

FOOD SCIENCE AND HUMAN NUTRITION GRADUATE PROGRAM HANDBOOK

Department of Food Science and Human Nutrition

College of Agriculture and Natural Resources

Michigan State University

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Updated January 2025

FOREWORD.....	7
1. THE FIRST SEMESTER AT MSU	8
1.1. Introduction	8
1.2. Administrative Organization	8
1.3. Program Formulation	8
1.4. Enrollment Procedures	8
1.4.1. Requirements before enrollment.....	8
1.4.2. Students with assistantships	9
1.4.3. Students without assistantships	9
1.4.4. International students	9
1.4.5. Health services	9
1.4.6. Motor vehicle registration and parking	9
1.4.7. Bicycles and Personal E-Scooter Registration	9
1.4.8. CATA Bus System	10
1.4.9. Sporting and cultural events	10
1.4.10. Online Teaching Workshops	10
1.5. Drops and Adds	10
2. UNIVERSITY POLICIES AND SERVICES	10
2.1. Introduction	10
2.2. Credits and Grades	11
2.2.1. M.S. Credit Requirements	11
2.2.2. Ph.D. Credit Requirements	11
2.2.3. Academic Good Standing.....	11
2.3. Special Services	11
2.3.1. MSU Graduate School Resources and Services.....	11
2.3.2. Resource Center for Persons with Disabilities (RCPD)	11
2.3.3. Office of Internation Students and Scholars (OISS)	12
2.3.4. Olin Health Center	12
2.3.4. MSU Student Food Bank.....	12
2.3.5. Student Veterans Resource Center	12
2.3.6. Career Services	12
2.3.7. Spartan Child Development Center	12
2.3.8. Office of Financial Aid.....	12
2.3.9. Office of the University Ombudsperson	12
2.4. Graduate Student Rights and Responsibilities	13
2.5. Graduate Assistant Illness/Injury/Pregnancy Leave and Grief Absence Policies	14

2.5.1. <i>Illness and Injury Leave</i>	14
2.5.2. <i>Pregnancy, Childbirth, Parenting Leave and Accommodation</i>	14
2.5.3. <i>Grief Absence Policy</i>	14
2.6. Work Related Illness/Injury	15
2.7. Equal Rights Policy.....	15
2.8. Responsible and Ethical Conduct of Research (RECR)	15
2.9. RVSM and DEI Training Requirement	16
2.10. Human Subject Research	16
2.11. Laboratory Animals in Research	16
2.12. Use of Hazardous Materials.....	17
2.13. Graduate Student Governance.....	17
2.14. Other University Policies and Resources.....	17
3. DEPARTMENTAL POLICIES.....	18
3.1. Introduction	18
3.2. Admissions	18
3.2.1. <i>General Admissions Requirements</i>	18
3.2.2. <i>Provisional Admissions Status</i>	19
3.3. Selection of the Major Advisor	19
3.4. Procedure for Changing Major Advisor.....	19
3.5. Guidance Committees	20
3.5.1. <i>Definition of Graduate Faculty</i>	20
3.5.2. <i>M.S. Guidance Committee Requirements</i>	20
3.5.3. <i>Ph.D. Guidance Committee Requirements</i>	21
3.5.4. <i>Guidance Committee Chairperson Requirements</i>	21
3.6. Guidance for Graduate Transfer Credits	21
3.6.1. <i>Master's Students</i>	21
3.6.2. <i>Doctoral Students</i>	22
3.6.3. <i>Major Doctoral Degrees</i>	22
3.7. Graduate Assistantships	22
3.7.1. <i>FSHN Policy for Selecting Students to Receive Departmental Graduate Funding</i>	23
3.7.3. <i>Additional Benefits for Graduate Assistantships</i>	23
3.7.4. <i>Definitions of Assistantship Levels</i>	24
3.7.4.1. <i>Level 1 Assistantship (Teaching and Research)</i>	24
3.7.4.2. <i>Level 2 Assistantship (Teaching and Research)</i>	24
3.7.4.3. <i>Level 3 Teaching Assistantship</i>	24

3.7.4.4. Level 3 Research Assistantship.....	24
3.7.5. <i>Preparation for Teaching Assistants</i>	25
3.7.5.1. Graduate Teaching Assistant Preparation Program.....	25
3.7.5.2. English Proficiency	25
3.8. The Research Project.....	25
3.9. Policy on Authorship and Plagiarism.....	26
3.10. ProQuest: Electronic Theses and Dissertation Submissions.....	27
3.10.1. <i>Requests for Hold/Embargo on Publication of Submitted Documents</i>	27
3.10.2. <i>Creating an Open Researcher and Contributor ID (ORCID) at the time of submission to ProQuest</i>	27
.....	27
3.11. Final Semester Procedures	28
3.11.1. <i>Applying for Graduation</i>	28
3.11.2. <i>Commencement</i>	28
3.11.3. <i>Department Checkout upon Graduation</i>	28
3.11.4. <i>Graduate School Checkout upon Graduation</i>	28
3.12. Other Degree Requirements.....	28
3.12.1. <i>Performance and Progress</i>	28
3.12.2. <i>Annual Review Meeting</i>	29
3.12.3. <i>Annual Reports</i>	29
3.12.3.1. <i>Completing the Annual Report</i>	29
3.13. General Departmental Policies.....	30
3.13.1. <i>FSHN Graduate Forms</i>	30
3.13.2. <i>Supplies and Purchases for Projects</i>	30
3.13.3. <i>Computers</i>	31
3.13.4. <i>Statistics Consultation</i>	31
3.13.5. <i>Travel</i>	31
3.13.6. <i>Copy and Fax Machine</i>	31
3.13.7. <i>Telephones</i>	31
3.13.8. <i>Building Access and Keys</i>	31
3.13.9. <i>Mailbox</i>	32
3.13.10. <i>Leave of Absence</i>	32
3.13.11. <i>Vacation</i>	32
3.12.12. <i>Faculty Procedures for Admitting Graduate Students</i>	32
3.14. Graduate Student Conflict Resolution Policy	32
3.14.1. <i>FSHN Process for Conflict Resolution</i>	32

3.14.2. <i>FSHN Graduate Student Academic Grievance Hearing Procedures</i>	33
4. M.S. DEGREE IN FOOD SCIENCE	33
4.1. Admission.....	33
4.1.1. <i>Prerequisite Competencies</i>	33
4.2. Program of Study	34
4.3. Annual Review and Annual Reports	34
4.4. Course, Seminar, Research, and Residency Requirements	34
4.4.1. <i>Course, Seminar, and Research Requirements</i>	34
4.4.1.1. General Course, Seminar, Research Requirements.....	34
4.4.1.2. Additional Requirements for Plan A	34
4.4.1.3. Additional Requirements for Plan B	34
4.4.1.4. Credit Requirement Breakdown for Plan A and Plan B.....	35
4.4.2. <i>Residency Requirements</i>	35
4.4.3. <i>Transfer Between Plan A and Plan B</i>	35
4.5. Guidance Committee.....	35
4.6. Examination (Thesis/Final Project Defense)	35
4.7. Thesis Preparation	36
4.8. Final Semester Procedures	36
4.9. Transfer from M.S. to Ph.D.....	36
4.10. Continuation from M.S. degree into the Ph.D. program.....	36
5. Ph.D. DEGREE IN FOOD SCIENCE	37
5.1. Admission.....	37
5.1.1. <i>Prerequisite Competencies</i>	37
5.2. Program of Study	37
5.3. Annual Review and Annual Reports	38
5.4. Requirements.....	38
5.4.1. <i>Course Requirements</i>	38
5.4.2. <i>Research Requirements</i>	39
5.4.3. <i>Seminar Requirements</i>	39
5.4.4. <i>Residency Requirements</i>	39
5.5. Guidance Committee.....	39
5.6. Examinations.....	39
5.6.1. <i>Dissertation Proposal Defense</i>	39
5.6.1.1. Schedule and Proposal	40
5.6.1.2. Format and Guidelines for Closed Questioning.....	40

5.6.1.3. Outcomes of Dissertation Proposal Defense.....	40
5.6.2. <i>Final Examination</i>	41
5.6.2.1. Manuscript Requirement.....	41
5.6.2.2. Scheduling.....	41
5.6.2.3. Seminar and Exam	42
5.6.2.4. Outcomes of the Final Examination.....	42
5.7. Time Limit.....	42
5.8. Final Semester Procedures	42
5.9. Dissertation Preparation	42
6. M.S. DEGREE IN HUMAN NUTRITION.....	43
6.1. Admission.....	43
6.1.1. <i>Prerequisite Competencies</i>	43
6.2. Program of Study	43
6.3. Annual Review and Annual Reports	43
6.4. Course, Seminar, Research and Residency Requirements	44
6.4.1. <i>General Course, Seminar, and Research Requirements</i>	44
6.4.2. <i>Additional Requirements for Plan A</i>	44
6.4.3. <i>Additional Requirements for Plan B</i>	44
6.4.4. <i>Residency Requirements</i>	44
6.4.5. <i>Transfer between Plan A and Plan B</i>	44
6.5. Guidance Committee.....	45
6.6. Examination (Thesis/Final Project Defense)	45
6.7. Thesis Preparation.....	45
6.8. Final Semester Procedures	45
6.9. Transfer from M.S. to Ph.D.....	46
6.10. Continuation from M.S. degree into the Ph.D. program.....	46
7. Ph.D. DEGREE IN HUMAN NUTRITION	46
7.1. Admission.....	46
7.1.1. <i>Prerequisite Competencies</i>	46
7.2. Program of Study	47
7.3. Annual Review and Annual Reports	47
7.4. Requirements.....	47
7.4.1. <i>Course Requirements</i>	47
7.4.2. <i>Research Requirements</i>	48
7.4.3. <i>Seminar Requirements</i>	48

7.4.4. Residency Requirements.....	48
7.5. Guidance Committee.....	48
7.6. Examinations.....	48
7.6.1. Dissertation Proposal Defense.....	48
7.6.1.1. Schedule and Proposal	49
7.6.1.2. Format and Guidelines for Closed Questioning.....	49
7.6.1.3. Outcomes of Dissertation Proposal Defense.....	49
7.6.2. Final Examination.....	50
7.6.2.1. Manuscript Requirement.....	50
7.6.2.2. Scheduling.....	50
7.6.2.3. Seminar and Exam	51
7.6.2.4. Outcomes of the Final Examination.....	51
7.7. Time Limit.....	51
7.8. Final Semester Procedures	51
7.9. Dissertation Preparation	51
8. M.S. DEGREE IN NUTRITION AND DIETETICS	52
8.1. Admission.....	52
8.2 Program of Study	52
8.3 Course, Seminar and Research Requirements	52
8.4. Guidance Committee.....	53
8.5. Annual Review and Annual Reports	53
8.6. Examination	53
8.7. Final Semester Procedures	53
9. APPENDIX.....	54
Appendix A: Specific Responsibilities	54
A.1. Responsibilities of the Academic Unit.....	54
A.2. Responsibilities of the Department Chairperson and/or Director of Graduate Studies	54
A.3. Responsibilities of the Major Advisor.....	55
A.4. Responsibilities of the Guidance Committee.....	55
Appendix B: Forms and Letters	56
B.1. Forms Needed For M.S. in Food Science.....	56
B.2. Forms Needed for M.S. in Human Nutrition	56
B.3. Forms Needed for MSDI (Nutrition and Dietetics).....	56
B.4. Forms Needed for Ph.D. in Food Science	56
B.5. Forms Needed for Ph.D. in Human Nutrition	56

Appendix C: Graduate Student Funding Opportunities	57
<i>C.1. Department Scholarships/Fellowships Available Annually</i>	57
<i>C.2. Graduate School Funding Opportunities</i>	57
<i>C.3. Other Funding Opportunities</i>	57
<i>C.4. Travel Funding Opportunities</i>	57
Glossary of Abbreviations and Terms	59

FOREWORD

Welcome to the graduate program in the Department of Food Science and Human Nutrition at Michigan State University. We hope that this Graduate Student Handbook will provide all of the necessary information to make your stay in the Department both successful and enjoyable.

This handbook provides a summary of Department, College, and University policies for graduate students. Responsibilities of graduate students are also outlined. To avoid misunderstandings or mistakes, please read all parts of the handbook. Your Major Advisor is also an important source of information.

Requests for modifications of policies listed in this Handbook or time extensions due to extenuating circumstances should be submitted in the form of a petition to the Chair of the FSHN Graduate Affairs Committee (GAC) for review by the committee.

We hope that you will participate in all of the Department's academic and social programs during your studies in Food Science and Human Nutrition. It is important also that you apply for scholarships and awards given by the Department, College, and national organizations. Please work with your Major Advisor in preparing the documentation for these awards. Watch the appropriate emails for announcements of rules and deadlines for the various awards. All have a monetary prize, but equally important is the recognition of your excellence. It is important for you to have documentation of these successes on your resume; it is important for this Department to demonstrate that FSHN/MSU students are among the best in the nation.

Graduate students are an important component of a department. You are the present phase of a long history of successful graduate students who have been mentored by the faculty of this Department. You will find many FSHN/MSU graduates in important positions in industry, government, and academia. You as students, and we the faculty, have an obligation to see that you get the very best training so that you can carry on this tradition in successful careers.

On behalf of the faculty and graduate students I extend appreciation to the various Graduate Affairs Committee members, Graduate Directors and Graduate Students who contributed to this Handbook.

Leslie D. Bourquin, Ph.D.

Professor and Chairperson

Department of Food Science and Human Nutrition

1. THE FIRST SEMESTER AT MSU

1.1. Introduction

This handbook was developed to help the FSHN graduate student become oriented at MSU. This handbook is intended primarily to supplement and extend the information in the [Academic Programs](#) handbook published by Michigan State University. Academic Programs is MSU's legal document describing graduate programs. Students are expected to be aware of the information therein whether or not it is specifically restated in the departmental handbook.

1.2. Administrative Organization

The [College of Agriculture and Natural Resources \(CANR\)](#) administers the [Department of Food Science and Human Nutrition](#).

1.3. Program Formulation

Prior to choosing courses, the student should consult the [University Registrar's Office website](#) for the most up-to-date information concerning 1) Description of Courses, 2) Academic Programs, and 3) Schedule of Courses and Calendar.

Specific courses will be selected by the student in consultation with the Major Advisor in accordance with the program requirements and specific interests and qualifications of the student. In addition, all international students must take an English proficiency test and follow the recommendation of the English Language Center with regard to enrolling in English language courses.

1.4. Enrollment Procedures

1.4.1. Requirements before enrollment

The following items must be obtained prior to enrollment.

1. An activated NetID
 - a. To [activate your NetID](#), you will need your Personal Access Number (PAN) and Personal Identification Number (EmplID) from the [Slate application portal](#).
2. The Major Advisor's approval of the schedule of courses.
3. Proof of assistantship or scholarship (will be provided by Department for billing).
4. Information on time of enrollment.
5. Clearance from the [Office of International Students and Scholars](#) (OISS) (for first-semester international students only).

Students must have an activated NetID for online registration in [GradSIS](#). The selection of a Major Advisor is the student's prerogative; however, a Major Advisor is assigned at the point of admission. Admission is contingent on the availability of and acceptance by a faculty member agreeing to serve as a Major Advisor (section 3.4). A student may select an alternate Major Advisor according to the guidelines for changing a Major Advisor (section 3.5). The Major Advisor must approve the course schedule. Once approved, the graduate student must enroll for approved classes through [GradSIS](#).

Students should contact the Graduate Program Coordinator and their Major Advisor if questions arise when enrolling in courses. For additional enrollment and registration information please visit the [Enrollment and Registration page](#) of the Registrar's Office website.

1.4.2. Students with assistantships

Students who are on assistantships will be assessed the residential rate of tuition and fees and are entitled to nine credits tuition waiver for Fall and Spring semesters and five credits tuition waiver for Summer semester. See section 3.7 for minimum enrollment requirements.

1.4.3. Students without assistantships

For M.S. candidates without an assistantship, full time is considered 9 credits. For Ph.D. without an assistantship, full-time is considered 6 credits.

1.4.4. International students

First-semester international students are required to have clearance from the [Office of International Students and Scholars](#) (OISS) prior to registration. See the [OISS Location page](#) for contact information. All international students are required to have health insurance prior to registration. All international students should check their visas and make sure that their proposed course hour load is consistent with the terms of the visa. Specific information on credit-hour loads and visa regulations is available from OISS.

1.4.5. Health services

The [MSU student health insurance plan \(SHIP\)](#) offers health coverage for students and their eligible dependents through [Aetna](#). International students are enrolled **automatically** in the MSU SHIP. Graduate Assistants (Research Assistants and Teaching Assistants) are automatically enrolled in the [Graduate Assistant Health Insurance](#). Domestic students who are NOT on Graduate Assistantships are eligible to **voluntarily** enroll in the MSU SHIP plan. Through the health plan, you have access to quality health care through hospitals, physicians and affiliated health care professionals in the Aetna provider network.

Learn more about Campus Health Services on the website for the [Olin Health Center website](#).

1.4.6. Motor vehicle registration and parking

Students at MSU are required to register all motor vehicles as described in the current student motor vehicle regulations. Generally, students on assistantships can obtain parking permits which will allow them to park their vehicles on the campus, south of the river. Other graduate students can obtain permits to park at designated lots. Proof of appointment will be required for students on assistantships to obtain parking privileges. All students must present their vehicle registration, student ID, and valid current driver's license, before the current year's MSU vehicle registration can be obtained. For additional information, visit the [MSU Parking Services website](#).

1.4.7. Bicycles and Personal E-Scooter Registration

Bicycles or E-bikes operated on campus must be registered and the permit affixed to the bike. Bike permits accepted on MSU's campus include Bike Index, City of East Lansing, City of Lansing, Lansing Township, and Meridian Township. University ordinances must be followed such as being parked and locked at a bike rack, having the registration sticker displayed, and the bike being in operable condition.

Personal E-scooters operated on campus must be registered with Bike Index and the permit affixed. E-scooters may be parked and locked at bike racks or designated moped parking areas. Use the link below to register with Bike Index; make sure to note during registration that the permit is for a scooter and not a bike.

Find more information about these registrations on the [MSU Parking Services website](#).

1.4.8. CATA Bus System

The [Capital Area Transit Authority \(CATA\)](#) maintains an excellent bus system on MSU's campus. CATA bus routes on campus connect to other CATA routes serving the East Lansing and Lansing area. CATA free-fare campus routes serve university apartments, residence halls, commuter lots and main campus facilities. Find information about CATA's service on MSU's campus [here](#).

1.4.9. Sporting and cultural events

Students who are enrolled full time are eligible:

- To purchase football, basketball, and/or hockey season tickets for themselves and their spouses at reduced rates. Find more information on the [MSU Athletics website](#).
- For free admission to many other regularly scheduled athletic events. Find more information on the [MSU Athletics website](#).
- For student discounts on series and single tickets to professional performing arts events at the Wharton Center for Performing Arts. See the [Wharton Center website](#) for more information.
- Graduate Students may have the opportunity to purchase discounted tickets to a limited number of performances at the Wharton Center for Performing Arts through the Council of Graduate Students (COGS). See the [COGS website](#) for more information.

1.4.10. Online Teaching Workshops

Both faculty and graduate students can access eight online modules on improving your classroom teaching. The Graduate School has made these modules, produced by [Epigeum](#), available through MSU's course management software, [Desire to Learn \(D2L\)](#). These are high-quality interactive modules on a variety of topics related to teaching and learning. For more information and to access the modules visit the [Teaching – Professional Development page](#) of the Graduate School's website.

1.5. Drops and Adds

Students may add courses in GradSIS up until the open add end date. This date is displayed in Class Search of [GradSIS](#) and corresponds to the first 1/14th of the course. Students may drop courses in the student information system up until the Last Day to Drop with No Grade

University policy regarding and procedure to add or drop a course available on the [Registrar's Office website](#). The graduate student is advised to be familiar with this information prior to the time of enrollment. No course changes may be made without the Major Advisor's approval. Drops and adds will be handled by the student in GradSIS using the same method as enrollment during the first eight days of class. After that they will be handled in the department or college offices.

2. UNIVERSITY POLICIES AND SERVICES

2.1. Introduction

Certain statements of University-wide policy and/or facilities will likely have a direct effect on your welfare. The policies are described in detail in other publications such as the [Academic Programs Catalog](#), [MSU Course Descriptions](#), and [Academic Calendar](#) and [Graduate Student Resource Guide](#).

2.2. Credits and Grades

2.2.1. M.S. Credit Requirements

University regulations require that every full-time graduate student using University facilities be registered for a minimum of 1 credit. For M.S. students without an assistantship, full-time status is considered 9 credits. See the [Academic Programs Catalog](#) for more information. For M.S. students on an assistantship, full-time status is considered a minimum of 6 credits. See section 3.7 of this handbook or visit the [Graduate School's webpage on graduate assistantships](#) for more information.

2.2.2. Ph.D. Credit Requirements

University regulations require that every full-time graduate student using University facilities be registered for a minimum of 1 credit. For Ph.D. students without an assistantship who have not yet completed their dissertation proposal defense, full time status is considered 6 credits. For Ph.D. students without an assistantship who have completed their dissertation proposal defense, full time status is considered 1 credit (this is considered “All But Dissertation Status” (ABD status)). See the [Academic Programs Catalog](#) for more information. For Ph.D. students on assistantship who have not completed their dissertation proposal defense, full time status is considered 3 credits. For Ph.D. students on assistantship who have completed their dissertation proposal defense, full time status is considered 1 credit (this is considered “All But Dissertation Status” (ABD status)). See section 3.7 of this handbook or visit the [Graduate School's webpage on graduate assistantships](#) for more information.

2.2.3. Academic Good Standing

Graduate students in the Department of Food Science and Human Nutrition are required to maintain a cumulative grade point average (GPA) of 3.0 or higher in order to remain in good standing in a graduate program at MSU (see Academic Standards of the [Graduate Education page](#) of the Academic Programs Catalog).

2.3. Special Services

2.3.1. MSU Graduate School Resources and Services

- [Graduate Career Development](#)
- [Diversity, equity, & inclusion programs](#)
- [Events](#)
- [Forms](#)
- [Funding](#)
- [Graduate life & wellness](#)
- [Mentoring](#)
- [Policy information](#)
- [Professional development](#)
- [Research integrity](#)
- [Traveling scholar opportunities](#)
- [University Committee on Graduate Studies](#)

2.3.2. Resource Center for Persons with Disabilities (RCPD)

Resource Center for Persons with Disabilities (RCPD) is responsible for the coordination of services and accommodations for students with physical, sensory, cognitive and/or psychological disabilities. Additional information is available at the [RCPD website](#).

2.3.3. Office of Internation Students and Scholars (OISS)

Resource for international students, including assistance with understanding visa requirements and obtaining a Social Security Number. Find more information on the [OISS website](#).

2.3.4. Olin Health Center

The Student Health Service is located in the MSU Olin Health Center. Learn more about Olin Health Center and available services on their [website](#).

2.3.4. MSU Student Food Bank

The MSU Student Food Bank serves MSU students experiencing food insecurity by providing free food and related items. Learn more about their service on the [MSU Student Food Bank website](#).

2.3.5. Student Veterans Resource Center

The University maintains a [Student Veterans Resource Center](#) to assist prospective service members, veterans and their families who are attending the University.

2.3.6. Career Services

The [Career Services Network](#) and the [Office of Graduate Career Development](#) are available to assist in placement for full-time, part-time or summer employment. There is a Graduate Career Consultant that is joint between the Graduate School and Career Services.

2.3.7. Spartan Child Development Center

[The Spartan Child Development Center](#) is available for children of students. Contact the school directly for information and tuition rates.

2.3.8. Office of Financial Aid

MSU offers various scholarships, fellowships, grants and short-term and long-term loans through the [Office of Financial Aid](#). Students should apply directly with the Office of Financial Aid. Graduate students are eligible to use the MSU Federal Credit Union. Additional information regarding these services can be obtained by inquiry on the [website](#) or by calling 517-333-2424.

2.3.9. Office of the University Ombudsperson

Conflicts, disagreements, and issues sometimes arise during the course of a graduate program. If you find yourself in this situation and have exhausted the internal resources for resolving the issue, you may contact the [Office of the University Ombudsperson](#).

The Office of the University Ombudsperson provides assistance to students, faculty, and staff in resolving University-related concerns. Such concerns include: student-faculty conflicts; communication problems; concerns about the university climate; and questions about what options are available for handling a problem according to Michigan State University policy. The University Ombudsperson also provides information about available resources and student/faculty rights and responsibilities. The office operates as a confidential, independent, and neutral resource. It does not provide notice to the University - that is, it does not speak or hear for the University.

Contact the Ombudsperson at any point during an issue when a confidential conversation or source of information may be needed. The Ombudsperson will listen to your concerns, give you information about university policies, help you evaluate the situation, and assist you in making plans to resolve the conflict.

Contact information:

2.4. Graduate Student Rights and Responsibilities

Students are expected to familiarize themselves with the [Michigan State University Student Rights and Responsibilities as listed on the Office of Spartan Experiences website](#), the [Adjudication of Cases Involving Graduate Student Rights and Responsibilities](#) and the [Graduate Student Rights and Responsibilities Document](#). Students should conduct themselves in accordance with the procedures outlined in these documents.

The [Graduate Student Rights and Responsibilities \(GSRR\) Articles](#) address professional standards for graduate students as follows:

- “Each department/school and college shall communicate in writing to graduate students, at the time of their first enrollment in a degree program or course in the unit, any specific codes of professional and academic standards covering the conduct expected of them.” (Article 2.4.7)
- “The graduate student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards”. (Article 2.3.7)

In addition to meeting academic standards included in the Academic Progression Guidelines, students and faculty teaching in the Graduate Program in FSHN have shared responsibility for adherence to the following professional standards:

1. Integrity in interpersonal relations and communication with faculty, peers, research participants, and other personnel/staff who are interacted with during activities in the graduate student role;
2. Responsible fulfillment of all academic obligations, including ethical conduct in the research setting; and,
3. Honesty and integrity in all academic and professional conduct.

These standards of professional conduct are central to the Graduate Program in FSHN. Satisfactory academic progress includes adherence to these professional standards. Professional expectations are rooted in the maintenance of high quality working relationships with faculty, peers, research participants, staff, and all others with whom the graduate student interacts. Aspects of high quality working relationships that are addressed in the GSSR as shared faculty-student responsibilities include: mutual respect, understanding, and dedication to the education process (2.1.1); maintenance of a collegial atmosphere (2.3.7); and, mutual trust and civility (2.3.6). Effective conflict management/negotiation skills are essential for navigating the graduate school experience and maintaining high quality working relationships. Specific principles for conflict management/negotiation are addressed in the Graduate Student Resource Guide. Graduate students are responsible for making concerted good faith efforts to resolve conflicts with others in a constructive and informal fashion, prior to proceeding to formal conflict resolution options (Article 5.3). Graduate students who have specific questions or concerns about professional standards or conflict resolution issues should consult with their Major Advisor, the Director of the Graduate Program, and/or the University Ombudsperson for guidance, as appropriate.

See also section 3.14 for the Graduate Student Conflict Resolution Policy and the [Guidelines for Advising and Mentoring Graduate Students](#).

2.5. Graduate Assistant Illness/Injury/Pregnancy Leave and Grief Absence Policies

A graduate assistant unable to fulfill the duties of his or her appointment because of illness or injury shall notify their Major Advisor and the department Chairperson of their major unit as soon as circumstances permit. Similarly, a graduate assistant unable to fulfill the duties of their appointment because of pregnancy shall notify their Major Advisor and the department Chairperson as soon as circumstances permit.

2.5.1. Illness and Injury Leave

During the illness or injury, the Department shall adjust (reduce, waive, or reschedule) the graduate assistant's duties as those duties and the assistant's physical circumstances dictate. If total absence from duties becomes necessary, the major unit shall maintain the stipend of the appointment, provided the graduate assistant is still enrolled for a period of two months, or to the end of the appointment period or of the semester, whichever should occur first.

The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as they are able to reassume the duties of the position

2.5.2. Pregnancy, Childbirth, Parenting Leave and Accommodation

University Policy for Pregnancy, Childbirth, Pregnancy-Related Conditions and Parenting Information can be found on the [webpages of the Office for Civil Rights and Title IX Education and Compliance](#).

The University provides reasonable modifications for students because of parenting, pregnancy, childbirth or other pregnancy-related conditions on an individualized and voluntary basis depending on the student's needs when necessary to prevent discrimination and ensure equal access to the recipient's education program or activity.

Reasonable modifications are coordinated and documented by the MSU Office for Civil Rights and Title IX Education and Compliance (OCR). Students may take a voluntary leave of absence from their educational program or activity to cover, at minimum, the period of time deemed medically necessary by the student's physician or other licensed healthcare provider. Upon the student's return to the recipient's education program or activity, the student must be reinstated to the same academic status and as practicable or to the extracurricular status that the student held when the leave began. The graduate assistant shall have the right to return to the assistantship, within the original terms of the appointment, at such time as they are able to reassume the duties of the position.

The University provides reasonable time and spaces for students to express breast milk or breastfeed/chestfeed that are not bathrooms and are shielded from view and free from intrusion from others. FSHN will provide access to a designated private room. See the Graduate Program Coordinator or other FSHN Administrative Staff for key access.

2.5.3. Grief Absence Policy

Grief Absence Policy can be found on the [Registrar's Office website](#). Policy note (as approved by University Council): For master's (Plan A), master's (Plan B) with research responsibilities, and doctoral students, it is the responsibility of the student to: a) notify their advisor/Major Advisor and faculty of the courses in which they are enrolled of the need for a grief absence in a timely manner, but no later than one week from the student's initial knowledge of the situation, b) provide appropriate verification of the grief absence as specified by the advisor/Major Advisor and faculty, and c) complete all missed work as determined in consultation with the advisor/Major Advisor and faculty. It is the responsibility of the advisor/Major Advisor to: a) determine with the student the expected period of absence – it is expected that some bereavement processes may be more extensive

than others depending on individual circumstances, b) receive verification of the authenticity of a grief absence request upon the student's return, and c) make reasonable accommodations so that the student is not penalized due to a verified grief absence. If employed as an GA or TE, the graduate student must also notify their employer. Both employer and student will swiftly communicate to determine how the student's responsibilities will be covered during their absence. Graduate teaching assistants (TAs) should refer to the bereavement policy in GEU contract Article 18. Students who believe their rights under this policy have been violated should contact the University Ombudsperson.

2.6. Work Related Illness/Injury

Employees who suffer a work-related illness or injury, should immediately report the illness or injury to their supervisor. Supervisors are to call 911 immediately if the illness or injury is a critical emergency. If the illness or injury is not critical the supervisors will complete the [Authorization to Invoice Michigan State University Form](#) and direct the employee to the proper medical facility. Within 24 hours after a reported illness/injury, the injured worker is to complete the [Report of Claimed Occupational Injury or Illness](#).

Students not employed at MSU but injured in a classroom/lab/academic activity should report the injury to the instructor or department in charge.

2.7. Equal Rights Policy

Michigan State University is committed to an active policy of no discrimination on the basis of race, creed, ethnic origin or sex. All students and employees should familiarize themselves with the [Anti-discrimination Policy and Procedures](#) and conduct themselves in accordance with that Policy. The Anti-discrimination Policy and Procedures is also found on the website for the [Office of Civil Rights and IX Education and Compliance](#).

2.8. Responsible and Ethical Conduct of Research (RECR)

FSHN stresses the importance of intellectual integrity in all aspects of graduate education, including research, scholarly and creative activities. To ensure intellectual integrity, all graduate students will complete the department's requirements for initial and refresher training in the Responsible and Ethical Conduct of Research (RECR). RECR training is a federal requirement for all graduate students and completion of the training must be tracked. The MSU Graduate School sets the requirements for all MSU graduate students. RECR Basic Education program requirements are listed on the [Graduate School's RECR pages](#), in addition to other resources and workshop series listings. Information regarding RECR specifically for FSHN students is available on the [Graduate Forms page](#) of the FSHN website.

The Graduate School will assign service indicators (holds) on students' records if they have not completed their annual RECR requirements. All graduate students should follow the RECR requirements as listed for their program. Any questions about RECR training can be directed to the Graduate Program Coordinator, but all students should discuss RECR training with their Major Advisor to ensure they are meeting the annual requirements.

Students should log into the [ABILITY information management system](#) to complete their on-line training requirements through CITI. Small group training sessions must be reported by the FSHN faculty member to the GPC for proper submission of RECR group training records. For Ph.D. students in Year 3 or later, one-on-one RECR discussions with Major Advisors may be submitted for records in GradPlan.

Violations of integrity in research, including plagiarism or data falsification, will be referred to the FSHN Director of Graduate Studies and Department Chairperson, who may consult the FSHN Department Hearing Board. Penalties may include dismissal from the program.

The [Research Integrity Office](#) is an additional source for information.

2.9. RVSM and DEI Training Requirement

All students must complete the on-line training about the [Relationship Violence and Sexual Misconduct Policy](#) on an annual basis. Students should log into the [ABILITY information management system](#) to complete their on-line RVSM training.

All students, faculty, and staff must complete MSU's online DEI training. Starting September 17, 2024, new first-year students and transfer students will be automatically assigned to the diversity, equity and inclusion e-learning module: [DEI Foundations](#). This is a university-wide initiative designed to equip members of our community with essential knowledge and skills related to diversity, equity and inclusion. The program provides an overview of key concepts, MSU's institutional values and initiatives, relevant policies and resources, as well as an understanding of the experiences of underrepresented groups within our community. Ultimately, the goal of this program is to foster a more diverse, equitable and inclusive environment for all of us. Visit the [Training page of MSU's Office of Regulatory Affairs](#) for FAQs and the link to take the training in the Ability system, and watch for updates as this requirement evolves.

2.10. Human Subject Research

Policy on research with human subjects: Graduate or undergraduate student research programs may involve the use of human subjects. "Human subject" is defined as an individual about whom an investigator conducting research obtains (1) data through intervention or interaction with the individual or (2) identifiable, confidential information about the individual. Both Federal and University regulations require that all proposed research projects involving human subjects be reviewed and approved by an Institutional Review Board prior to the initiation of such studies.

At Michigan State University, the Board operates through the [Human Research Protection Program](#). All applications for human subject approval are to be submitted via this website. Specific information regarding procedures for obtaining appropriate review of proposed research projects involving human subjects is available from either the Office of the Dean of the student's college, the Office of the Vice President for Research and Graduate Studies, or the FSHN Department Office.

No human subject projects will be approved after the fact from the Office of the Vice President for Research and Graduate Studies.

2.11. Laboratory Animals in Research

At Michigan State University all laboratory animal research and research animal transport must be approved by the All-University Committee on Animal Use and Care; this includes funded as well as unfunded research. Compliance with University policy regarding animal use in research projects is the responsibility of the Major Advisor. [Michigan State University's Office of Research Regulatory Support's Animal Care Program](#) website provides general information, detailed procedures and applications for use of animals in research.

The work with laboratory research animals is under strict regulations in compliance with NIH standards. Prior training or instruction is required in order to conduct research with laboratory animals. No work with laboratory

research animals may be conducted prior to obtaining the approval. It is the student's responsibility to verify/ascertain that the student's research professor has obtained approval for the use of laboratory animals in the student's project. The following MSU documents pertaining to animal care are available at "[Policies, Responsibilities and Procedures for Animal Use and Care](#)" and "[NIH Guide for Care and Use of Lab Animals](#)".'

No laboratory animal research will be approved after the fact from the Office of the Vice President for Research and Graduate Studies.

2.12. Use of Hazardous Materials

The Michigan Department of Public Health has implemented a [Medical Waste Regulatory Act](#) with requirements for the handling of medical and chemical wastes. MSU Environmental Health and Safety (EHS) has [Hazardous Waste Disposal Guidance](#) to address the current legislation and permit requirements on labeling, packaging and disposing of hazardous waste. Contact and consult with your Major Advisor regarding which biological, chemical and irradiation courses must be completed through EHS before initiating laboratory work. See the [EHS website](#) for further details.

2.13. Graduate Student Governance

The Graduate Affairs Committee (GAC) acts as a direct line of communication between the graduate students and the department. The specific responsibilities are detailed in the Department Bylaws that are available from the Department Office in GM Trout, Room 204.

The [Council of Graduate Students \(COGS\)](#) serves as a communications link between graduate students and the university administration, and also provides numerous services. Representatives elect the Executive Board of COGS from the various departments and colleges that grant graduate degrees. COGS members serve on various university-wide planning and advisory committees and advise the Board of Trustees on matters of concern to graduate students. Through funding provided by a tax collected from graduate students, COGS provides a low-cost photocopy service, various financial aids, a dissertation copy service and other services. Short-term loans are available from COGS through Associated Students of MSU (ASMSU). For more information contact the COGS Office (Chittenden Hall room 120, office@cogs.msu.edu).

2.14. Other University Policies and Resources

- [Academic Programs Catalogue](#): Listing of academic programs, policies and related information.
- [Anti-Discrimination Policy](#) for Michigan State University
- **Campus Safety Information and Resources**: List available on the [Transparency Reporting Website](#)
 - In case of emergency needing Police, Fire, or Medical attention, Call 9-1-1
 - Sign up for campus-wide emergency text/email/phone notifications at [MSU Alert!](#)
 - Outdoor emergency phones are in a variety of parking lots and walkways throughout campus. Emergency phones are marked by signage and an illuminated green light. Phones provide a single push-button activation to dial 911 as well a keypad to dial any on-campus phone number including CATA night-time transportation services. Several "green light" emergency phones also have surveillance cameras installed overhead.
- [Code of Teaching Responsibilities](#) for instructional staff members (includes Teaching Assistants)
- [Disability and Reasonable Accommodation Policy](#): The Disability and Reasonable Accommodation Policy prohibits discrimination and harassment against a qualified individual with a disability. The

Policy describes the process for seeking reasonable accommodations to ensure equal employment opportunities and equal access to University programs, services, and facilities.

- [Graduate School Office of Wellbeing \(GROW\)](#): Here you will find the tools, resources and programs to help you succeed and have a great experience as a Grad Student.
- [General Student Regulations](#) for MSU students.
- [Graduate Students Rights and Responsibilities \(GSRR\)](#): The GSRR specifically addresses Graduate student conduct, academic pursuits, keeping of records and publications.
- [GradSIS Quick Guides and Job Aids](#)
- [Guidelines for Integrity in Research and Creative Activities](#)
- [Institutional Diversity and Inclusion](#)
- [Integrity of Scholarship and Grades](#)
- [MSU Guidelines for Graduate Student Mentoring and Advising](#): The responsibilities of the academic unit, Chair, Director of Graduate Students, Major Advisors, Guidance Committee and graduate student.
- [MSU/GEU Contract](#): Collective Bargaining Agreement between MSU and [The Graduate Employees Union](#).
- [MSU Libraries](#)
- [Office of Spartan Experiences](#): Office of Spartan Experiences creates opportunities for students to clarify and challenge their values, potentials, roles, and relationships within the University, the greater communities, and the global society.
- [Relationship Violence and Sexual Misconduct and Title IX Policy](#): MSU's policies and information.
- [Certification in College Teaching](#): CTT helps graduate students and postdocs organize, develop and document their teaching experiences.
- [University Outreach & Engagement](#)
- [The Writing Center](#): Promotes diverse understanding of writing and disciplines in which they are situated.
- Graduate School Exit survey: The contact for issues associated with the exit survey: exitsurvey@grd.msu.edu

3. DEPARTMENTAL POLICIES

3.1. Introduction

It is important that the student becomes very familiar with departmental policies. Although considerable detail is presented here, it is not expected that answers will be provided to all questions. Unforeseen questions will arise, and answers will be needed. In most cases, the student's Major Advisor, the Graduate Program Coordinator, the Director of Graduate Studies, or Department Chairperson will be able to provide the required information immediately. Other, more complex issues will require the advice and action of certain Departmental Committees and/or the graduate faculty.

3.2. Admissions

3.2.1. General Admissions Requirements

Admission to all FSHN graduate degree programs is based on a detailed review of undergraduate (and, where applicable, previous graduate) performance, letters of recommendation, previous research experience, and a letter of intent and research interests. Applicants are required to have a minimum GPA of 3.0, grades of 3.0 or above in

science and mathematics courses, and proficiency in written and spoken English. International applicants may be required to meet additional [MSU Graduate School requirements](#). All applications must be submitted and will be reviewed through the [Slate application portal](#).

Additional requirements and prerequisites for individual degree programs can be found in the specific degree sections.

3.2.2. Provisional Admissions Status

Graduate students are admitted into degree programs on Regular status or Provisional status. Provisional status is granted for various reasons. When students on Provisional status complete at least twelve semester credits with a grade point average of 3.0 or better and satisfy other criteria specified on the graduate admission form, they will be considered for Regular status upon recommendation by their Major Advisor. The provisional admission requirements must be met in the first year.

3.3. Selection of the Major Advisor

Prior to admission, students are accepted by a Major Advisor according to information obtained from their application for admission and the needs of the faculty member and graduate applicant. Entering students are encouraged to discuss thesis research with several faculty in the Department and to review all program areas of interest.

The Major Advisor is ordinarily the student's academic and research advisor. In some cases, it may be appropriate that the student's research program is directed by another faculty member. In that case, the academic advisor will retain the designation of Major Advisor and will be responsible for providing guidance for graduate course work, while the Research Advisor will direct the thesis research. The graduate student's Major Advisor shall be a FSHN graduate faculty member; the Research Advisor may be a graduate faculty member from MSU.

The Roles and Responsibilities of a Major Advisor, at a minimum, include the following:

- Provide information about degree requirements and policies
- Give advice about appropriate coursework
- Provide or assist in selection of a research topic
- Provide training and oversight for this research
- Mentor the development of professional skills, for example, writing, preparing publications, making and giving presentations, interviewing, etc.
- Give regular feedback - at least annually - on progress towards degree, coursework, and other activities;
- Run required written and/or oral examinations
- Read, edit, and approve the research project (Plan B M.S.), thesis (Plan A M.S.), or dissertation (Ph.D.)
- Write letters of reference for scholarships, awards, and jobs, as appropriate

3.4. Procedure for Changing Major Advisor

Students may change Major Advisors. The Department Chairperson and the Director of Graduate Studies are available for consultation during the processes associated with Major Advisor selection and change. **In the event of a conflict between the graduate student and Major Advisor, refer to section 3.14 Graduate Student Conflict Resolution Policy.**

Guidance by the Chairperson and Director of Graduate Studies will be granted during the transition period. The Department Chairperson and the Director of Graduate Studies will assist the student in identifying a new Major Advisor, as long as the student is making good academic progress and has had satisfactory annual reviews.

The student must discuss the change with the present Major Advisor and the proposed new Major Advisor before a formal request for change is forwarded to the Department Chairperson. The student must write a statement of the change being requested as well as a brief explanation for the change and submit the letter to the Director of Graduate Studies and Department Chairperson. The request for change of Major Advisor will be reviewed and decided upon by the Department Chairperson. If the advisor is the Department Chairperson, the Department Associate Chairperson will work with the Director of Graduate Studies. After a response has been provided to the student in writing, the Graduate Program Coordinator will make the advisor change in GradSIS, and the student will submit the committee change in GradPlan.

3.5. Guidance Committees

3.5.1. Definition of Graduate Faculty

Faculty eligible for graduate teaching and Guidance Committee positions, as defined in the FSHN Department Bylaws, constitute the Department of Food Science and Human Nutrition graduate faculty. Graduate faculty include all regular MSU faculty as defined in the [University's Faculty Handbook](#): "The "regular faculty" of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians. In addition, the principal administrative officer of each major educational and research unit of the University shall be a member of the "regular faculty"."

Graduate faculty may include members that are not regular MSU faculty as allowed by the Faculty Handbook for committee membership: "An exception may be granted by the Dean of The Graduate School to allow a non-tenure stream faculty member or an academic specialist to serve on a doctoral student's Guidance Committee as one of the four required faculty members or as the chairperson of a doctoral student's Guidance Committee. With the approval of the chairperson or director of the department or school, an exception may be granted to allow an Emeritus faculty member to serve as one of the four required faculty members on a doctoral student's Guidance Committee; in addition, an Emeritus faculty member may continue to serve as the chairperson of a Guidance Committee. More than four persons may be members of the Guidance Committee. Persons who are not MSU regular faculty who can contribute to the student's program may serve as members of the Guidance Committee and assist in the work of the committee, providing that the number of such persons does not exceed the number of regular faculty on the committee."

The Chairperson shall make the determination of a faculty member's status within graduate faculty. This determination shall be made at the time of the initial appointment of the faculty member. A faculty member's graduate faculty status shall continue uninterrupted for the length of their appointment. Changes in membership or status may be made upon request of a faculty member or the Department Chairperson.

3.5.2. M.S. Guidance Committee Requirements

The Major Advisor, in consultation with the graduate student, shall select a Guidance Committee composed according to the student's Plan type:

- **M.S. Plan A students** – must have at least three (3) MSU graduate faculty members as defined by the Faculty Handbook, and at least two (2) committee members must be from the FSHN department.

- **M.S. Plan B students** – must have at least two (2) graduate faculty members, and at least one (1) must be from within the FSHN department.

The Major Advisor is responsible for ensuring that all paperwork is filed as required including the GradPlan that is required by the university. The student is responsible for entering all committee members into GradPlan for approval by the Director of Graduate Students, CANR Dean of Graduate Studies, and the Graduate School. The student should select their academic advisor as both their “dissertation/thesis director” and “chair” in the GradPlan committee.

Students pursuing a Plan A Masters must prepare a thesis proposal to be approved by their Guidance Committee prior to initiation of the research. Format for proposals may vary, but should include background, justification, objectives, and protocols for the proposed studies.

3.5.3. Ph.D. Guidance Committee Requirements

The Major Advisor, in consultation with the student, shall select a Guidance Committee composed of at least four (4) MSU graduate faculty members, three (3) of whom must be from the FSHN department. One (1) member of the committee must be from a department outside of FSHN. Additional members can be from any MSU Department. Any additional members of the Guidance Committee will be non-voting members.

One (1) of the members from FSHN, who is not the Major Advisor, shall be appointed as the Guidance Committee Chair. The Guidance Committee Chair will serve to preside over the student’s dissertation proposal defense and final dissertation defense.

The Major Advisor is responsible for ensuring that all paperwork is filed as required including the GradPlan that is required by the university. The student is responsible for entering all committee members into GradPlan for approval by the Director of Graduate Students, CANR Dean of Graduate Studies, and the Graduate School. The student should select their academic advisor as both their “dissertation/thesis director” and “chair” in the GradPlan committee.

3.5.4. Guidance Committee Chairperson Requirements

1. Committee Chairperson (Major Advisor) for Master's Plan A & B candidates must have experience in designing and conducting research.
2. Committee Chairperson for Ph.D. candidates must:
 - a. Have earned a Doctorate and rank of Assistant Professor or higher.
 - b. Have experience in designing and conducting independent research or directing graduate student research.
 - c. Agree to read, review, and adhere to [MSU’s Guidelines for Mentoring & Advising Graduate Students](#) and make use of the Graduate School’s [“Optimizing Research Mentoring Relationships”](#) tools as needed.

3.6. Guidance for Graduate Transfer Credits

3.6.1. Master’s Students

As many as 9 semester credits of graduate course work (excluding research and thesis credits) may be transferred into a FSHN master’s degree program from other accredited institutions or international institutions of similar quality. Any combination of courses taken through lifelong education, graduate certification, or in transfer from another institution may be used. The student’s Guidance Committee determines if courses are appropriate for the master’s program and may allow fewer than 9 credits to be applied to the specific master’s

program. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. Credits must be earned within the time limits approved for earning a Master's degree (5 years).

3.6.2. Doctoral Students

Graduate credits may be transferred from other accredited institutions or international institutions of similar quality. The student's Guidance Committee determines if courses are appropriate for the specific Ph.D. program. Only courses in which at least a 3.0 grade or its equivalent was received will be considered for transfer. Credits must be earned within the time limits approved for earning a Ph.D. degree (8 years). Transfer credits are processed via the MSU Credit Evaluation, Graduate Program form.

3.6.3. Major Doctoral Degrees

University guidelines allow research-based graduate degrees across disciplines/graduate programs see "Dual Major Doctoral Degrees" in the [MSU Academic Programs Catalogue](#)).

The interdisciplinary program must be approved by the Dean of the Graduate School. The request for a dual major degree must be submitted via GradPlan (in GradSIS) within one semester following its development and within the first two years of enrollment at MSU. The required standards for both departments and the intent to receive a Ph.D. in two areas must be outlined in the Guidance Committee report. One program is the student's primary affiliation (and home of the principal advisor), and the other a secondary affiliation (home of a secondary advisor or collaborator). Admission requirements to the graduate school are those of the primary department. The course work must be satisfactory to both departments. The student's coursework is split 60:40 between the primary and secondary departments. All FSHN department requirements must be met to receive a Ph.D. from FSHN. This includes coursework, research integrity requirement, teaching, research credits, and seminars (see applicable sections of this handbook). Comprehensive exams are arranged according to the guidelines of the primary department (in the case of FSHN as the primary department, the dissertation proposal defense is considered the comprehensive exam) and must be passed to the satisfaction of both departments. The Guidance Committee must include members from both departments, with approximately 60% of its members (typically three) from the primary department and 40% of its members (typically two) from the secondary department. The dissertation proposal must be in USDA or NIH format. The Guidance Committee members must be satisfied that the dissertation represents a contribution meeting the usual standards in both areas. If a student decides to leave the interdisciplinary degree program, they can revert to the requirements of the primary affiliation.

3.7. Graduate Assistantships

Research and Teaching Assistantship support is determined on an individual basis for students on regular admission, depending upon recommendations, availability of funds, fellowship and scholarship support, and grade record. Assistantships can be funded through the FSHN Department or through faculty research funds. Assistantships are reviewed annually by the Department Chairperson and the Director of Graduate Studies and may be renewed if satisfactory progress is being made and funds are available. Based on University collective bargaining definitions, Teaching Assistants (TA) are formally considered "University employees". This definition does not include Research Assistants (RA), although RAs are considered employees by the Payroll Office. Recipients of assistantships are formally recognized by the university and must fill out proper forms (e.g. notification of intent to engage in outside work for pay) when holding off-campus jobs.

In order for a student to begin an assistantship, they are required to be in the United States by the start date of the assistantship. Students are not able to begin assistantship appointments while out of the country, as this is a requirement of the Graduate School and MSU Human Resources.

While on an Assistantship, students are not allowed to leave campus prior to their assignment end date. If you need to leave campus while on your assistantship, you will need to petition the Director of Graduate Studies (DGS) by email along with the approval of your advisor or instructor for the course you are a TA for. If the DGS is not available, you can petition the Chair of the department.

Read more about the responsibilities and rights of Graduate Assistantships on [the Graduate School's website](#). Additional information is also available on the [Human Resources Graduate Assistantship FAQ page](#).

For a list of other funding opportunities for FSHN Graduate Students, see Appendix A

3.7.1. FSHN Policy for Selecting Students to Receive Departmental Graduate Funding

This policy was updated by the FSHN Graduate Affairs Committee (GAC) October 2024.

1. In late February, an announcement will go out to all graduate students and faculty that applications are open for Teaching Assistantships for the following academic year. A hard deadline will be announced, but the applications will be accepted for a period of 2 to 3 weeks.
2. Content of the application will include:
 - a. Current Student CV.
 - b. Cover letter that includes a brief statement expressing interest in Teaching Assistant positions, research progress (if applicable), service activities, and a ranking of preferences of available TA assignments. Students will also indicate any additional sources of funding available to support the student (e.g., advisor grant funding, etc.).
 - c. Students are required to have a minimum 3.0 cumulative GPA.
 - d. Students must be enrolled as a degree seeking student in an MSU Graduate program.
3. The Director of Graduate Studies and Graduate Program Coordinator will review and rank all applications per the following guidelines:
 - a. Student must meet minimum qualifications that will be specified by the faculty member for each TA position, including any funding source requirements such as “working in food safety”.
 - i. Attempts will be made to match students’ top 3 course preferences with instructor preferences for TAs.
 - b. Student performance (including presentations, papers, participation in grant-writing, leadership, training of graduate and undergraduate students in the lab, teaching), including progress in research (if applicable), GPA, and service.
4. The Director of Graduate Studies will recommend a list of students to receive financial support as a TA. Justification for the choice of students will be given.
5. The GAC will be provided with the list of students assigned to TA positions, along with the application materials and rankings, for GAC review and approval before the list will be sent to the FSHN Chairperson for final approval.
6. The FSHN Chairperson will make an approval of the final list of students to receive Teaching Assistantship positions.

Michigan State University defines full-time status for doctoral students as a minimum of 1 credit for those students who: 1) Have successfully completed all comprehensive exams (in the case of FSHN as the primary department, the dissertation proposal defense is considered the comprehensive exam) and are actively engaged in dissertation research; OR 2) Are doing department-approved off-campus fieldwork related to preparation of their dissertation (up to a maximum of three semesters).

3.7.3. Additional Benefits for Graduate Assistantships

1. Exemption from out-of-state tuition.

2. Tuition for 9 Fall Semester, 9 Spring Semester, and 5 Summer Semester credits is exempted.
3. Eligibility to enroll in available health programs.
4. Matriculation and energy fees are waived.
5. Eligibility for campus parking permits.

3.7.4. Definitions of Assistantship Levels

The following departmental definitions of assistantship levels adhere to University definitions. See “How is the level determined?” on the [Human Resources Graduate Assistantship FAQ page](#).

3.7.4.1. Level 1 Assistantship (Teaching and Research)

- **Master’s student** who has less than 2 semesters’ experience as a graduate assistant.
- **Ph.D. student** who does not hold a Master’s degree and has less than 2 semesters’ experience as a graduate assistant.

3.7.4.2. Level 2 Assistantship (Teaching and Research)

- **Master’s student** with minimum of 2 semesters experience as a graduate assistant.
- **Ph.D. student who does not hold a Master’s degree** but has a minimum of 2 semesters experience as a graduate assistant
- **Ph.D. student who holds a Master’s degree** but has not yet successfully completed the dissertation proposal defense.

3.7.4.3. Level 3 Teaching Assistantship

- Student must be currently enrolled as a Ph.D. student
- The Ph.D. student holds a Master’s degree **OR** if the Ph.D. student does not hold a Master’s degree, they have successfully completed the dissertation proposal defense
 - The change to Level 3 becomes effective the term following the successful completion of the dissertation proposal defense. The record of a completed proposal defense must be approved by the Director of Graduate Studies prior to the last day of finals each semester.
 - If for some reason the dissertation proposal defense is taken too late or signatures cannot be obtained to meet approval by the Department Chairperson by the last day of finals, the change to Level 3 will not take effect until a semester later (e.g., if the record of passing the dissertation proposal defense is approved too late Fall Semester, the level change would not take place until Summer Semester).
- The student must have a minimum of 4 semesters experience as a graduate assistant

3.7.4.4. Level 3 Research Assistantship

- Student must be currently enrolled as a Ph.D. student
- The Ph.D. student must have successfully completed the dissertation proposal defense
 - The change to Level 3 becomes effective the term following the successful completion of the dissertation proposal defense. The record of a completed proposal defense must be approved by the Director of Graduate Studies prior to the last day of finals each semester.
 - If for some reason the proposal defense is passed too late or signatures cannot be obtained to meet approval by the Department Chairperson by the last day of finals, the change to Level 3 will not take effect until a semester later (e.g., if the record of passing the dissertation proposal defense is approved too late Fall Semester, the level change would not take place until Summer Semester).
- The student must have a minimum of 6 semesters experience as a graduate assistant, or equivalent experience

- The definition of equivalence is left to the discretion of the FSHN Chairperson

3.7.5. Preparation for Teaching Assistants

3.7.5.1. Graduate Teaching Assistant Preparation Program

Michigan State University is committed to partnering with graduate programs, faculty and the Graduate Employees Union to provide a wide variety of professional development experiences in support of all MSU graduate teaching assistants (GTAs). This effort is particularly crucial because it is the graduate teaching assistants at Michigan State that often provide undergraduate students with their first exposure to core courses in a wide variety of disciplines. As such, graduate teaching assistants play a crucial role in Michigan State University's efforts to ensure academic success among the institution's undergraduate population. Information about these efforts are available on the [Graduate School website](#). All [returning TAs](#) are expected to attend annual preparation workshops at the beginning of the academic year. All [first time domestic TAs](#) and all [first time international TAs](#) are expected to attend specific preparatory workshops at the beginning of the academic year.

3.7.5.2. English Proficiency

Teaching Assistantship appointments who were required to demonstrate English proficiency as a condition for regular admission to Michigan State University must also demonstrate that they meet a minimum standard of proficiency in spoken English before they can be assigned teaching work that involves oral communication with undergraduate students. Please see [MSU Policy Affecting International Teaching Assistants](#)

Those international teaching assistants may meet this requirement in one of the following ways:

- Presenting a TOEFL IBT speaking section score of 27 or higher.
- Receiving a score of 50 or higher on the MSU Speaking Test
- Taking AAE 451 or AAE 452 (ITA language support courses) and receiving a score of 50 or higher on the ITA Oral Interaction Test (ITAOI).

Those international TAs who received a waiver of the TOEFL or of other accepted tests of English proficiency for admission, must also meet the requirement of proficiency in spoken English before they are assigned to teaching work that involves oral communication with undergraduate students. To meet this requirement, those international TAs may use any of three options listed above. Individual exceptions from these requirements (on a case-by-case basis in rare circumstances) will be considered by the Graduate School in consultation with the ELC upon the request of the department and with the endorsement of the Associate Dean of the College.

3.8. The Research Project

The research project for a thesis (Master's Plan A), a special problem (Master's Plan B), or a Ph.D. dissertation is normally selected by the student in conference with their Major Advisor. The project is usually one that contributes to a research area for which the Major Advisor has funds available to support the graduate student research project.

It is strongly recommended that the student conduct a preliminary literature review to ascertain the state of the art before in-depth laboratory or field experiments are planned.

Space for the project and use of research laboratory facilities will be arranged, when necessary, by the Major Advisor.

3.9. Policy on Authorship and Plagiarism

Detailed information about this policy can be found on the [University's Authorship Guidelines](#) and the Graduate School's webpages on [Research Integrity](#).

1. **Authorship** – A person claiming authorship of a scholarly publication must have met all of the following criteria;
 - a. Participation in conception and design of the creative work, study, review, analysis or interpretation of any data.
 - b. Participation in the drafting of the creative work or manuscript or in the editing of the creative work or manuscript.
 - c. Final approval of the version of the creative work or manuscript to be published.
 - d. Ability to explain and defend appropriate portions of the work or study in public or scholarly settings.
2. **Acknowledgment** – Contributions that do not justify authorship should be acknowledged separately in the notes to the manuscript. These may include general supervision of a research group, assistance in obtaining funding, or technical support.
3. **Honorary Authorship** – A claim of authorship by, or assignment of authorship to, persons who may have been associated in some way with a study but do not meet the criteria in item 1 may constitute an unethical research practice.
4. **Allocation of credit and order of authorship** – A senior scientist is generally defined as the person who initiates and oversees a project, supervises and advises the junior researchers, and makes intellectual contributions to the project. In the case of the graduate student thesis or dissertation research, the senior scientist is usually the student's Major Advisor.
 - a. There is no general consensus on author order on scientific papers (Food Technol., 1989). A report by the National Academy of Sciences (NAS, 1995) states that "in many fields, the earlier a name appears in the list of authors, the greater the implied contribution, but conventions differ greatly among disciplines and among research groups." Sometimes the scientist with the greatest name recognition is listed first, whereas in other fields the research leader's name is always last. In some disciplines, supervisor's names rarely appear on papers, while in others the professor's name appears on almost every paper that comes out of the lab. Some research groups and journals avoid these decisions by simply listing authors alphabetically (NAS, 1995). Junior researchers may be listed as coauthors or even senior authors, depending on the work and arrangements within the research team (NAS, 1995). It is the responsibility of the senior scientist to assure that the contributions of study participants, both colleagues and students, are properly recognized.
 - b. Scientific research is a continuous, ever changing process of discovery, much larger than a single paper; as such, it is often impossible to establish a list of authors and order of authors when a project is initiated. Thus, the general publication policy of each senior scientist/faculty member should be discussed openly with all researchers (both colleagues and students) at the outset of a project. Before writing the manuscript, the faculty member should discuss author order with all authors.
5. **Plagiarism** – Plagiarism is the use of ideas or words of another person without giving appropriate credit. The expropriation of another author's text and the presentation of it as one's own, constitutes plagiarism. Plagiarism, in turn, constitutes misconduct in scholarship under University policies and procedures. Plagiarism in scholarly projects should be reported to the department Chairperson, dean, or the University Intellectual Integrity Officer.

6. **Disputes Over Authorship and Plagiarism** – Disagreements over authorship, e.g. who has a right to be an author or the order of authorship, and plagiarism should be resolved by the senior scientist in collegial consultation with the other authors. When resolution cannot be reached by this process, the person bringing forth the dispute should arrange with GAC and the Department Chairperson for arbitration by a knowledgeable and disinterested third party acceptable to all the authors. If the authors cannot agree on a mutually acceptable arbitrator, then the Vice President for Research and Graduate Studies shall appoint an arbitrator. During the arbitration process all the authors are expected to refrain from unilateral actions that may damage the authorship interests and rights of the other authors.
7. **Accountability** – Every author listed on a publication is presumed to have approved the final version of the manuscript. Each author is responsible for the integrity of the research being reported. Each author should denote approval of the final manuscript in writing using the departmental form: FSHN Authorship Designation. This requirement is waived if a manuscript is submitted to a journal requiring sign-off by all authors as part of the submission process.

3.10. ProQuest: Electronic Theses and Dissertation Submissions

Michigan State University [requires an electronic copy of the thesis/dissertation](#) to reside in the MSU library and at least the title and abstract must be published online with ProQuest. Each semester has a firm [submission deadline](#) by which students must submit their thesis/dissertation to ProQuest. The document must have been successfully defended, corrections from the committee addressed and is to be a final version. After submission it may take several days for the Graduate School to review and approve the documents, especially if formatting revisions are needed. Each semester has a [final deadline](#) (usually 2 weeks later) by which students must have all required paperwork turned in, all milestones completed and their thesis/dissertation accepted by the Graduate School.

Submission to ProQuest does not mean that the document has been accepted. Submissions are reviewed in the order they are received – the closer to the submission deadline you submit, the more likely you will need to wait for response from the Graduate School. The review process is interactive and final approval can take anywhere from a few hours to weeks, depending upon the extent of the necessary revisions and how diligent the author is when making the necessary revisions. Graduation on the semester of the electronic submission is only guaranteed if the document is approved on or before the target date for that semester.

The Graduate School offers many walk-in sessions and formatting workshops. Check the [ETD Workshop webpage](#) for dates and more information.

3.10.1. Requests for Hold/Embargo on Publication of Submitted Documents

Sometimes students may wish to put a hold/embargo on the online publishing of their thesis/dissertation for a brief period of time in order to obtain a patent or submit the work for publication. A request for an embargo of up to 2 years. The hold/embargo request must be submitted as soon as possible to ensure it is applied before the thesis/dissertation is published. Learn more on the [EDT Hold/Embargo page](#) of the Graduate School website.

For questions regarding embargoes, please contact the Graduate School at msuetds.approval@grd.msu.edu or at (517) 353-3220.

3.10.2. Creating an Open Researcher and Contributor ID (ORCID) at the time of submission to ProQuest

At the time of submission to ProQuest, authors now have the opportunity to create an Open Researcher and Contributor ID (ORCID) that provides researchers with a unique identifier for linking their research outputs and activities. An ORCID:

- Improves recognition of research contributions
- Reduces form-filling (enter data once, re-use it often)
- Works with many institutions, funders, and publishers
- Is a requirement of many journal manuscript submission systems and grant application forms.

To learn more about ORCID you can view this [informational video](#) and to learn about its application to ProQuest, [see the ORCID ID page](#) on the ProQuest website.

3.11. Final Semester Procedures

3.11.1. Applying for Graduation

All students must apply to graduate when registering for their final semester of the graduate program at MSU. [Applications to graduate must be submitted through GradSIS](#). The student's final semester is the semester in which a student will submit the M.S. thesis/M.S. final Project or Ph.D. dissertation. If the student does not complete the work within the deadlines published in the [Academic Calendar](#) and/or submit the thesis/dissertation in according to the [ETD deadlines](#) for that semester, the student will not graduate and the application to graduate will need to be moved to the following semester.

3.11.2. Commencement

The Graduate Advanced Degree Commencement Ceremonies will be on Friday of Finals week at 3:30 PM in the Breslin Center. Registration to participate in Commencement is required. On the day on Commencement, graduates and faculty should arrive one hour early to put on gowns and be properly ordered for the procession. Learn more on the [MSU Commencement website](#).

3.11.3. Department Checkout upon Graduation

Graduate students are required to complete the Graduate Student Checkout form, available on the [Graduate Forms page](#) of the FSHN website. Food Science M.S., Food Science Ph.D., Human Nutrition M.S. and Human Nutrition Ph.D. student will complete the "Graduate Student Checkout form". MSDI students will complete the "Graduate Student Checkout – MS-Dietetic Internship form"

This form must be completed and turned into the Graduate Program Coordinator prior to the student's departure from campus.

3.11.4. Graduate School Checkout upon Graduation

Students are required to complete exit surveys administered by the Graduate School.

M.S. students must complete the [Plan A and Plan B Exit Survey](#). For master's exit surveys, direct questions to CareerServices@csp.msu.edu.

Ph.D. Students must complete the [Doctoral Students Exit Survey](#) and the [Survey of Earned Doctorates](#). For doctoral exit surveys, direct questions to ExitSurvey@grd.msu.edu. If the student does not complete the Survey of Earned Doctorates, the Graduate School will place a hold on the student's account that will prevent conferral of the student's degree until the requirement is fulfilled.

3.12. Other Degree Requirements

3.12.1. Performance and Progress

If a student's performance and/or progress does not meet departmental requirements, they shall be notified by the Department Chairperson. Where the deficiencies endanger the student's status in a degree program, they shall

be promptly informed. A graduate student will be dismissed if their cumulative GPA falls below 3.0 for three consecutive semesters.

3.12.2. Annual Review Meeting

All graduate students are required to complete an Annual Review Meeting with their Guidance Committees. This is a requirement of the Graduate School and a requirement of the department, and is a right of graduate students (see [section 2.4.8](#) of the Graduate Student Rights and Responsibilities). The graduate student's Annual Report Form should be discussed as part of this Annual Review Meeting (see 3.12.3). After completion of the Annual Review Meeting, the Graduate Program Coordinator will upload the documentation into the student's GradPlan record in GradSIS.

In the case of Food Science Master's students, Human Nutrition Master's students, Food Science Ph.D. students, and Human Nutrition Ph.D. students, this meeting should take place between October 1 and February 15 of each year.

For first year MSDI students, this meeting will take place at some point during their first spring semester of the program and students will submit their paperwork by the final day of classes of their first spring semester. For second year MSDI students, the final project meeting with the student's Guidance Committee will serve as the Annual Review Meeting.

3.12.3. Annual Reports

The Graduate Student Annual Report form will become a permanent record of accomplishment and will be maintained in the graduate student's departmental file. The Graduate Student Annual Report must be submitted each year irrespective of the type of appointment. The Annual Report documentation is required to be uploaded into the student's GradPlan, and the Graduate School will block degree conferral on any student account that has not been verified as having Annual Review/Report documentation for each year that the student has been in their graduate program.

For Food Science Master's students, Human Nutrition Master's students, Food Science Ph.D. students, and Human Nutrition Ph.D. students, the Annual Report form is due by February 15 of each year. It is highly recommended that the Annual Report be discussed in the student's Annual Review Meeting and completed around the same time.

For first year MSDI students, the Annual Report is due by the final day of classes of their first spring semester. For second year MSDI students, the Annual Report is due after the student's final project meeting with the Guidance Committee.

3.12.3.1. Completing the Annual Report

Annual Report forms are available on the [Graduate Forms](#) page of the FSHN department website. The Annual Reports are in a fully digital format using Microsoft Forms and an automated approval/acknowledgement process. Students should inform Guidance Committee members from outside of FSHN of this digital format.

To ensure the form and automated process run smoothly, please use the following steps:

1. The Student will schedule the meeting time of the annual review meeting with their full Guidance Committee.
2. The Student will complete the Annual Review/Report Form appropriate for their program.
 - a. The [FSHN Annual Review/Report Form for MS Plan A and PhD Students](#) should be used by all Plan A Master's students and all PhD students

- b. The [FSHN Annual Review/Report Form for MSDI and MS Plan B Students](#) should be used by all MSDI students and Plan B Master's students
 - c. THIS FORM SHOULD NOT BE SUBMITTED MORE THAN 1 WEEK PRIOR TO THE ANNUAL REVIEW MEETING. For example, if the meeting is scheduled for January 21, students should not submit the form before January 14. This is because the automated approval/acknowledgement process will time out after 30 days.
 - d. Long form answers should be prepared in advance and copy/pasted into the fields provided on the form. Please refer to the Preview Questions for FSHN Graduate Student Annual Review and Report Form (available on the "[Graduate Forms](#)" page of the department website, and attached to this email for convenience).
3. The student, Major Advisor, and all Guidance Committee members will receive an email with the full contents of the student's completed form so that everyone has a copy prior to the annual review meeting.
 4. At the time the email is sent, the system will automatically send a feedback request to all Guidance Committee members. Once the Annual Review Meeting has taken place, Guidance Committee members will respond using the 2 options regarding Student progress.
 5. After all Guidance Committee Members have responded, the system will automatically send a feedback request to the Major Advisor. The Major Advisor will then respond using the 2 options regarding Student progress AND leave comment describing the Student's progress over the last year.
 6. After the Major Advisor responds, the system will automatically send notice to both the student and the Major Advisor requesting confirmation that the Student and advisor have discussed the full contents of the Annual Review/Report. The response will serve as the Student's and Major Advisor's signatures.
 7. After response from Student and Major Advisor, the system will automatically send notice to the Director of Graduate Studies who will acknowledge receipt of the student's Annual Review/Report. This acknowledgement will serve as the Director's signature.
 8. Upon completion of this process, a PDF will be generated with complete information from the student's form, the Guidance Committee responses, the Major Advisor's response and feedback, the Student and Major Advisor confirmation of discussion, and the Director's acknowledgement. The Graduate Program Coordinator will then upload this PDF into the Student's GradPlan.

All notifications that require response are sent through both email and Microsoft Teams. Once an individual responds using one notification method, the other platform will also update automatically.

3.13. General Departmental Policies

3.13.1. FSHN Graduate Forms

Forms that FSHN graduate students may need are located on the [Graduate Forms](#) page of the FSHN department website. The page is organized by forms used by all FSHN Graduate Students, forms used just by Master's students, and forms used just by Ph.D. students.

3.13.2. Supplies and Purchases for Projects

Many items can be purchased through [Spartan Marketplace](#) (also accessible through [EBS](#) and clicking on the Spartan Marketplace tile). Other supplies may be obtained directly from [MSU University Stores](#) or [Biochemistry Stores](#).

All supply orders must have the approval of the Major Advisor, and an appropriate account number, prior to ordering supplies. A copy of the charge form/receipt must be provided to the Major Advisor after purchase.

Additional purchase information can be found on the [For Employees tab](#) of the FSHN department website. Contact the FSHN Administrative Team (FSHN.Admin@msu.edu) with questions regarding purchasing.

A large amount of scientific equipment is available in the Department. Such equipment is assigned to specific staff members for supervision and maintenance. Approval for its use should be initiated by the graduate student with the approval of their Major Advisor. The staff member in charge of the equipment may request a minimum transfer of funds to cover the use of supplies and operational costs. Students using scientific equipment should be sure they know how to operate instruments before attempting to use them. The high cost of scientific equipment necessitates careful, informed use.

3.13.3. Computers

Proper use of computers is expected and required of all graduate students. Details of the University policy on Acceptable Use should be reviewed using information posted on the [Technology at MSU Guidelines and Policies website](#).

3.13.4. Statistics Consultation

The [Statistics Learning Center](#) is a free service provided by MSU through the Department of Statistics and Probability to assist students enrolled in specific STT courses. The [College of Agriculture and Natural Resources Statistical Consulting Center](#), [Center for Statistical Training & Consulting](#), and the [Computer Center. Research and Technology Support Service](#) can provide assistance in designing experiments from a statistical viewpoint, choice of appropriate statistical techniques and information on available statistical programs.

3.13.5. Travel

All travel for university business requires a fully-approved Travel Authorization Request in SAP Concur in advance of any travel-related purchases and before any travel takes place. Travel Authorization Requests are required regardless of reimbursement. No reimbursement of travel expenses be guaranteed if no request is fully approved prior to travel related purchases.

More information about FSHN Travel policies can be found on the [For Employees tab](#) of the FSHN website. Please contact FSHN.Admin@msu.edu for all travel questions.

3.13.6. Copy and Fax Machine

Use of copy and fax machines in offices is restricted and policies vary concerning their use and page charges. Students should check with their Major Advisor to determine the policy in their lab. The copy and fax machine in Trout Building Room 202 is for Department business only and requires permission and PIN number from the Major Advisor prior to use.

3.13.7. Telephones

No personal long-distance calls may be made from Department phones. Local personal calls should be kept at a minimum as local calls are charged to the Department.

3.13.8. Building Access and Keys

Entrance doors to the building are open between 7:00am-6:00pm on weekdays. After hours and on weekends, access to the building requires electronic access using your physical MSU ID card. Requests for building access should be made using the [Key and Building Access Request form](#). After approval, keys for the assigned graduate office can be checked out from the Main Office in Trout 204. Keys to other areas can be obtained from the Main Office (Trout 204) upon approval of the [Key and Building Access Request form](#) by the professor who is in charge of the room. No deposit is required for FSHN Faculty, Staff or Students. Lost keys will result in a \$25.00 charge per key.

3.13.9. Mailbox

Ph.D. students and Master's Plan A students are assigned an individual mailbox. It is the graduate student's responsibility to check the mailbox, frequently (daily, if possible). The mailbox should not be utilized for personal mail and is located in the Trout Building mailroom, Room 202.

3.13.10. Leave of Absence

Students who plan to take a leave of absence for one semester should inform the Department Chairperson in writing (with a copy to the Major Advisor). A checkout sheet must be completed prior to leaving. Students taking a leave of absence for longer than three consecutive semesters, including summer, will need to follow university procedures for reinstatement.

3.13.11. Vacation

Students on graduate assistantships are given 10 work days vacation per year plus those official scheduled holidays given to faculty and staff. Currently there is no stated policy at the University, College or Department level regarding vacations for graduate students who are not on assistantships. Graduate students should consult with their Major Advisor regarding the length and timing of vacations.

3.12.12. Faculty Procedures for Admitting Graduate Students

1. Faculty interested in an applicant asks the Graduate Program Coordinator (GPC) to check if a completed application is in Slate.
2. Upon availability of a completed application, the GPC will move the application to the Faculty Review bin of Slate for the first level of review. GPC confirms the type of support the faculty member will provide (if any), upon admission.
3. GPC requests GAC review of the application and recommendation on admission in Slate.
4. The GPC informs the DGS of the recommendation based on majority vote provided through Slate.
5. DGS gives recommendation for admission in Slate.
6. The Dean of Graduate Studies for the College of Agriculture and Natural Resources reviews the application and gives recommendation for admission in Slate.
7. The Office of Admissions completes the final review and admission in Slate. A decision letter is automatically sent to the applicant upon final decision of the Office of Admissions.
8. Upon admission, the GPC will draft a departmental letter of admission, and DGS works with the Major Advisor to finalize letter.
9. Letter of departmental admission is sent to the applicant.
10. Faculty interested in admitting a student should not convey acceptance/denial to the student, verbally or otherwise, until an official letter from the DGS has been sent.
11. If denial is recommended at the departmental level (GAC recommendation or DGS recommendation), faculty may appeal denied admission directly to the Director of Graduate Studies within two weeks. The director of Graduate Studies will then present the appeal to GAC and may request that the faculty member defend the appeal at a meeting of GAC.

3.14. Graduate Student Conflict Resolution Policy

3.14.1. FSHN Process for Conflict Resolution

Below outlines the conflict resolution policy for graduate students and advisors and/or instructors having a dispute regarding progress in graduate research, teaching assignments, or work demands. The process is as follows:

1. Student and advisor/instructor meet to discuss and attempt to resolve issues.

2. A meeting of the graduate committee will be called. The student and advisor/instructor can agree to meet together or individually with the Guidance Committee. This meeting can take place before or after the student and advisor/instructor have met together.
3. If not resolved, the student should contact the Director of Graduate Studies (DGS) for a meeting. The DGS will also meet with the advisor or instructor. Upon hearing both sides, the DGS may call a meeting among all three parties to further discuss and attempt to come to an amicable agreement.
4. The student and advisor/instructor will each receive a written copy of the decision from the DGS. A copy will be sent to the department Chair.
5. If the above actions remain unsatisfactory to either party, a meeting with the Chair of FSHN can be requested. Upon interview and review, the Chair will decide the appropriate course of action. The student and advisor/instructor will each receive a written copy of the decision from the Chair.
6. If the student/advisor/instructor is still dissatisfied with this outcome, they/they can contact the Assistant Dean of Graduate Studies in CANR for a review of the complaint.
7. If still not resolved, the graduate student may contact the Graduate School, Council of Graduate Students (COGS), Graduate Employees Union (GEU) for further direction.
8. The student can also contact the University Ombudsperson for advice at any time during this process.

3.14.2. FSHN Graduate Student Academic Grievance Hearing Procedures

In the event that the student has gone through the FSHN Process for Conflict Resolution as outlined above and does not feel that the issue has been resolved, the student has the right to initiate the FSHN Graduate Student Academic Grievance Hearing Procedures. The full procedure can be found on the [Graduate Forms](#) page of the department website.

4. M.S. DEGREE IN FOOD SCIENCE

4.1. Admission

All applicants to the Food Science Master's program must meet the minimum General Admissions Requirements for FSHN graduate degree programs (see Section 3.2.1).

Applicants for the M.S. in Food Science should have taken undergraduate courses in physics, inorganic chemistry, organic chemistry, biochemistry, mathematics through integral calculus, and microbiology. In addition, it is desirable for students to have taken upper-level undergraduate courses in food processing, food chemistry, food microbiology, food engineering, and nutrition. In cases where students entering the master's program with one or more deficiencies in undergraduate coursework, appropriate collateral courses to take as a part of the degree requirement will be recommended by the Graduate Affairs Committee, Director of Graduate Studies, their Major Advisor, and their Guidance Committee.

4.1.1. Prerequisite Competencies

The three core competencies in food science are: 1) Food Chemistry, 2) Food Microbiology, 3) Food Processing/Engineering. Competencies for each of the components can be obtained by completion of the following courses at MSU or an equivalent course at an IFT approved program with a grade of 3.0 or greater: 1) food microbiology competency: FSC 440 Food Microbiology (3 credits), 2) food chemistry competency: FSC 401 Food Chemistry (3credits), 3) food processing and engineering competency: FSC 429 Food Engineering (3credits), and one of the following processing courses: FSC 430 Fruits and Vegetable Processing (3credits), FSC 431 Cereal Processing (3credits), FSC 432 Food Processing: Dairy Foods (3credits), FSC 433 Food Processing: Muscle Foods (3credits).

To substitute a course(s) taken outside of MSU and at non-IFT approved program for courses listed above the student must first get approval from their advisor and the Guidance Committee. This request will then be evaluated and approved by the instructor that teaches the equivalent course in the Department.

4.2. Program of Study

All aspects of the Master's program plan must be entered into GradPlan in [GradSIS](#). GradPlan was developed for students to lay out a program of study, record faculty approvals, make notes on requirements as they are completed, track RECR, and facilitate electronic approvals. A student's GradPlan must be complete before final degree certification/degree audit will be conducted.

It is the student's responsibility to submit their Guidance Committee members and their Course Plan (all planned coursework for their program), and some Program related requests in their GradPlan. These tasks route through approval processes before finalizing in GradPlan. Job Aids for using GradPlan can be found on the [SIS Training pages for the Graduate School](#).

The Graduate Program Coordinator will submit the M.S. student's designated Major Advisor, Annual Reviews, and the outcomes of Milestones (e.g., the thesis defense). Certain RECR records will also be submitted by the GCP (see section 2.8).

4.3. Annual Review and Annual Reports

See section 3.12.2. Annual Review and section 3.12.3 Annual Reports for full explanation.

4.4. Course, Seminar, Research, and Residency Requirements

4.4.1. Course, Seminar, and Research Requirements

4.4.1.1. General Course, Seminar, Research Requirements

The M.S. degree may be obtained under Plan A (with a thesis) or Plan B (without a thesis).

Student must:

1. Complete at least 30 total credits. Complete 16 credits at the 800 level or above. Two courses (6 credits) must be FSC courses excluding FSC 890, 892, 898, and 899.
2. Complete a minimum of 7 credits (Plan A) or a minimum of 12 credits (Plan B) of focused coursework in consultation with the Major Advisor and Guidance Committee.
3. Complete 1 credit of FSC 892 Food Science Seminar, in which students will present one seminar. Students may re-enroll in FSC 892 for a maximum of 2 credits towards the master's degree.

4.4.1.2. Additional Requirements for Plan A

1. Complete 6 credits in FSC 899 Master's Thesis Research. Students may not earn more than 10 credits in FSC 899.
2. Complete a thesis proposal approved by the Guidance Committee prior to initiation of research not related to the seminar given in FSC 892.
3. Successfully complete a written thesis, public oral thesis defense, and oral examination with the Guidance Committee.

4.4.1.3. Additional Requirements for Plan B

1. Complete 1 credit of FSC 898 Master's Research. Students may not earn more than 5 credits in FSC 898.

2. Complete an oral examination with the Guidance Committee.

4.4.1.4. Credit Requirement Breakdown for Plan A and Plan B

Plan A		Plan B	
Credit Requirement	Description	Credit Requirement	Description
16 credits	800 level (or above) courses <ul style="list-style-type: none"> At least 6 credits (2 courses) must be FSC 800 level courses FSC 890, 892, 899 do not count towards these 16 credits 	16 credits	800 level (or above) courses <ul style="list-style-type: none"> At least 6 credits (2 courses) must be FSC 800 level courses FSC 890, 892, 899 do not count towards these 16 credits
7 credits	Focused coursework <ul style="list-style-type: none"> May be 400 level courses or 800 and above level courses 	12 credits	Focused coursework <ul style="list-style-type: none"> May be 400 level courses or 800 and above level courses
1 credit minimum, 2 credits allowed	FSC 892 Research Seminar	1 credit minimum, 2 credits allowed	FSC 892 Research Seminar
6 credits minimum, 10 credits maximum	FSC 899 Research Credits	1 credit minimum, 5 credits maximum	FSC 898 Research Credits
30 credits minimum, 36 credits maximum	TOTAL CREDITS	30 credits minimum, 36 credits maximum	TOTAL CREDITS

4.4.2. Residency Requirements

A minimum of 6 credits in the degree program must be earned on campus in order to meet the University residency requirement. Full-time students, including those on half-time assistantships, should expect to complete the M.S. degree in two years. University policy limits the total time for completion to five years.

4.4.3. Transfer Between Plan A and Plan B

Any student on Plan B wishing to transfer to Plan A, or vice versa, should write a letter addressed to both the Director of Graduate Studies and the Department Chairperson indicating the reasons for requesting the change. The student will receive a decision in writing. If the change request is approved, the student will then submit a formal change request in GradPlan. See also, section 4.2 Program of Study for additional information.

4.5. Guidance Committee

For specific information about the requirements for Guidance Committees, refer to Section 3.5.

Students pursuing a Plan A M.S. degree must prepare a thesis proposal to be approved by their Guidance Committee prior to initiation of the research. Format for proposals may vary, but should include background, justification, objectives, and protocols for the proposed studies.

4.6. Examination (Thesis/Final Project Defense)

Examination on the thesis and related areas consists of a public seminar (Plan A) followed by a closed oral exam of the thesis (Plan A students) or final project (Plan B students), approximately one to two hours in length. Committee members may ask additional questions of M.S. Plan A candidates who anticipate continuing for the Ph.D. degree in MSU FSHN to help determine the student's competence to be successful at the Ph.D. level.

The student is responsible for scheduling their thesis/final project defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their defense if there is an in-person component. Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to

do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

Passing the oral exam requires a majority vote by the committee, and the committee will judge whether the student may continue for a Ph.D. Students failing the exam are allowed to retake the exam one time, within 3 months.

4.7. Thesis Preparation

Thesis format should follow University regulations for [Electronic Thesis and Dissertation Submissions](#). In consultation with the Major Advisor, a leading journal in the field should be used as a format for references. All M.S. Plan A students must submit a successfully revised draft of the defended thesis to the Major Advisor for approval before the thesis defense Milestone will be approved in GradSIS.

MSU only accepts electronic theses submitted via ProQuest. Refer to section 3.10 for all information related to ProQuest and submission requirements. The Major Advisor and committee members should also receive bound copies of the thesis. All charges for preparing graphs, charts, typing, and binding of the thesis are to be paid by the student.

See section 3.10.1 for requesting a hold/embargo on publications of documents or section 3.10.2 for ORCID for documents submitted to ProQuest.

4.8. Final Semester Procedures

See section 3.11, Final Semester Procedures for detailed instructions about final requirements.

4.9. Transfer from M.S. to Ph.D.

Plan A M.S. students who wish to transfer from a M.S. to a Ph.D. may petition the Director of Graduate Studies for acceptance into a Ph.D. program. The petition should be accompanied by 1) a proof of submission of a first-author peer-reviewed journal article, 2) a letter of approval from the Major Advisor, 3) transcripts, and 4) supporting letters from the Guidance Committee. The petition will be referred to the Graduate Affairs Committee for their evaluation and recommendation based on majority vote. The Director of Graduate Studies will then report the decision to the student.

4.10. Continuation from M.S. degree into the Ph.D. program

Plan A students who complete the M.S. degree in FSHN at MSU and are favorably recommended by the M.S. Guidance Committee to continue for Ph.D. studies should complete the “Request to Continue for a Ph.D. Degree” form. Copies of the form are available at FSHN Graduate Forms. Students who complete the M.S. degree in FSHN at MSU and who are not recommended for Ph.D. studies by the M.S. Guidance Committee must submit an application through the Slate application portal to be considered for admission into the Ph.D. program. Their file will be reviewed, as part of the regular application review process (see section 3.12.12).

Plan B candidates cannot directly enter into the Food Science Ph.D. program, but can submit an application to the department for acceptance into the Ph.D. program following the standard application procedures and timelines (see section 3.12.12).

5. Ph.D. DEGREE IN FOOD SCIENCE

5.1. Admission

All applicants to the Food Science Doctoral Program must meet the minimum General Admissions Requirements for FSHN graduate degree programs (see Section 3.2.1).

Applicants for the Ph.D. in Food Science should have taken undergraduate courses in physics, inorganic chemistry, and organic chemistry; biochemistry; mathematics through integral calculus, and microbiology. In cases where students entering the doctoral program with one or more deficiencies in undergraduate coursework, appropriate collateral courses to take as a part of the degree requirement will be recommended by the Graduate Affairs Committee to the student, their Major Advisor, and their Guidance Committee.

5.1.1. Prerequisite Competencies

The three core competencies in food science are: 1) Food Chemistry, 2) Food Microbiology, 3) Food Processing/Engineering. Competencies for each of the components can be obtained by completion of the following courses at MSU or an equivalent course at an IFT approved program with a grade of 3.0 or greater: 1) food microbiology competency: FSC 440 Food Microbiology (3 credits) 2) food chemistry competency: FSC 401 Food Chemistry (3credits) 3) food processing and engineering competency: FSC 429 Food Engineering (3credits) and one of the following processing courses: FSC 430 Fruits and Vegetable Processing (3credits), FSC 431 Cereal Processing (3credits), FSC 432 Food Processing: Dairy Foods (3credits), FSC 433 Food Processing: Muscle Foods (3credits).

To substitute a course(s) taken outside of MSU and at non-IFT approved program for courses listed above the student must first get approval from their advisor and the Guidance Committee. This request will then be evaluated and approved by the instructor that teaches the equivalent course in the Department.

5.2. Program of Study

All aspects of the Ph.D. program plan must be entered into GradPlan in [GradSIS](#). GradPlan was developed for students to lay out a program of study, record faculty approvals, make notes on requirements as they are completed, track RECR, and facilitate electronic approvals. A student's GradPlan must be complete before final degree certification/degree audit will be conducted.

It is the student's responsibility to submit their Guidance Committee members and their Course Plan (all planned coursework for their program), and some Program related requests in their GradPlan. These tasks route through approval processes before finalizing in GradPlan. Job Aids for using GradPlan can be found on the [SIS Training pages for the Graduate School](#).

The Graduate Program Coordinator will submit the Ph.D. student's designated Major Advisor, Annual Reviews, and the outcomes of "Milestones" (e.g., the proposal defense, dissertation defense). Certain RECR records will also be submitted by the GCP (see section 2.8).

In the course of studies for the Ph.D. degree, a student will undertake the following requirements:

1. Complete courses in the major and related fields as prescribed by their research Guidance Committee (see section 5.4.1 for details).
2. Conduct original research (see section 3.8 for details).
3. Pass the Dissertation Proposal Defense (see section 5.6.1 for details).
4. Gain experience in teaching by assisting faculty in designated courses (see section 5.4.1 for details).

5. Prepare one or more first-authored, publishable manuscripts and, desirably, publish or at least submit these for publication (see section 5.6.2.1).
6. Prepare a dissertation (see section 5.9 for details).
7. Present her/his doctoral research at a public seminar and then pass a final oral examination in defense of the dissertation (see section 5.6.2 for details).

5.3. Annual Review and Annual Reports

See section 3.12.2. Annual Review and section 3.12.3 Annual Reports for full explanation.

5.4. Requirements

5.4.1. Course Requirements

The Doctor of Philosophy Degree in Food Science typically requires 20 to 36 course credits in addition to 24 research credits of FSC 999 Doctoral Dissertation Research to provide the desired breadth and depth of academic training for the student. In consultation with their Major Advisor, members of the Guidance Committee, and the Director of Graduate Studies, additional course work may be specified that will benefit the student’s research as well as courses necessary to complete the Ph.D. core requirements, especially for students who have earned a master’s degree in another field. A cumulative grade-point average of 3.0 must be maintained exclusive of collateral and research credits.

Students must:

1. Complete 16 credits, with 12 credits at the 800-level or above, excluding seminar courses. Three courses (9 credits) must be FSC courses in a relevant area of research chosen in consultation with the Major Advisor and Guidance Committee. Upper-level undergraduate courses at the 400-level taken may be counted if approved in advance by the advisor, Guidance Committee, and Director of Graduate Studies.
2. Complete 2 credits of FSC 892 Food Science Seminar in two separate enrollments, in which students will present a seminar.
3. Complete a 1 credit course offered by the department or university on writing a research proposal.
4. Complete at least 1 credit of FSC 891 Selected Topics in Food Science with a Food Science and Human Nutrition faculty member related to graduate teaching orientation.
5. Complete a written dissertation proposal defense (comprehensive examination) and public seminar not related to Requirement 2 (above), followed by an oral examination with the Guidance Committee.
6. Completion of a final written dissertation and public oral defense, followed by an oral examination with the Guidance Committee.
7. Complete a minimum of 24 credits of FSC 999 Doctoral Dissertation Research.

The table below can be used to further clarify the credit requirements:

PhD Credit Requirement	Description
16 credits	<ul style="list-style-type: none"> • At least 12 credits required to be 800 level (or above) courses • At least 9 credits (3 courses) must be FSC 800 level courses • 400 level courses must be approved in advance • FSC 890, 891, 892, 999 do not count towards these 16 credits

1 credit	Course offered by department or university for writing research proposals
1 credit required, additional credits allowed	FSC 891 Selected Topics in Food Science
2 credits	FSC 892 Research Seminar
24 credits minimum, 36 credits maximum	FSC 999 Research Credits
44 credits minimum, 72 credits maximum	TOTAL CREDITS

In consultation with their Major Advisor, members of the research Guidance Committee, and Director of Graduate Studies, additional course work may be specified that will benefit the student’s research as well as courses necessary to complete the Ph.D. core requirements (especially for students who have earned the M.S. degree in another field). A typical doctoral program contains 20 to 36 course credits to provide the desired breadth and depth of academic training for the student. A cumulative GPA of 3.0 must be maintained (exclusive of collateral and research credits).

5.4.2. Research Requirements

For the Ph.D. degree in Food Science, a minimum of 24 research credits (FSC 999) are required beyond the M.S. degree.

Requests for overrides to exceed the maximum of 36 credits of 999 must be submitted to the Registrar’s Office, through the Graduate Program Coordinator. Should the total number of credits go above 45, the RO will confer with the Graduate School before considering the request for an override.

5.4.3. Seminar Requirements

All Food Science Ph.D. students are required to present two seminars for credit (FSC 892). One of these seminars will be outside of the student’s dissertation research area. The other seminar will be related to the student’s dissertation research. Ph.D. candidates are also required to present a dissertation research proposal seminar and a final dissertation defense seminar (both without FSC 892 credit), both of which are open to the public (see section 5.6).

5.4.4. Residency Requirements

One year of residence (defined as enrollment in courses offered and attended on campus) is required to meet the University residence requirement. One year of residence will be made up of two consecutive semesters involving the completion of at least 6 credits of graduate work per semester.

5.5. Guidance Committee

For specific information about the requirements for Guidance Committees, refer to Section 3.5.

Upon approval of the dissertation project outline, students should complete a research proposal for presentation and discussion at the Dissertation Proposal Defense as outlined in Section 5.6.1. Additional meetings are to be held to consult on the student's research as deemed necessary by the Chairperson of the Guidance Committee and the student. Informal consultation between the student and individual members of the committee is encouraged.

5.6. Examinations

5.6.1. Dissertation Proposal Defense

The purpose of the Dissertation Proposal Defense is to evaluate the student’s preparation and knowledge in their research emphasis area to ascertain the student’s potential to communicate ideas, design experiments, conduct research and interpret data – qualifications necessary for successful completion of a Ph.D. dissertation.

This is considered as the student's "comprehensive exam" within FSHN. The Dissertation Proposal Defense is overseen by the Food Science student's Guidance Committee (see section 5.6.1.2 for details) and must be in compliance with the regulations and guidelines of the MSU graduate program and the Department of FSHN.

5.6.1.1. Schedule and Proposal

By the end of the first semester of the third year, the student will prepare and defend a written research proposal. The proposal should be in the current USDA-NIFA or NIH R21 format and include the following elements: Summary/Abstract, Specific Aims/Hypothesis, Background, Rationale/Significance, Methods, Expected Results and Pitfalls, Facilities/Equipment, Biosketches, and Budget. An expanded literature review should also be included with the proposal. A copy of the proposal will be distributed to the student's Guidance Committee at least 14 days prior to the proposal defense. The student is responsible for scheduling their proposal defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their proposal defense if there is an in-person component.

Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

All sources of information ordinarily available to research workers may be utilized in the preparation of the proposal, including any of the Major Advisor's own grant proposal(s) that they may wish to make available to the student. Prior to undertaking the writing, the student should engage in dialogue with the Major Advisor(s) and Guidance Committee members regarding the feasibility of particular experiments. However, the spirit of the examination is that the written proposal must reflect the student's own ideas and thinking. While it is impossible (and inappropriate) to remove the influence of the Major Advisor from the conception and definition of the student's project, the background and impetus for the research, the rationale of approach, the hypotheses to be tested, the experimental designs, and the anticipated results and significance of the work, should all be a product of the student's imagination and effort. Furthermore, it is the student's responsibility to meet accepted standards of original writing, attribution of source material, spelling and grammar.

5.6.1.2. Format and Guidelines for Closed Questioning

The student will present their dissertation proposal defense (comprehensive exam) in the form of an open seminar. The seminar is open to the members of the department and all those that wish to attend. Immediately following the presentation, the Ph.D. student will meet with the committee to defend the proposed research in private. The student will be evaluated on their ability to defend the proposed research, design experiments, interpret data, and communicate in related areas of food science research. The criteria used by the committee to render a decision include an assessment of the student's ability to identify an important research problem, knowledge in the chosen area of interest and related areas, and their ability to design experiments for the solution of the problem and to effectively communicate these ideas both orally and in writing. In addition, questions relating the proposal to pertinent coursework and the broader area of Food Science will be asked. The student's Major Advisor will attend the proposal defense. However, the Major Advisor will not ask questions, but will be available for clarification of technical points should the need arise. The Major Advisor will participate in the discussions following the defense and will vote.

5.6.1.3. Outcomes of Dissertation Proposal Defense

In arriving at a decision, the Guidance Committee will evaluate the student's performance on the written proposal, seminar presentation and closed questioning. Three outcomes are possible:

1. PASS – all but one committee member required to pass. If all but one pass is not reached, student has six months to reschedule examination. At the retake meeting if all but one vote is not reached, the student is dismissed from the program.
2. FAIL – requires a unanimous vote of the Guidance Committee. If this decision is reached, no remediation is available, and the student will be recommended for dismissal from the doctoral program. The student may continue toward a Master’s degree if the Major Advisor(s) concurs. Upon completion of the Master’s, the student may reapply to the Ph.D. program. At this time, the Master’s Guidance Committee will evaluate the student’s potential for a doctoral degree and decide whether to recommend the student for acceptance into the Food Science doctoral program.
3. DELAY - If the Guidance Committee chooses neither of the above options and can identify a deficiency in the student's performance that is believed to be correctable within a reasonably short period of time, it will detail, both verbally and in a letter to the student, the nature of the problem(s) and the requirements for successful remediation. A time limit, not to exceed three months, will be set. If, in the opinion of the committee, the student fails to adequately remediate the deficiency in the specified time frame, they will be recommended for dismissal from the doctoral program. If the student is judged to have remediated it successfully, they will then have passed the exam. Situations that may warrant a “DELAY” include: (i) a serious pitfall in an otherwise satisfactory proposal that can be remedied by revision of an experimental design or method of analysis; (ii) the failure to recognize, deal with or interpret a likely alternative outcome(s) of an experiment and its implication; (iii) a poorly written or poorly documented section of the proposal requiring substantial revision; and (iv) the lack of sufficient understanding of a method of data acquisition (e.g., an assay procedure) or analysis (e.g., appropriate statistical method) viewed as a critical component of the research. The “DELAY” should not be used to remedy a serious deficiency in fundamental knowledge that should have been attained by the student through required coursework. A remediation timeframe exceeding three months must be approved by the GAC.

5.6.2. Final Examination

5.6.2.1. Manuscript Requirement

All Ph.D. candidates are required to prepare one or more publishable manuscript based on the dissertation and provide them to the Major Advisor prior to scheduling the final examination.

5.6.2.2. Scheduling

A draft of the dissertation approved by the Major Advisor must be provided to the members of the Guidance Committee at least 14 days prior to the scheduled final exam. The student must be enrolled in a minimum of 1 credit during the semester in which the final examination is taken.

The student is responsible for scheduling their final dissertation defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their proposal defense if there is an in-person component.

Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

5.6.2.3. Seminar and Exam

As part of the examination, the student presents an open seminar. Immediately after the public presentation and open discussion, the oral examination on the dissertation will be conducted by the Guidance Committee. The student's Major Advisor will preside at the dissertation defense and ensure it is conducted in an appropriate and equitable fashion that is consistent with departmental standards. The student's Major Advisor will participate in questioning as well as post-exam discussions and will vote. When the Ph.D. final examination is passed, the MSU form Record of Dissertation and Oral Examination Requirements form (available on the [Graduate Forms page of the department website](#)) should be completed and signed by the Major Advisor and members of the Guidance Committee and then given to the Graduate Program Coordinator.

5.6.2.4. Outcomes of the Final Examination

In arriving at a decision, the final Guidance Committee will evaluate the student's performance on the written dissertation, seminar presentation and closed questioning. Three outcomes are possible:

1. PASS – requires a unanimous vote of the Guidance Committee.
2. FAIL – requires a unanimous vote of the Guidance Committee. If this decision is reached, no remediation is available and the student will be recommended for dismissal from the doctoral program. The student may continue toward an Master's degree if the Major Advisor(s) concurs.
3. DELAY - If the Guidance Committee chooses neither of the above options and can identify a deficiency in the student's performance that is believed to be correctable within a reasonably short period of time, it will detail, both verbally and in a letter to the student, the nature of the problem(s) and the requirements for successful remediation. A time limit, not to exceed three months, will be set. A remediation timeframe exceeding three months must be approved by the GAC.

5.7. Time Limit

According to the university requirements, the Dissertation Proposal Defense (comprehensive exam) must be completed within 5 years, and all requirements for the Ph.D. degree must be completed within 8 years of a student's first enrollment for doctoral degree credit. Any exceptions must be approved by the Chairperson, Dean of the relevant College, and the Dean of The Graduate School.

5.8. Final Semester Procedures

See section 3.11, Final Semester Procedures for detailed instructions about final requirements.

5.9. Dissertation Preparation

Dissertation format should follow University regulations for [Electronic Thesis and Dissertation Submissions](#). In consultation with the Major Advisor, a leading journal in the field should be used as a format for references (i.e., J. Food Science, J. Nutrition). All charges for preparing graphs, charts, typing and binding of the dissertation are paid by the student. All Ph.D. students must submit a successfully revised draft of the defended dissertation to the Major Advisor for approval before the dissertation defense Milestone will be approved in GradSIS.

MSU only accepts electronic theses submitted via ProQuest. Refer to section 3.10 for all information related to ProQuest and submission requirements. The Major Advisor and committee members should also receive bound copies of the thesis. All charges for preparing graphs, charts, typing, and binding of the thesis are to be paid by the student.

See section 3.10.1 for requesting a hold/embargo on publications of documents or section 3.10.2 for ORCID for documents submitted to ProQuest.

6. M.S. DEGREE IN HUMAN NUTRITION

6.1. Admission

All applicants to the Human Nutrition Master's program must meet the minimum General Admissions Requirements for FSHN graduate degree programs (see Section 3.2.1).

Applicants to the M.S. in Human Nutrition should have taken undergraduate courses in nutrition, chemistry, biology, upper-level physiology and biochemistry, statistics, organic chemistry, and a social science. In addition, it is desirable for students to have taken upper-level undergraduate courses in macronutrients, micronutrients, nutrition and human development, and community nutrition. In cases where students enter the master's program with one or more deficiencies in undergraduate coursework, appropriate collateral courses to take as a part of the degree requirement will be recommended by the Graduate Admissions Committee to the student, their Major Advisor, and their Guidance Committee.

6.1.1. Prerequisite Competencies

The three core competencies in human nutrition are: 1) Carbohydrates, Lipids, and Proteins, 2) Vitamins and Minerals and 3) Applied Nutrition. Competencies for each of the components can be obtained by completion of the following courses at MSU with a grade of 3.0 or greater: 1) Advanced Human Nutrition: Carbohydrates, Lipids, and Proteins: HNF 461 (3 credits), 2) Advanced Human Nutrition: Vitamins and Minerals: HNF 462 (3 credits) and 3) one of the following courses: Community Nutrition HNF 375 (2 credits) or Applied Community Nutrition HNF 377 (4 credits) or Nutrition and Human Development HNF 453 (3 credits)

To substitute a course(s) taken outside of MSU for courses listed above, the student must first get approval from their advisor and the Guidance Committee. This request will then be evaluated and approved by the instructor that teaches the equivalent course in the Department.

6.2. Program of Study

All aspects of the Master's program plan must be entered into GradPlan in [GradSIS](#). GradPlan was developed for students to lay out a program of study, record faculty approvals, make notes on requirements as they are completed, track RECR, and facilitate electronic approvals. A student's GradPlan must be complete before final degree certification/degree audit will be conducted.

It is the student's responsibility to submit their Guidance Committee members and their Course Plan (all planned coursework for their program), and some Program related requests in their GradPlan. These tasks route through approval processes before finalizing in GradPlan. Job Aids for using GradPlan can be found on the [SIS Training pages for the Graduate School](#).

The Graduate Program Coordinator will submit the M.S. student's designated Major Advisor, Annual Reviews, and the outcomes of Milestones (e.g., the thesis defense). Certain RECR records will also be submitted by the GCP (see section 2.8).

6.3. Annual Review and Annual Reports

See section 3.12.2. Annual Review and section 3.12.3 Annual Reports for full explanation.

6.4. Course, Seminar, Research and Residency Requirements

6.4.1. General Course, Seminar, and Research Requirements

The M.S. degree may be obtained under Plan A (with a thesis) or Plan B (without a thesis). Either program consists of at least 30 total credits.

The student must complete:

1. All of the following courses (10 credits):

HNF 820	Advanced Biochemical Nutrition	3 credits
HNF 821	Advanced Vitamins and Minerals	3 credits
HNF 823	Research Methods in Human Nutrition	3 credits
HNF 892	Nutrition Seminar	1 credit
2. One of the following courses (3 credits):

HNF 840	Human Nutrition and Chronic Disease	3 credits
HNF 891	Topics in Human Nutrition	3 credits
3. One of the following courses (1 or 3 credits):

HNF 824	Nutrition Policies and Programs	1 credit
An alternative public health or community nutrition course approved by Guidance Committee		3 credits
4. A 3-credit graduate level statistics course chosen in consultation with advisor and Guidance Committee.
5. A minimum of 5 credits (Plan A) or 11 credits (Plan B) in course work in one or more focus areas selected in consultation with the student's Guidance Committee.

6.4.2. Additional Requirements for Plan A

1. The following course (6 credits):

HNF 899	Master's Thesis Research	6 credits
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Students may not earn more than 10 credits in HNF 899.
2. Successfully complete a proposal defense and defend the oral and written thesis.

6.4.3. Additional Requirements for Plan B

1. The following course (1-5 credits):

HNF 898	Master's Project	1 to 5 credits
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Students may not earn more than 5 credits in HNF 898.
2. Successfully pass a qualifying examination and complete a final examination or evaluation.

6.4.4. Residency Requirements

A minimum of 6 credits in the degree program must be earned on campus in order to meet the University residency requirement. Full-time students, including those on 1/2-time assistantships, should expect to complete the M.S. degree in two years. University policy limits the total time for completion to five years.

6.4.5. Transfer between Plan A and Plan B

Any student on Plan B wishing to transfer to Plan A, or vice versa, should write a letter addressed to both the Director of Graduate Studies and the Department Chairperson indicating the reasons for requesting the change. The student will receive a decision in writing. If the change request is approved, the student will then submit a formal change request in GradPlan. See also, section 6.2 Program of Study for additional information.

6.5. Guidance Committee

For specific information about the requirements for Guidance Committees, refer to Section 3.5.

Students pursuing a Plan A Masters must prepare a thesis proposal to be approved by their Guidance Committee prior to initiation of the research. Format for proposals may vary, but should include background, justification, objectives, and protocols for the proposed studies.

6.6. Examination (Thesis/Final Project Defense)

Examination on the thesis and related areas consists of a public seminar (Plan A) followed by a closed oral exam of the thesis (Plan A students) or final project (Plan B students), approximately one to two hours in length. Committee members may ask additional questions of M.S. Plan A candidates who anticipate continuing for the Ph.D. degree in MSU FSHN to help determine the student's competence to be successful at the Ph.D. level.

The student is responsible for scheduling their thesis/final project defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their defense if there is an in-person component. Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

Passing the oral exam requires a majority vote by the committee, and the committee will judge whether the student may continue for a Ph.D. Students failing the exam are allowed to retake the exam one time, within 3 months.

6.7. Thesis Preparation

Thesis format should follow University regulations for [Electronic Thesis and Dissertation Submissions](#). In consultation with the Major Advisor, a leading journal in the field should be used as a format for references. All M.S. Plan A students must submit a successfully revised draft of the defended thesis to the Major Advisor for approval before the thesis defense Milestone will be approved in GradSIS.

MSU only accepts electronic theses submitted via ProQuest. Refer to section 3.10 for all information related to ProQuest and submission requirements. The Major Advisor and committee members should also receive bound copies of the thesis. All charges for preparing graphs, charts, typing, and binding of the thesis are to be paid by the student.

See section 3.10.1 for requesting a hold/embargo on publications of documents or section 3.10.2 for ORCID for documents submitted to ProQuest.

6.8. Final Semester Procedures

See section 3.11, Final Semester Procedures for detailed instructions about final requirements.

6.9. Transfer from M.S. to Ph.D.

Plan A students who wish to transfer from a M.S. to a Ph.D. may petition the Director of Graduate Studies for acceptance into a Ph.D. program. The petition should be accompanied by 1) a proof of submission of a first-author peer-reviewed journal article, 2) a letter of approval from the Major Advisor, 3) transcripts, and 4) supporting letters from the Guidance Committee. The petition will be referred to the Graduate Affairs Committee for their evaluation and recommendation based on majority vote. The Director of Graduate Studies will then report the decision to the student.

6.10. Continuation from M.S. degree into the Ph.D. program

Plan A students who complete the M.S. degree in FSHN at MSU and are favorably recommended by the M.S. Guidance Committee to continue for Ph.D. studies should complete the “Request to Continue for a Ph.D. Degree” form. Copies of the form are available at FSHN Graduate Forms. Students who complete the M.S. degree in FSHN at MSU and who are not recommended for Ph.D. studies by the M.S. Guidance Committee must reactivate their file to be considered for admission into the Ph.D. program. Their file will be reviewed, together with all other applicants for graduate study, as part of the regular review process by the entire faculty at the next regularly scheduled review meeting.

Plan B candidates cannot directly enter into the Human Nutrition Ph.D. program, but can submit an application to the department for acceptance into the Ph.D. program following the standard application procedures and timelines.

7. Ph.D. DEGREE IN HUMAN NUTRITION

7.1. Admission

All applicants to the Human Nutrition Doctoral Program must meet the minimum General Admissions Requirements for FSHN graduate degree programs (see Section 3.2.1).

Applicants should have taken undergraduate courses in nutrition, chemistry, biology, upper-level physiology and biochemistry, statistics, organic chemistry, and a social science. In cases where students entering the doctoral program with one or more deficiencies in undergraduate coursework, appropriate collateral courses to take as a part of the degree requirement will be recommended by the Graduate Admissions Committee to the student, their Major Advisor, and their Guidance Committee.

7.1.1. Prerequisite Competencies

The three core competencies in human nutrition are: 1) Carbohydrates, Lipids, and Proteins, 2) Vitamins and Minerals and 3) Applied Nutrition. Competencies for each of the components can be obtained by completion of the following courses at MSU with a grade of 3.0 or greater: (1) Advanced Human Nutrition: Carbohydrates, Lipids and Proteins: HNF 461 (3 credits), 2) Advanced Human Nutrition: Vitamins and Minerals: HNF 462 (3 credits), and 3) one of the following courses: Community Nutrition: HNF 375 (2 credits), Applied Community Nutrition: HNF 377 (4 credits) or Nutrition and Human Development: HNF 453 (3 credits).

To substitute a course(s) taken outside of MSU for courses listed above, the student must first get approval from their advisor and the Guidance Committee. This request will then be evaluated and approved by the instructor that teaches the equivalent course in the Department.

7.2. Program of Study

All aspects of the Ph.D. program plan must be entered into GradPlan in [GradSIS](#). GradPlan was developed for students to lay out a program of study, record faculty approvals, make notes on requirements as they are completed, track RECR, and facilitate electronic approvals. A student's GradPlan must be complete before final degree certification/degree audit will be conducted.

It is the student's responsibility to submit their Guidance Committee members and their Course Plan (all planned coursework for their program), and some Program related requests in their GradPlan. These tasks route through approval processes before finalizing in GradPlan. Job Aids for using GradPlan can be found on the [SIS Training pages for the Graduate School](#).

The Graduate Program Coordinator will submit the Ph.D. student's designated Major Advisor, Annual Reviews, and the outcomes of "Milestones" (e.g., the proposal defense, dissertation defense). Certain RECR records will also be submitted by the GCP (see section 2.8).

In the course of studies for the Ph.D. degree, a student will undertake the following requirements:

1. Complete courses in the major and related fields as prescribed by their research Guidance Committee (see section 7.4.1 for details).
2. Conduct original research (see section 3.8 for details).
3. Pass the Dissertation Proposal Defense (see section 7.6.1 for details).
4. Gain experience in teaching by assisting faculty in designated courses (see section 7.4.1 for details).
5. Prepare one or more first-authored, publishable manuscripts and, desirably, publish or at least submit these for publication (see section 7.6.2.1).
6. Prepare a dissertation (see section 7.9 for details).
7. Present her/his doctoral research at a public seminar and then pass a final oral examination in defense of the dissertation (see section 7.6.2 for details).

7.3. Annual Review and Annual Reports

See section 3.12.2. Annual Review and section 3.12.3 Annual Reports for full explanation.

7.4. Requirements

7.4.1. Course Requirements

The student must:

1. Complete all of the following courses (11 credits):

HNF 820 Advanced Biochemical Nutrition	3 credits
HNF 821 Advanced Vitamins and Minerals	3 credits
HNF 823 Research Methods in Human Nutrition	3 credits
HNF 892 Nutrition Seminar	2 credits
2. One of the following courses (3 credits):

HNF 840 Human Nutrition and Chronic Diseases	3 credits
HNF 891 Topics in Human Nutrition	3 credits
3. One of the following courses (1 or 3 credits):

HNF 824 Nutrition Policies and Programs	1 credit
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|--|-----------|
| Alternative public health or community nutrition course approved by Guidance Committee | 3 credits |
|--|-----------|
4. A 3-credit graduate-level statistics course chosen in consultation with advisor and Guidance Committee.
 5. Complete a mentored teaching experience through one of the following courses (1 or 2 credits):

HNF 894 Human Nutrition Practicum	1 credit
ISE 870 Teaching College Science	2 credits
 6. Complete additional course work approved selected in consultation with the student's Guidance Committee based on the student's prior academic background in relation to the selected area of study and research.
 7. Complete 24 credits of course work in HNF 999 Doctoral Dissertation Research.
 8. Successfully complete a proposal defense and defend the oral and written dissertation.

7.4.2. Research Requirements

For the Ph.D. degree in Human Nutrition, 24 research credits (HNF 999) are required beyond the M.S. degree.

Requests for overrides to exceed the maximum of 36 credits of 999 must be submitted to the Office of the Registrar through the Graduate Program Coordinator. Should the total number of credits go above 45 the RO will confer with the Graduate School before considering the request for an override.

7.4.3. Seminar Requirements

All Human Nutrition Ph.D. students are required to present two seminars for credit (HNF 892). One of these seminars will be outside of the student's dissertation research area. The other seminar will be related to the student's dissertation research. Ph.D. candidates are also required to present a dissertation research proposal seminar and a final dissertation defense seminar (both without HNF 892 credit), both of which are open to the public.

7.4.4. Residency Requirements

One year of residence (defined as enrollment in courses offered and attended on campus) is required to meet the University residence requirement. One year of residence will be made up of two consecutive semesters involving the completion of at least 6 credits of graduate work per semester.

7.5. Guidance Committee

For specific information about the requirements for Guidance Committees, refer to Section 3.5.

Upon approval of the dissertation research project outline, students should complete a research proposal for discussion by the oral comprehensive exam as outlined in Section 7.6.1. Additional meetings are to be held to consult on the student's research as deemed necessary by the Chairperson of the Guidance Committee and the student. Informal consultations between the student and individual members of the committee are encouraged.

7.6. Examinations

7.6.1. Dissertation Proposal Defense

The purpose of the Dissertation Proposal Defense is to evaluate the student's preparation and knowledge in their research emphasis area to ascertain the student's potential to communicate ideas, design experiments, conduct research and interpret data – qualifications necessary for successful completion of a Ph.D. dissertation. This is considered as the student's "comprehensive exam" within FSHN. The Dissertation Proposal Defense is

overseen by the Human Nutrition student's Guidance Committee (see Section 7.6.1.2 for details) and must be in compliance with the regulations and guidelines of the MSU graduate program and the Department of FSHN.

7.6.1.1. Schedule and Proposal

By the end of the first semester of the third year, the student will prepare and defend a written research proposal. The proposal should be in the current USDA- NIFA or NIH R21 or RO1 format and include the following elements: Summary/Abstract, Specific Aims/Hypothesis, Background, Rationale/Significance, Methods, Expected Results and Pitfalls, Facilities/Equipment, Biosketches, and Budget. An expanded literature review should also be included in the proposal. This copy of the proposal will be distributed to the student's Guidance Committee at least 14 days prior to the proposal defense. The student is responsible for scheduling their proposal defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their proposal defense if there is an in-person component.

Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

All sources of information ordinarily available to research workers may be utilized in the preparation of the proposal, including any of the Major Advisor's own grant proposal(s) that they may wish to make available to the student. Prior to undertaking the writing, the student should engage in dialogue with the Major Advisor(s) and Guidance Committee members regarding the feasibility of particular experiments. However, the spirit of the examination is that the written proposal must reflect the student's own ideas and thinking. While it is impossible (and inappropriate) to remove the influence of the Major Advisor from the conception and definition of the student's project, the background and impetus for the research, the rationale of approach, the hypotheses to be tested, the experimental designs, and the anticipated results and significance of the work, should all be a product of the student's imagination and effort. Furthermore, it is the student's responsibility to meet accepted standards of original writing, attribution of source material, spelling and grammar.

7.6.1.2. Format and Guidelines for Closed Questioning

The student will present their dissertation proposal defense (comprehensive exam) in the form of an open seminar. The seminar is open to the members of the department and those that wish to attend. Immediately following the presentation, the Ph.D. student will meet with the committee to defend the proposed research in private. The student will be evaluated on their ability to defend the proposed research, design experiments, interpret data, and communicate in related areas of human nutrition research. The criteria used by the committee to render a decision include an assessment of the student's ability to identify an important research problem, knowledge in the chosen area of interest and related areas, and their ability to design experiments for the solution of the problem and to effectively communicate these ideas both orally and in writing. In addition, questions relating the proposal to pertinent coursework and the broader area of Human Nutrition will be asked. The student's Major Advisor will attend the proposal defense. However, the Major Advisor will not ask questions, but will be available for clarification of technical points should the need arise. The Major Advisor will participate in the discussions following the defense and will vote.

7.6.1.3. Outcomes of Dissertation Proposal Defense

In arriving at a decision, the Guidance Committee will evaluate the student's performance on the written proposal, seminar presentation and closed questioning. Three outcomes are possible:

1. PASS – all but one committee member required to pass. If all but one pass is not reached, student has six months to reschedule examination. At the retake meeting if all but one vote is not reached, the student is dismissed from the program.
2. FAIL – requires a unanimous vote of the Guidance Committee. If this decision is reached, no remediation is available, and the student will be recommended for dismissal from the doctoral program. The student may continue toward a Master’s degree if the Major Advisor(s) concurs. Upon completion of the Master’s, the student may reapply to the Ph.D. program. At this time, the Master’s Guidance Committee will evaluate the student’s potential for a doctoral degree and decide whether to recommend the student for acceptance into the Food Science doctoral program.
3. DELAY - If the Guidance Committee chooses neither of the above options and can identify a deficiency in the student's performance that is believed to be correctable within a reasonably short period of time, it will detail, both verbally and in a letter to the student, the nature of the problem(s) and the requirements for successful remediation. A time limit, not to exceed three months, will be set. If, in the opinion of the committee, the student fails to adequately remediate the deficiency in the specified time frame, they will be recommended for dismissal from the doctoral program. If the student is judged to have remediated it successfully, they will then have passed the exam. Situations that may warrant a “DELAY” include: (i) a serious pitfall in an otherwise satisfactory proposal that can be remedied by revision of an experimental design or method of analysis; (ii) the failure to recognize, deal with or interpret a likely alternative outcome(s) of an experiment and its implication; (iii) a poorly written or poorly documented section of the proposal requiring substantial revision; and (iv) the lack of sufficient understanding of a method of data acquisition (e.g., an assay procedure) or analysis (e.g., appropriate statistical method) viewed as a critical component of the research. The “DELAY” should not be used to remedy a serious deficiency in fundamental knowledge that should have been attained by the student through required coursework. A remediation timeframe exceeding three months must be approved by the GAC.

7.6.2. Final Examination

7.6.2.1. Manuscript Requirement

All Ph.D. candidates are required to prepare one or more publishable manuscript based on the dissertation and provide them to the Major Advisor prior to scheduling the final examination.

7.6.2.2. Scheduling

A draft of the dissertation approved by the Major Advisor must be provided to the members of the Guidance Committee at least 14 days prior to the scheduled final exam. The student must be enrolled in a minimum of 1 credit during the semester in which the final examination is taken.

The student is responsible for scheduling their final dissertation defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their proposal defense if there is an in-person component.

Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

7.6.2.3. Seminar and Exam

As part of the examination, the student presents an open seminar. Immediately after the public presentation and open discussion, the oral examination on the dissertation will be conducted by the Guidance Committee. The student's Major Advisor will preside at the dissertation defense and ensure it is conducted in an appropriate and equitable fashion that is consistent with departmental standards. The student's Major Advisor will participate in questioning as well as post-exam discussions and will vote. When the Ph.D. final examination is passed, the MSU form Record of Dissertation and Oral Examination Requirements form (available on the [Graduate Forms page of the department website](#)) should be completed and signed by the Major Advisor and members of the Guidance Committee and then given to the Graduate Program Coordinator.

7.6.2.4. Outcomes of the Final Examination

In arriving at a decision, the final Guidance Committee will evaluate the student's performance on the written dissertation, seminar presentation and closed questioning. Three outcomes are possible:

1. PASS – requires a unanimous vote of the Guidance Committee.
2. FAIL – requires a unanimous vote of the Guidance Committee. If this decision is reached, no remediation is available and the student will be recommended for dismissal from the doctoral program. The student may continue toward an Master's degree if the Major Advisor(s) concurs.
3. DELAY - If the Guidance Committee chooses neither of the above options and can identify a deficiency in the student's performance that is believed to be correctable within a reasonably short period of time, it will detail, both verbally and in a letter to the student, the nature of the problem(s) and the requirements for successful remediation. A time limit, not to exceed three months, will be set. A remediation timeframe exceeding three months must be approved by the GAC.

7.7. Time Limit

According to the university requirements, the Dissertation Proposal Defense (comprehensive exam) must be completed within 5 years, and all requirements for the Ph.D. degree must be completed within 8 years of a student's first enrollment for doctoral degree credit. Any exceptions must be approved by the Chairperson, Dean of the relevant College, and the Dean of The Graduate School.

7.8. Final Semester Procedures

See section 3.11, Final Semester Procedures for detailed instructions about final requirements.

7.9. Dissertation Preparation

Dissertation format should follow University regulations for [Electronic Thesis and Dissertation Submissions](#). In consultation with the Major Advisor, a leading journal in the field should be used as a format for references (i.e., J. Food Science, J. Nutrition). All charges for preparing graphs, charts, typing and binding of the dissertation are paid by the student. All Ph.D. students must submit a successfully revised draft of the defended dissertation to the Major Advisor for approval before the dissertation defense Milestone will be approved in GradSIS.

MSU only accepts electronic theses submitted via ProQuest. Refer to section 3.10 for all information related to ProQuest and submission requirements. The Major Advisor and committee members should also receive bound copies of the thesis. All charges for preparing graphs, charts, typing, and binding of the thesis are to be paid by the student.

See section 3.10.1 for requesting a hold/embargo on publications of documents or section 3.10.2 for ORCID for documents submitted to ProQuest.

8. M.S. DEGREE IN NUTRITION AND DIETETICS

8.1. Admission

The MSU M.S. in Nutrition and Dietetics program (also referred to as MSDI) participates in the online Dietetic Internship Centralized Application System (DICAS). All applications must be submitted via DICAS and are reviewed by a selection committee comprised of MSU faculty and preceptors.

Once an offer has been made and accepted, applicants must apply to the MSU Graduate School. All applicants to the Nutrition and Dietetics Master's Program must meet the minimum General Admissions Requirements for FSHN graduate degree programs (see Section 3.2.1).

To be considered for admission to the Master of Science degree in Nutrition and Dietetics, an applicant must:

1. Have a Verification Statement from an ACEND-accredited Didactic Program in Dietetics (DPD) or a foreign degree, verified as equivalent;
2. Complete a dietetic internship application through the Dietetic Internship Central Application Service (DICAS), which includes a personal statement, resume, three letters of reference, and transcripts from all colleges and universities attended;
3. Have a DPD and overall grade point average of 3.0 or higher;
4. Complete the MSU application for graduate studies.

8.2 Program of Study

All aspects of the Master's program plan must be entered into GradPlan in [GradSIS](#). GradPlan was developed for students to lay out a program of study, record faculty approvals, make notes on requirements as they are completed, track RECR, and facilitate electronic approvals. A student's GradPlan must be complete before final degree certification/degree audit will be conducted.

It is the student's responsibility to submit their Guidance Committee members and their Course Plan (all planned coursework for their program), and some Program related requests in their GradPlan. These tasks route through approval processes before finalizing in GradPlan. Job Aids for using GradPlan can be found on the [SIS Training pages for the Graduate School](#).

The Graduate Program Coordinator will submit the M.S. student's designated Major Advisor, Annual Reviews, and the outcomes of Milestones (e.g., the thesis defense). Certain RECR records will also be submitted by the GCP (see section 2.8).

8.3 Course, Seminar and Research Requirements

The program is available under Plan B (without thesis). The student must complete a total of 30 credits distributed as follows:

1. All of the following courses (18 credits):

HNF 823 Research Methods in Human Nutrition	3 credits
HNF 832 Advanced Clinical Nutrition	3 credits

HNF 892 Nutrition Seminar	2 credits
HNF 894 Human Nutrition Practicum	6 credits
HNF 898 Master's Project	1 credit
NUR 804 Statistics for the Healthcare Professional	3 credits

2. A minimum of 12 credits in one or more focus areas selected in consultation with the MSDI Academic Coordinator and/or the student's Major Advisor.
3. Additional requirement: Completion of a final case study project and evaluation. This will include a formal presentation by the student on a topic determined by the student and the Major Advisor.

8.4. Guidance Committee

For specific information about the requirements for Guidance Committees, refer to Section 3.5.

Prior to the completion of 14 credits towards the M.S. degree, students must submit an approved Nutrition and Dietetics - Master of Science Degree Academic Program Form signed by all members of the Guidance Committee to the Graduate Program Coordinator. Copies of the form are available at FSHN Graduate Forms. The Guidance Committee will meet to approve the program plan and should meet as often as necessary to review the student's research progress.

8.5. Annual Review and Annual Reports

See section 3.12.2. Annual Review and section 3.12.3 Annual Reports for full explanation.

8.6. Examination

The final examination consists of completion of an extended final case study or other project as determined by the advisor and student and an evaluation. Students will have a closed oral exam, approximately one to two hours in length with the committee. Students failing the exam are allowed to retake the exam one time, within 3 months.

Students can elect to have a public seminar, which will be followed by a closed oral exam, approximately one to two hours in length. The student is responsible for scheduling their thesis/final project defense with their Guidance Committee members as well as checking with the FSHN Administrative Team for room availability for their defense if there is an in-person component. Fliers must also be posted and email announcements must be distributed to all faculty a minimum of two weeks before the final examination seminar. This is a Graduate School requirement, failure to do so will require the defense be rescheduled. The student is responsible for creating the flyer and providing it to the Graduate Program Coordinator a minimum of business days 2 days before the posting deadline so there is time to prepare the distribution. The flyer template is available on the [Graduate Forms page of the department website](#). See the GPC for assistance with fliers and email announcements.

8.7. Final Semester Procedures

See section 3.11, Final Semester Procedures for detailed instructions about final requirements.

9. APPENDIX

Appendix A: Specific Responsibilities

Certain duties and responsibilities are provided in this section of the handbook for quick reference. These are referenced from the [MSU Guidelines for Graduate Student Mentoring and Advising](#).

A.1. Responsibilities of the Academic Unit

The responsibilities of the academic unit include:

- Creating explicit expectations and transparent policies that are consistent with MSU policies (e.g., maintaining an updated, online Graduate Handbook that follows the Graduate School Handbook Template and academic unit requirements for degree completion)
- Enabling graduate students to make timely progress in their degree programs by ensuring that required courses and examinations are scheduled in a timely manner
- Creating opportunities for networking and expanding career and professional development (e.g., organizing speaker series, colloquia, and other formal and informal events)
- Creating opportunities for graduate students to become familiar with the various forms of scholarship in the field
- Sharing responsibility with guidance committees and Major Advisors for fostering the professional and career development of graduate students (e.g., providing venues for honing professional writing and presentation skills, grants writing, publishing)
- Ensuring that regular progress checks are provided for students (including annual written evaluations)
- Providing education in research ethics and integrity
- Recognizing and rewarding excellence in mentoring, and identifying opportunities for professional development so that faculty can improve their mentoring skills and abilities
- Connecting faculty to a broader community of support by sharing information about MSU and Graduate School resources that can support them in mentoring graduate students

A.2. Responsibilities of the Department Chairperson and/or Director of Graduate Studies

The responsibilities of the chair or director of the academic unit and/or director of graduate studies include:

- Helping new students transition to the program (e.g., providing orientation sessions, introducing students to the unit's Graduate Handbook, and creating opportunities for students working in different areas and in various cohorts to meet together)
- Ensuring that students have consistent advising by providing advice on matters such as course selection until a permanent Major Advisor and guidance committee are selected, or appointing a committee or temporary advisor to assume that role
- Helping students find appropriate guidance and support for their work by facilitating selection of a Major Advisor and guidance committee and facilitating changes of Major Advisor and/or guidance committee if necessary
- Ensuring a consistency of standards across the unit by monitoring the standards and fairness of components of the program (e.g., examinations, expectations for dissertation completion, timeliness to degree)
- Fostering shared values and the upholding of rights and responsibilities by working toward fair resolution of conflicts between graduate students and faculty

- Connecting graduate students to a broader community of support by sharing information about MSU and Graduate School professional development and mentoring resources

A.3. Responsibilities of the Major Advisor

The responsibilities of the Major Advisor include:

- Ensuring that graduate students receive information about requirements and policies of the graduate program (e.g., advising graduate students on developing a program plan, including appropriate course work, research or creative activity, and on available resources)
- Providing training and oversight in creative activities, research rigor, theoretical and technical aspects of the thesis or dissertation research, and in professional integrity and research ethics (e.g., advising graduate students on the selection of a thesis or dissertation topic with realistic prospects for successful completion within an appropriate time frame and on the formation of a guidance committee; helping graduate students to develop professional skills in writing reports, papers, and grant proposals, making professional presentations, establishing professional networks, interviewing, and evaluating manuscripts and papers; and encouraging graduate students to stay current in the literature and ideas in the field)
- Providing regular feedback on the progress of graduate students toward degree completion (e.g., providing feedback on research or creative activities, course work, and teaching, and constructive criticism if the progress does not meet expectations, completion of annual written evaluations)
- Helping graduate students develop into successful professionals and colleagues (e.g., encouraging students to participate and disseminate results of research or creative activities in the appropriate scholarly or public forums; writing letters of reference for appropriate fellowship, scholarship, award, and job opportunities)
- Facilitating career development and exploration, including advising graduate students on appropriate job and career options, as well as on the preparation of application materials for appropriate fellowship, scholarship, and other relevant opportunities
- Providing for supervision and advising of graduate students when the Major Advisor is on leave or extended absence
- Assisting the graduate student in navigating disagreements among the guidance committee

A.4. Responsibilities of the Guidance Committee

The responsibilities of the Guidance Committee include:

- Advising graduate students on course work, research, or creative activities
- Providing regular and timely feedback and guidance concerning progress towards the degree
- Administering exams in a fair and professional manner
- Reviewing and providing feedback on research proposals and the thesis or dissertation in a timely, constructive and critical manner
- Providing guidance to help the student achieve their career goals

Appendix B: Forms and Letters

All forms are available on the [Graduate Forms page](#) of the department website.

B.1. Forms Needed For M.S. in Food Science

- Annual Report Form
- Annual Review Form
- Master's Degree Thesis and Oral Examination Form
- Graduate Student Checkout Form

B.2. Forms Needed for M.S. in Human Nutrition

- Annual Report Form
- Annual Review Form
- Master's Degree Thesis and Oral Examination Form
- Graduate Student Checkout Form

B.3. Forms Needed for MSDI (Nutrition and Dietetics)

- Annual Report Form
- Annual Review Form
- Master's Degree Thesis and Oral Examination Form
- Graduate Student Checkout Form – MS-Dietetic Internship

B.4. Forms Needed for Ph.D. in Food Science

- Annual Report Form
- Annual Review Form
- Record of Comprehensive Examination
- Doctoral Degree Record of Dissertation Proposal Defense
- Doctoral Degree Record of Dissertation and Oral Exam
- Graduate Student Checkout Form

B.5. Forms Needed for Ph.D. in Human Nutrition

- Annual Report Form
- Annual Review Form
- Record of Comprehensive Examination
- Doctoral Degree Record of Dissertation Proposal Defense
- Doctoral Degree Record of Dissertation and Oral Exam
- Graduate Student Checkout Form

Appendix C: Graduate Student Funding Opportunities

C.1. Department Scholarships/Fellowships Available Annually

Information on departmental scholarships/fellowships will be distributed via email in the Spring Semester. Students can apply with the funds to be distributed in the Fall and Spring semesters of the following academic year. Students will be required to attend the FSHN Spring Awards Ceremony as part of their acceptance of the scholarship/fellowship.

C.2. Graduate School Funding Opportunities

Dissertation Completion Fellowships (DCF): Limited DCF fellowships are available annually to allow students to devote full time to writing the dissertation with the goal that the dissertation will be completed during the tenure of the fellowship. Selection of fellowship winners will be made by a student's college. The Graduate Program Coordinator will send an email each semester with requirements and deadlines. A description is available on the [Graduate School's website](#).

Graduate Office Fellowship (GOF) Funds: Graduate Office Fellowship (GOF) funds are available through the thirteen colleges with graduate programs. The Associate Dean for Graduate Education of each college decides how these funds are dispersed to departments/units. Once released to FSHN, the Director of Graduate Studies can use this funding for graduate students at the discretion of the DGS.

Emergency/Discretionary Fellowship Funding: The Graduate School has limited funding available for graduate students for unusual or unforeseen emergency/discretionary expenses. This funding is only for graduate students pursuing a degree program. Please be aware that emergency/discretionary funds are provided on a one-time only basis. Awards are contingent upon eligibility, endorsements, availability of funds, and, in most cases, cost-sharing by the student's college and department.

Graduate School Funding Opportunities: See the [Overview of Funding Graduate Education](#) for more information on funding opportunities.

C.3. Other Funding Opportunities

Institute of Food Technologists (IFT): IFT is committed to actively addressing barriers to access to education and science, especially for those who have been impacted the most by food inequity. Additional information is available on the [IFT website](#).

Institute of Food Technologists Great Lakes Section: The Great Lakes Section IFT is a proud supporter of exceptional students, awarding 5-6 scholarships to eligible students annually. Additional information is available on the [Great lakes Section website](#).

The Academy of Nutrition and Dietetics: The Academy of Nutrition and Dietetics Foundation is proud to serve as the largest provider of dietetic scholarships to deserving students at all levels of study. More than 250 scholarships are available, and applicants only need to fill out one universal application to be matched with the ones the applicant is eligible to receive. Individual scholarships range in value from \$500 to \$25,000 each and have varying criteria. Additional information is available on the [ANDF website](#).

MSU Libraries: Grants and Related Resources: A compilation of resources for grant and financial aid seekers. Information available on the [MSU Libraries website](#).

C.4. Travel Funding Opportunities

FSHN Departmental Travel Funding: FSHN has limited funding available for travel to professional meetings. Funding requests must be submitted to the Graduate Program Coordinator.

- Call for applications at the beginning of January of each year to be due at the end of January.
- Responsibility of the student to apply for funding and discuss with Major Advisor the likelihood of attending meeting.
- First come, first served basis. Limited funding available.
- Recipients are required to present a poster at the FSHN Spring Awards Banquet as a condition of acceptance of funding
- Funds will not be released to the students unless a Travel Authorization Request has been submitted in Concur and a Travel Request Number submitted to the GPC by the deadline provided. See section 3.13.5.

MSU Graduate School Travel Funding: Travel funding may also be available through the Graduate School. See the Graduate School's [Travel Funding webpage](#). Give completed form to the Graduate Program Coordinator, who will then process it. The Graduate School will not consider applications that have not been submitted through the GPC. Requests are limited to one request of up to \$600 over the course of a student's graduate student career.

College of Agriculture & Natural Resources Travel Funding: Travel funding may also be available through CANR. Give completed form to the Graduate Program Coordinator, who will then process it. CANR will not consider applications that have not been submitted through the GPC.

Graduate Student International Travel Grant (GSITG): International Studies and Programs (ISP) offers small travel grants to graduate students at MSU who are engaged in research which deals with international issues. Additional information available on the [ISP Student Funding webpage](#).

Glossary of Abbreviations and Terms

CANR – College of Agriculture and Natural Resources

DGS – Director of Graduate Studies

EHS – Environmental Health and Safety

FSHN - Department of Food Science and Human Nutrition

GAC – Graduate Affairs Committee

GPA – Grade Point Average, at Michigan State University a GPA is calculated on a 4.0 scale.

GPC – Graduate Program Coordinator

GradPlan – a subsection of GradSIS where some graduate student record management is performed by

GradSIS – the Graduate student side of the Student Information System (SIS). This has different features from the undergraduate side of “SIS”

M.S. Degree – Master’s Degree

MSU – Michigan State University

OISS – Office of International Students and Scholars

Ph.D. Degree – Doctoral Degree

RECR – Responsible and Ethical Conduct of Research

RO – Registrar’s Office

SIS – Student Information System, system for class enrollment and other student record management