt are shared with the student. Possible outcomes of re-examination are the same as those for all preliminary examinations; "pass," "fail," or "additional work needed."
 4. Students may attempt the preliminary examination for admission to doctoral candidacy twice. A second failure (F) of any type (e.g. two failures on the written component, a fail followed by a pass on a written component of a re-examination but fail on the oral component of the re-examination) makes the student ineligible to continue in the degree program.
- I. 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.
- J. 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.

- K. An approved prospectus must be on file in the Office of the Associate Dean for Academic Affairs before requesting a one-time, one-year extension of the 5-year limit. If the Extension of Time (EOT) is not approved, then the student may no longer be enrolled in that program or at FSU.

ADMISSION TO CANDIDACY

- A. A graduate student in CHHS 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 before the granting of the degree. The purpose of this requirement is to ensure a minimal lapse of time for work on the dissertation after acquiring basic competence and delineating 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. Once the CHHS Preliminary Results Form with a vote of “pass” is on file in the Office of the Academic Dean, that office will request the signature of the department chair on the Admission to Candidacy form and submit it to the Office of the University Registrar for 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 before writing the prospectus.
- B. The prospectus must be written within the student's major field.
- C. 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 (2) weeks to read this prospectus before a committee meeting on the prospectus.
- D. The Major Professor will check the prospectus manuscripts with plagiarism software (iThenticate or Turnitin, etc.) before the document is submitted to the Department Chair for review.
- E. Students are encouraged to email the departmental Administrative Support Assistant with the following information at least 2 weeks before the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (or zoom link) and time (E.S.T.).
- F. The college's Prospectus Results form will be used for approval of the prospectus. After the supervisory committee has signed, the form 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 and acknowledge it. The Office of the Associate Dean for Academic Affairs must have the original, signed form on file no later than the graduation registration deadline in the semester the student plans to graduate.
- G. Data collection is not to occur before having a signed Prospectus Results form on file. Evidence of any necessary IRB and IACUC approval is required before data collection begins. The doctoral student is to be listed as the Principal Investigator (PI) or Associate Investigator on the approved IRB paperwork and is to be included in the IACUC protocol. Failure to obtain the required approvals may result in the dissertation being permanently embargoed and unpublishable in any form (cf. Graduate Bulletin).
- H. Copies of the prospectus manuscript, the signed Prospectus Results form, and any IRB or IACUC approvals are to be kept on file with the:
1. Major Professor; and
 2. CHHS Associate Dean for Academic Affairs.

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 two (2) credit hours of HUN 6980, Dissertation each semester in which he/she is doing work on his/her dissertation. Those with course underload permission must register for at least 2 credit 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 over the length of the degree program.
- 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 language of the dissertation, treatise, or thesis will be English.
- H. After the supervisory committee has indicated their decision (pass or fail) for the defense (see below) in the manuscript clearance portal as well as confirmed any requested corrections were made, the dissertation must be submitted via email to the department chair and the academic dean for approval and/or content corrections. Please allow a minimum of 6 (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.
- I. Final approval of the dissertation by the committee is a prerequisite to the awarding of the degree.
- J. 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 the 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. The defense shall be conducted in English.
- C. 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 using an acceptable electronic format in the presence of the supervisory committee.

- D. At least two weeks before 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 online manuscript clearance portal.
- E. Students are expected to provide (email) the departmental Administrative Support Assistant with the following information at least 2 weeks before the oral defense so that an email invite to all departmental faculty and graduate students, as well as the Associate Dean and Dean, can be sent: student's full name, major professor's name, degree program (and specialization), location (and zoom link) and time (E.S.T.).
- F. 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.
- G. The examining committee will certify the results of the examination in the Graduate School's Manuscript Clearance online portal: passed, failed, or to be re-examined. (see Appendix D).
- H. The University Representative must submit a written critique of the examination in defense of the dissertation through the online 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 CHHS Academic Dean's Office and Graduation Office. Reasons for such a request must be submitted on time 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 comply with University policies.

POLICIES FOR MASTER'S AND DOCTORAL DEGREE PROGRAMS

ANNUAL ACADEMIC EVALUATION

The annual academic evaluation will take place during the close of the spring semester for the work done in the previous academic year (summer, fall, and/or spring). Students are responsible for providing, on time, any requested materials to their major coordinator (coursework-only) or major professor (thesis or doctoral). The student will receive a copy of this academic evaluation. A copy of the evaluation will also be provided to the academic dean's office and uploaded into the university's Graduate Student Tracking Database. Please see Appendix C.

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 to allow students to do extra coursework to increase their grades. Grades are awarded based on the progress of work completed during a set semester so graduate students should not receive several semesters of incomplete grades for thesis, treatise and/or dissertation hours until completion of the defense.

- A. 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). Academic dean's offices can often guide instructors regarding the appropriateness of an "Incomplete" in individual cases.
- B. 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 on the coursework completed to date as part of the total possible point value for the course. 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.
- C. 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. A legitimate grade (F/P, S/U, or letter grade) should be set as the default grade for an existing incomplete.
 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.
- D. No grade changes will be made after the degree has been granted.
- E. Per The Graduate School, examinations and defenses (0 credit hour courses) are to be enrolled in the semester the student expects to defend. If a student enrolls in a Preliminary Examination or Dissertation Defense course and does not attempt to defend, the course will be retroactively administratively dropped.

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 a 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 the 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's Office 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, a 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. The 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 approve or deny, 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 (LOA) POLICY

- A. Under special circumstances, graduate students may apply for a leave of absence (LOA) from the university for a specific period of up to three consecutive semesters (including 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 the 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 LOA, 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 before 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 CHHS Associate Dean for Academic Affairs for consideration. If approved at all of these levels, the Associate Dean will notify the Registrar and the Dean of the Graduate School of the decision. The Associate Dean will 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 LOA 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 (including summer term). A student should apply for the leave extension no later than four weeks before the end of the final semester/term of his or her initial leave to allow time to consider and process the request. Extension of LOA is subject to the approval of the program, college, and the Graduate School. The cumulative number of consecutive leave semesters (including the 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. After 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 LOA may terminate the leave at any time before the approved ending date. In such cases, the student would be immediately subject to the continuous enrollment and registration policies. Students returning from LOA 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 before requesting LOA 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 before 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. In this case, the University is obligated to provide a path to completion for enrolled students as well as students on a formally approved LOA.

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 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 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 a remediation plan that includes a defined 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 period indicated in the remediation plan, the department may initiate the dismissal of the student from the program. If the program chooses to dismiss the student, the following steps will be completed before notifying the student:
1. The department will consult with the Academic Dean on 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 the dismissal of the student from the program.
 3. The academic dean's office will inform the Registrar's Office and The Graduate School of the intent to move forward with the 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., a doctoral student could request graduating with only a master's assuming coursework and degree requirements are met and a previous degree in the same area has not already been awarded),
 7. Timeline to complete specific coursework, if any,
 8. Notification of 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

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 at FSU before 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, to continue MS coursework.

PET 5553*	Cardiorespiratory and Anthropometric Evaluation	3 hrs	Letter grade
PET 5077*	Physical Dimensions of Aging	4 hrs	Letter grade
PET 5930*	Seminar in Movement Sciences	1 hr	Letter grade
PET 5751	Sports Fitness Testing		
or *		3 hrs	Letter grade
PET 6388	Exercise and Disease		

11 hrs

**Taking 11 credit hours for dual credit*

The student will be evaluated to determine if he/she may continue in the master's 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 and FAD5700.*

**EXERCISE PHYSIOLOGY B.S./M.S. PATHWAY (COURSEWORK-ONLY)
MAJOR IN
EXERCISE PHYSIOLOGY**

The coursework-only 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, to continue MS coursework.

PET 5553*	Cardiorespiratory and Anthropometric Evaluation	3 hrs	Letter grade
PET 5077*	Physical Dimensions of Aging	4 hrs	Letter grade
PET 5930*	Seminar in Movement Sciences	1 hr	Letter grade
PET 5751	Sports Fitness Testing		
Or *		3 hrs	Letter grade
PET 6388	Exercise and Disease		

11 hrs

**Taking 11 credit hours for dual credit*

The Student will be evaluated to determine if he/she may continue in the master's 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

9 hrs

Spring 2

APK 8945	Exercise Physiology Internship	9 hrs	S/U
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9 hrs

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

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

The major in **exercise physiology** includes both thesis and coursework-only 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 before studying related advanced courses. Students are required to earn three (3) graduate credit hours in the Department or CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE 13-14 CREDIT HOURS

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

ONE OF THE FOLLOWING STATISTIC COURSES 4 CREDIT HOURS

EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences (HS)	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 5751	Sports Fitness Testing	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	4
PET 6386	Environmental Aspects of Exercise	3
PET 6387	Endocrinology in Health and Exercise	3
PET 6388	Exercise and Disease	3

THESIS OPTION* min 6 CREDIT HOURS

HUN 5971	Thesis (S/U)	6
HUN 8976	Thesis Defense (P/F)	0

COURSEWORK-ONLY OPTION 9 CREDIT HOURS**

APK 8945	Exercise Physiology Internship (S/U) ***	9
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* Thesis option requires a minimum of 32 total credit hours, 18 of which must be letter-grade.

** Coursework-only option requires a minimum of 35 total credit hours, 21 of which must be letter-grade.

***For satisfactory completion of internships, students must achieve a score of 70% or higher.

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

The major in **sports nutrition** includes both thesis and coursework-only options. The student is required to show evidence of having had the prerequisite courses in anatomy, physiology, biochemistry, metabolism, and exercise physiology or will treat these as deficiencies, rectifying them before studying related advanced courses. Graduate students are required to complete at least three (3) graduate credit hours in the Department or the CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE **22-23 CREDIT HOURS**

HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Laboratory	2 1
<i>Or</i>		
CHD 5915	Methods of Research I	4
APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5930	Seminar in Movement Sciences	1
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5625	Nutrition Counseling and Wellness	3
APK5166	Supplements in Exercise	3

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

EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences (HS)	4

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

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 5553	Cardiorespiratory and Anthropometric Evaluation	3
PET 5751	Sports Fitness Testing	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	4
PET 6387	Endocrinology in Health and Exercise	3
PET 6388	Exercise and Disease	3

THESIS OPTION* **min 6 CREDIT HOURS**

HUN 5971	Thesis (S/U)	6
HUN 8976	Thesis Defense(P/F)	0

COURSEWORK-ONLY OPTION** **CREDIT HOURS**

HUN 8966	Comprehensive Examination*** (P/F)	0
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* Thesis option requires a minimum of 35 total credit hours, 18 of which must be letter-grade.

** Coursework-only option requires a minimum of 32 total credit hours, 21 of which must be letter-grade.

***For satisfactory completion of the comprehensive exam, students must achieve a score of 70% or higher.

**** Course is co-listed with an undergraduate class. If you have already taken the co-listed undergraduate course, you will not be allowed to select the corresponding graduate course for the elective.

**M.S. DEGREE
IN
EXERCISE PHYSIOLOGY
MAJOR IN
SPORTS NUTRITION + DIETETIC INTERNSHIP (+DI)**

The major in **sports nutrition** +DI includes both thesis and coursework-only options. The student must show successful completion of DPD coursework before admittance. The student is required to show evidence of having had the prerequisite courses in anatomy, physiology, biochemistry, metabolism, and exercise physiology or will treat these as deficiencies, rectifying them before studying related advanced courses. Graduate students are required to complete at least three (3) graduate credit hours in the Department or the CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE		28-29 CREDIT HOURS
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Laboratory	2 1
<i>Or</i>		
CHD 5915	Methods of Research I	4
APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5930	Seminar in Movement Sciences	1
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5625	Nutrition Counseling and Wellness	3
APK5166	Supplements in Exercise	3
DIE 5248	Advanced Medical Nutrition Therapy	3
HUN 5938	Special Topics in Nutrition: Adv MNT II	3
ONE OF THE FOLLOWING STATISTICS COURSES		4 CREDIT HOURS
EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences (HS)	4
THESIS OPTION*		21 CREDIT HOURS
HUN 8945	Supervised Field Experience (Internship)*** (S/U)	15
HUN 5971	Thesis (S/U)	6
HUN 8976	Thesis Defense (P/F)	0
COURSEWORK-ONLY OPTION**		18 CREDIT HOURS
HUN 8945	Supervised Field Experience (Internship)*** (S/U)	18

* Thesis option requires a minimum of 53 total credit hours, 18 of which must be letter-grade.

** Coursework-only option requires a minimum of 50 total credit hours, 21 of which must be letter-grade.

***For satisfactory completion of internships, students must achieve a score of 70% or higher.

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

The **sports sciences** major is a coursework-only 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 before studying related advanced courses. Students are required to earn three (3) graduate credit hours in the Department or CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE**29 CREDIT HOURS**

APK 5111C	Advanced Exercise Physiology	3
PET 5367	Nutrition and Exercise Performance	3
PET 5389	Strength Program Development	3
PET 5930	Seminar in Movement Sciences	1
FAD 5700	Applied Research in Human Sciences (HS)	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	3
PET 5945*	Sports Sciences Practicum (2 x 3 hours each)**	6

ONE OF THE FOLLOWING ELECTIVES**3-4 CREDIT HOURS**

HUN 5906	Directed Individual Study (topics vary) (S/U)	3
APK5166	Supplements in Exercise	3
PET 5054C	Motor Skill Learning	3
PET 5077	Physical Dimensions of Aging	4
PET 5216	Applied Sport and Exercise Psychology	3
PET 5235	Motor Learning for Coaches	3
PET 5412	Professional Practices	3
PET 5466	Programming for Non-Majors	3
PET 5553	Cardiorespiratory and Anthropometric Evaluation	3
PET 5769	Theory and Practice of Athletic Coaching	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	3
PET 6386	Environmental Aspects of Exercise	3
PET 6387	Endocrinology in Health and Exercise	3
PET 6388	Exercise and Disease	3

The above elective courses are suggested; however, this course requirement can be decided by the Sports Sciences Coordinator.

*Students may either be denied a field placement or removed from a placement based on the academic judgment 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) before the start of the practicum. The first-year coursework will prepare students for the CSCS exam.

**For satisfactory completion of practicums, students must achieve a score of 70% or higher.

**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 coursework-only 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 or will treat these as deficiencies, rectifying them before studying related advanced courses. Students are required to earn three (3) graduate credit hours in the Department or CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE		10-11 CREDIT HOURS
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
FOS or HUN 5930	Seminar	1
HUN 5802 and HUN 5802L OR CHD 5915	Research Design and Methodology Research Design and Methodology Lab Methods of Research I	2 1 4
ELECTIVES	minimum 12 CREDIT HRS (Thesis) or 18 CREDIT HRS (Coursework-only)	
DIE 5248	Advanced Medical Nutrition Therapy	3
HUN 5938	Special Topics in Nutrition: Adv MNT II	3
APK5166	Supplements in Exercise	3
HUN5938	Special Topics in Nutrition: Microbiome and Nutrition	3
HUN 5625	Nutrition Counseling and Wellness	3
HUN 5297****	Eating Disorders, Body Image & Healthy Weight Maintenance	3
HUN 5906	Directed Individual Study (topics vary) (S/U)	3
HUN 5910	Supervised Research (S/U)	3
HUN 6940	Supervised Teaching (S/U)	3
PET 5367	Nutrition and Exercise Performance	3
FOS 5205****	Food Safety and Quality	3
PET 6387	Endocrinology in Health and Exercise	3
ONE OF THE FOLLOWING STATISTICS COURSES		minimum 4 CREDIT HOURS
EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences (HS)	4
THESIS OPTION*		minimum 6 CREDIT HOURS
HUN 5971	Thesis (S/U)	6
HUN 8976	Thesis Defense (P/F)	0
COURSEWORK-ONLY OPTION**		CREDIT HOURS
HUN 8966	Comprehensive Examination (P/F)***	0

*Thesis option requires a minimum of 32 total credit hours, 18 of which must be letter-grade.

**Coursework-only option requires a minimum of 32, 21 of which must be letter-grade.

***For satisfactory completion of the comprehensive exam, students must achieve a score of 70% or higher.

*** Course is co-listed with an undergraduate class. If you have already taken the co-listed undergraduate course, you will not be allowed to select the corresponding graduate course for the elective.

**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 coursework-only options. The student must show successful completion of DPD coursework before admittance. 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 or will treat these as deficiencies, rectifying them before studying related advanced courses. Students are required to earn three (3) graduate credit hours in the Department or CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE		19-20 CREDIT HOURS
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
FOS or HUN 5930	Seminar	1
HUN 5625	Nutrition Counseling and Wellness	3
DIE 5248	Advanced Medical Nutrition Therapy	3
HUN 5938	Special Topics in Nutrition: Adv MNT II	3
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Lab	2 1
OR		
CHD 5915	Methods of Research I	4
ELECTIVES	minimum 6 CREDIT HRS (Thesis) or 9 CREDIT HRS (Coursework-only)	
HUN 5906	Directed Individual Study (topics vary) (S/U)	3
HUN 5910	Supervised Research (S/U)	3
HUN 6940	Supervised Teaching (S/U)	3
HUN 5297****	Eating Disorders, Body Image & Healthy Weight Maintenance	3
APK5166	Supplements in Exercise	3
HUN5938	Special Topics in Nutrition: Microbiome and Nutrition	3
PET 5367	Nutrition and Exercise Performance	3
FOS 5205****	Food Safety and Quality	3
PET 6387	Endocrinology in Health and Exercise	3
ONE OF THE FOLLOWING STATISTICS COURSES		minimum 4 CREDIT HOURS
EDF 5400	Basic Descriptive & Inferential Statistics App	4
FAD 5700	Applied Research in Human Sciences (HS)	4
THESIS OPTION*		21 CREDIT HOURS
HUN 5971	Thesis (S/U)	6
HUN 8976	Thesis Defense (P/F)	0
HUN 8945	Supervised Field Experience (Internship)*** (S/U)	15
COURSEWORK-ONLY OPTION**		18 CREDIT HOURS
HUN 8945	Supervised Field Experience (Internship)*** (S/U)	18

*Thesis option requires a minimum of 50 total credit hours, 18 of which must be letter-grade.

**Coursework-only option requires a minimum of 50 total credit hours, 21 of which must be letter-grade.

***For satisfactory completion of internships, students must achieve a score of 70% or higher.

**** Course is co-listed with an undergraduate class. If you have already taken the co-listed undergraduate course, you will not be allowed to select the corresponding graduate course for the elective.

**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 coursework-only options. It is expected that the student will show evidence of having competency in areas of food science, organic chemistry, biochemistry, and microbiology or will treat these as deficiencies, rectifying them before studying related advanced courses. Students are required to earn three (3) graduate CHHS credit hours before graduation by attendance in at least one summer semester and courses must count toward the degree.

CORE **13 CREDIT HOURS**

FOS 5424	Food Preservation	3
FOS 5936	Selected Topics in Food Science and Technology	3
FOS 5930	Seminar in Food and Nutrition Science	1
HUN 6248	Adv in Nutr & Food Sci: Food Microbiology)	3
HUN 5802 and HUN 5802L	Research Design and Methodology Research Design and Methodology Laboratory	2 1

DEPARTMENTAL ELECTIVES **minimum 6 CREDIT HOURS**

FOS 5205**	Food Safety and Quality	3
FOS 6351C	Physical and Chemical Techniques in Food and Nutrition	3
HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 5297**	Eating Disorders, Body Image & Healthy Weight Maintenance	3
HUN 5938	Special Topics in Nutrition (topics vary)	3
HUN 5938	Special Topics in Nutrition: Microbiome and Nutrition	3
HUN 5906	Directed Individual Study (topics vary) (S/U)	1-3
HUN 5910	Supervised Research (S/U)	1-3
HUN 6940	Supervised Teaching (S/U)	1-3

OUTSIDE ELECTIVES **minimum 3 CREDIT HOURS**

BCH 5745	Chemical and Physical Characterization of Biopolymers	3
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
ENC 5457	Writing in the Sciences	3
PCB 5525	Molecular Biology	3
PCB 5595	Advanced Molecular Biology	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 (HS)	4

THESIS OPTION **minimum 6 CREDIT HOURS**

HUN 5971	Thesis (S/U)	6
HUN 8976	Master's Thesis Defense (P/F)	0

COURSEWORK-ONLY OPTION **minimum 6 CREDIT HOURS**

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: 32 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 coursework-only students to have a minimum of 21 letter-grade credit hours.

*For satisfactory completion of the comprehensive exam, students must achieve a score of 70% or higher

** Course is co-listed with an undergraduate class. If you have already taken the co-listed undergraduate course, you will not be allowed to select the corresponding graduate course for the elective.

Appendix B - Curriculum Sheets for the Doctoral Degree Programs

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

Students are required to earn six (6) graduate credit hours in the Department or the CHHS that count toward the degree before graduation by attendance in one or more summer semesters.

CORE **17 CREDIT HOURS**

APK6178 and PET 6931	Human Physiology I (taken in conjunction with) Advanced Topics: Human Physiology II (alternating fall)	3 3
HOE 6366	Research Best Practices in Human Sciences	2
HUN 6911	Supervised Research	3
PET 6930	Seminar in Movement Sciences (3 x 1 credit per semester)	3
PET 6931	Advanced Topics: Cell and Molecular Biology (alternating fall)	3

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

HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN 6780	Nutrigenomics and Epigenetics	3
HUN 6906	Directed Individual Study (topics vary)	3
HUN 6940	Supervised Teaching	1-3
PET 5077	Physical Dimensions of Aging	4
PET 5367	Nutrition and Exercise Performance	3
PET 5553	Cardiorespiratory and Anthropometric Evaluation	3
PET 6317	Skeletal Muscle Structure and Function	4
PET 6365	Exercise and the Cardiorespiratory System	4
PET 6386	Environmental Aspects of Exercise	3
PET 6387	Endocrinology in Health and Exercise	3
PET 6388	Exercise and Disease	3

STATISTICS **minimum 3 CREDIT HOURS**

FAD 5700	Applied Research in Human Sciences (HS)	4
EDF 5402	Analysis of Variance	3

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

DISSERTATION **minimum 24 CREDIT HOURS**

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 before graduation by attendance in one or more summer semesters in the Department or the CHHS. 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	Advanced Topics: Cell and Molecular Biology (alternating fall)	3

** Required if have not previously been taken. If these courses have been taken, the student's committee should decide on 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 Science (topics vary)	3
PET 6387	Endocrinology in Health and Exercise	3
PET 5367	Nutrition and Exercise Performance	3
HUN5938	Special Topics in Nutrition: Microbiome and Nutrition	3
HUN 6906	Directed Individual Study (topics vary)	3
HUN 6780	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 (HS)	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 **minimum 24 CREDIT HOURS**

HUN 8964	Preliminary Exam (P/F)	0
HUN 6980	Dissertation (S/U)	24
HUN 8985	Dissertation Defense (P/F)	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 before graduation by attendance in one or more summer semesters in the Department or the CHHS. 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 **23 CREDIT HOURS**

FOS 5205*	Food Safety and Quality	3
FOS 5424*	Food Preservation	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*	Adv in Nutr & Food Sci: Food Microbiology	3
HUN 6911	Supervised Research (S/U)	3

* Required if have not previously been taken. If these courses have been taken, the student's committee should decide on different courses (up to 15 credit hours) relevant to the student's research interest to fulfill the credit requirement.

DEPARTMENTAL ELECTIVES **minimum 3 CREDIT HOURS**

HUN 5242	Carbohydrates, Fats, and Proteins	3
HUN 5243	Vitamins and Minerals	3
HUN5938	Special Topics in Nutrition: Microbiome and Nutrition	3
HUN 6248	Adv in Nutr & Food Sci: Food Immunochemistry (Lecture & Lab)	4
HUN 6248	Adv in Nutr & Food Sci: Food Protein Chemistry (Lecture & Lab)	4
HUN 6248	Adv in Nutr & Food Sci: Technical Writing	4
HUN 6940	Supervised Teaching (S/U)	1-3
HUN 6906	Directed Individual Study (S/U)	3
PET 6931	Advanced Topics: 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 (HS)	4

These are recommended statistics courses; however, a different statistics course relevant to the student's interests may be decided by the student's committee. Previously taken courses, cannot be repeated.

<u>DISSERTATION</u>		<u>minimum 24 CREDIT HOURS</u>
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 Students in Nutrition and Integrative Physiology



FLORIDA STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SCIENCES

2023-2024
ANNUAL REVIEW FORM
for Master's Students

Form must be completed (typed) by Major Professor / Major Coordinator. Input may be sought from committee members. Please keep the original review form for your records and provide a copy to 1) the Academic Dean and 2) the Student.

Student First Name: _____ Last Name: _____

EMPLID: _____

Committee Members if Applicable:

This student's academic progress for the 2023-2024 academic year is:

Satisfactory Cause for Concern* Unsatisfactory*

Comments:

**If the progress selected is "Unsatisfactory" or "Cause for Concern", please choose all reasons below that apply. In these cases, specifics must be included in the comments section provided above.*

- Class Attendance
- Course Performance
- Professional Manner (*conduct displayed in class and/or lab*)
- Thesis / Internship / Capstone Course (Special Project)
- Other

I, major professor (co-major professor) or major coordinator of the student, declare I have met with the student to discuss their progress and that the information listed above is true:

Signature: _____

Signature: _____

Major Professor Name: _____

Co-Major Name: _____

Date: _____

Date: _____

Digital signatures must be through FSU DocuSign with the signature verification page attached.

Reminder: Major Professor / Major Coordinator is to provide a copy of this form to the student.

ANNUAL PROGRESS REPORT FOR DOCTORAL STUDENTS

Department of Nutrition and Integrative Physiology Florida State University

Student: _____ EMPLID: _____

First Semester in Program: _____ Expected Graduation Semester: _____

Year of Current Evaluation: 2023-2024 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) before 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 the 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 the student's program of research - Ready for submission	- Grant that is appropriate to the 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 application 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 into major professor <i>or</i> - Poorly written or organized	- Program of Research handed in with adequate writing - All elements present, a 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)	- SPCI mean rating of < 3.0 (if student was an instructor of record)	-SPCI mean ratings of >3.0 (if student was an instructor of record)	- SPCI ratings of >4.0 (if student was an instructor of record) - 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 into 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(s) together. If signed and dated digitally, it must be through FSU DocuSign with verification page(s) attached.

Student: _____ Date: _____

Major Professor: _____ Date: _____

Co-Major Professor: _____ Date: _____

Appendix D – Definitions of Pass/Fail/Additional work for the Preliminary Exam

Term	Meaning
Pass	Pass is assigned to a preliminary examination wherein responses (written and oral) demonstrate proficiency in all, or nearly all, of the required elements. Students receiving a pass may be asked to do minor revisions to the preliminary exam. Minor revision is indicated by the presence of a few circumscribed minor errors in logic, presentation of core ideas, coverage of previous research, or research design. Circumscribed minor errors are those that present little harm or threat to the internal integrity of the thinking.
Fail	Fail is assigned to a preliminary examination wherein responses (written or oral) demonstrate a weak or incomplete understanding of one (substantially underdeveloped) or several (moderately underdeveloped) required elements. Weak or incomplete understanding is indicated by the presence of fatal flaws in logic, presentation of core ideas, coverage of relevant previous research, or research design.
Additional Work to be completed	Additional work to be completed is assigned to a preliminary examination wherein responses (written and oral) demonstrate proficiency in all required elements, but the written document requires meaningful elaboration or refinement. Additional work to be completed is indicated by the presence of one or more errors in logic, presentation of core ideas, coverage of previous research, or research design that compromise the integrity of the thinking but are not fatal flaws. Additional work to be completed must be completed in the same semester as indicated by committee consensus.

Appendix E – Defense Decision Definitions/Guidelines

Decision	Manuscript	Defense	
Pass	Minor revisions only (e.g., grammar, typographical, clarifications, minor changes not requiring review by full committee).	Passed oral defense.	
Pass with Major Revisions	Major revisions needed (e.g., additional chapters, major restructuring, significant changes needing approval by either the major professor/chair or the full committee). Revisions must be completed and approved within 60 days of successful defense or a re-exam will be required per The Graduate School's 60-Day Deadline.	Passed oral defense.	
Re-Exam	Manuscript had significant flaws. Major revisions needed. The current research will take a substantial amount of work/time to correct.	OR	Oral defense was unsatisfactory. Re-defense required.
Fail	Manuscript had significant flaws to the point at which the committee believes the student should discontinue the program, or that a new research direction is required.	OR	Oral defense was unsatisfactory. Re-defense of existing project will not be allowed.

Procedural Items:

Pass: If a committee member who suggested minor edits other than the major professor wishes to review the revisions, this can be arranged separately from decisions in the Manuscript Clearance Portal. The major professor will be the one that provides Final Content Approval in the Portal though.

Re-Exam: This decision can only be given once. If the student re-defends and does not pass with only minor revisions required to the manuscript, they should be given a Fail.

Fail: This decision should only be given when a committee/academic unit does not wish for the student to continue in the program or they will be moving in an entirely new direction for their research. *It is the committee's goal to prevent students from defending if their work is substantially flawed when they are reviewing it before the defense.* This decision is required if a student conducts a Re-Exam and does not earn a Pass.