



# **Graduate Handbook for Enrolled Students**

## **Department of Nutrition and Health Sciences**

## Purpose of Handbook

This handbook provides a summary of policies and procedures relevant to studies in the Nutrition and Health Sciences graduate program and successful completion of an advanced degree. All graduate students should refer to this handbook as a reference. This handbook, however, is not a replacement for the UNL Graduate Studies Catalog, which contains current information on graduate program requirements, thesis guidelines, and deadlines.

It is the responsibility of the student to be familiar with the information in the UNL Graduate Catalog and on the [Graduate Studies website](#), and to know and observe all regulations and procedures relating to the program he or she is pursuing. In no case will a regulation be waived, or an exception granted because a student pleads ignorance of, or contends that he or she was not informed of, the regulations or procedures. A student planning to graduate should be familiar with the dates relating to application for graduation and other pertinent deadlines.

The University of Nebraska-Lincoln expressly reserves the right to do the following: add or delete courses from its offerings and to change times or locations; change academic calendars without notice; cancel any course for insufficient registrations; modify, consolidate, or delete any program; and revise or change rules, charges, fees, schedules, courses, requirements for degrees, and any other regulation affecting students including, but not limited to, evaluation standards, whenever considered necessary or desirable.

Graduate Studies provides answers to questions frequently asked by graduate students here: <https://www.unl.edu/gradstudies/connections/questions-frequently-asked-graduate-students>

*A special thank you to UNL's Department of Food Science and Technology for sharing their Graduate Handbook to assist the Department of Nutrition and Health Sciences in creating this handbook.*

## Introduction

The mission of the graduate programs in the Department of Nutrition and Health Sciences (NHS) is to prepare graduate students for advanced research and professional careers in biochemical and molecular nutrition, community nutrition and health promotion, dietetics, nutrition and exercise, nutrition and exercise physiology, and hospitality management. These careers will be in diverse settings such as higher education, healthcare, industry, government, and foundations.

Our main areas of research include:

- Biochemical and molecular nutrition
- Bioactives and phytochemicals
- Community nutrition and health promotion
- Extension
- Extracellular vesicles
- Nutrition and exercise physiology
- Obesity: molecular mechanisms and prevention and treatment in community and clinical settings

Our main areas of health and healthcare training are:

- Athletic Training, forthcoming in fall 2024
- Professional Studies in Dietetics
- Dietetics (online) through The Great Plains Interactive Distance Education Alliance (GP-IDEA)
- Graduate courses and certificates in public health are also available from the University of Nebraska Medical Center (UNMC)

### **Degree Options and Certificates - Summary**

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We offer interdisciplinary programs leading to both masters and doctoral degrees. Students take courses and conduct research with faculty members located on the University of Nebraska-Lincoln's East Campus for Nutrition, Hospitality, Dietetics, and Athletic Training; City Campus for Nutrition and Exercise Physiology; and in 2023 on the Nebraska Innovation Campus for Hospitality Management. NHS has these graduate programs that are summarized in this handbook and our websites: <https://cehs.unl.edu/nhs/graduate-programs/>

#### *MS in Nutrition and Health Sciences (major code is NUHS)*

- Option A with thesis, 30 credit hours, for those interested in research
- Option B non-thesis, 30 to 45 credit hours, depending on the program; for those more interested in applying research to the practice in dietetics, healthcare, and other businesses including hospitality management.

#### *MS in Athletic Training*

- Non-thesis, 43 credit hours, forthcoming in fall 2024

#### *Doctoral programs*

- PhD in Nutrition (code is NUTR), 90 credit hours and dissertation in the areas of nutrition and health sciences, community nutrition and health promotion, and biochemical and molecular nutrition. This program is for students with a strong interest in nutrition science with a STEM focus. The STEM focus is helpful for some international students who wish to apply for optional practical training, <https://www.uscis.gov/working-in-the-united-states/students-and-exchange-visitors/optional-practical-training-opt-for-f-1-students>.
- PhD in Human Sciences (code is HUMS), 90 credit hours and dissertation in the areas of nutrition and health sciences, community nutrition and health promotion, nutrition education, and nutrition and exercise physiology

#### *Certificate*

- Graduate Certificate in Nutrition, Non-Coding RNAs and Extracellular Vesicles, 16-18 credit hours. Courses completed for the certificate may also be used to meet requirements for concurrent MS or doctoral degree programs.

## Communication

### Contacts

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#### NHS Graduate Chair

Dr. Heather Rasmussen  
[heather.rasmussen@unl.edu](mailto:heather.rasmussen@unl.edu)  
402-413-6286  
Leverton Hall Rm 104H

#### NHS Graduate Coordinator

Morgan Harris  
[mharris56@unl.edu](mailto:mharris56@unl.edu)  
402-472-3716  
Leverton Hall Rm 110

#### NHS Department Chair

Dr. Mary Ann Johnson  
[majohnson@unl.edu](mailto:majohnson@unl.edu)  
Leverton Hall Rm 110

See NHS graduate website for other faculty, staff, and graduate program contacts:

<https://cehs.unl.edu/nhs/graduate-programs/>

**Master of Science in Nutrition and Health Sciences – Professional Studies in Dietetics** has their program information here, <https://cehs.unl.edu/nhs/programs/professional-studies-dietetics-future-education-model/>, contact is Dr. Heather Rasmussen, [heather.rasmussen@unl.edu](mailto:heather.rasmussen@unl.edu), phone 402-413-6286

**Master of Science in Athletic Training** will have their program information on our department website by fall 2023, program contact is Dr. Dennis Perkey, [dperkey2@unl.edu](mailto:dperkey2@unl.edu), 402-417-0076

#### Graduate Studies MS Coordinator

Terri Eastin  
[teastin1@unl.edu](mailto:teastin1@unl.edu)  
402-472-2875  
Seaton Hall 101

#### Graduate Studies PhD Coordinator

Kelsey Sims  
[kelsey@unl.edu](mailto:kelsey@unl.edu)  
402-472-2875  
Seaton Hall 101

### Huskers Email Account

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Students receive a new e-mail account ([huskers.unl.edu](mailto:huskers.unl.edu)) when they enroll. It is mandatory that all correspondence go to the Huskers email account. Students are responsible for checking their [huskers.unl.edu](mailto:huskers.unl.edu) account regularly.

Follow professional email etiquette when communicating with instructors and fellow students. Refer to

<https://www.unl.edu/gradstudies/connections/five-quick-tips-writing-effective-e-mails>.

## Graduate Student Office Space and Mailboxes

Graduate students with 15 or more hours of work for teaching, research and/or Extension may be provided with a shared office space and desk. Graduate students are assigned shared offices based on the nature of their work, needs of their faculty advisor, and requirements for being on-site in the department.

Graduate students are responsible for maintaining offices, laboratories, and facilities in the department in an orderly and presentable condition at all times. Offices are not to be used for laboratory experiments or storage of equipment and/or research or sample materials.

### Mailboxes

Each on-campus graduate student has a mailbox on the first floor of Leverton Hall. Let the NHS Graduate Coordinator know if you do not need this mailbox.

### *Building access and keys*

If building or room access is needed, contact first via email and later in person in Rm 110 Leverton Hall:

- Morgan Harris, [mharris56@unl.edu](mailto:mharris56@unl.edu) for keys
- Amy Brown, [abrown2@unl.edu](mailto:abrown2@unl.edu) for building access with your NU ID card

Complete these processes immediately upon employment and/or during the week before classes start.

## **Graduate Forms**

### *A. Office of Graduate Studies*

- Master's Degree Milestones, Requirements, Forms and Deadlines: <https://www.unl.edu/gradstudies/academics/degrees/masters>
- Doctoral Degree Milestones, Requirements, Forms and Deadlines: <https://www.unl.edu/gradstudies/academics/degrees/doctoral>

## **Personal Well-being and Effectiveness**

*Wellness* is an interactive process of becoming aware of and practicing healthy choices to create a more successful and balanced lifestyle.

*Resilience* is a skill set of behaviors, thoughts, and actions you can develop to help manage change, hardship, and disappointment. Persisting and growing through adversity enhances flexibility, overall functioning, and well-being.

### **Academic Leave of Absence**

An Academic Leave of Absence, <https://www.unl.edu/gradstudies/academics/academic-leave>, may be granted to graduate students for illness or injury, to provide care or assistance for family and dependents, to meet military service obligations, or for other personal reasons. Academic leave of absence can be used to suspend study for one semester and up to a full academic year during which the student is not expected to make progress toward their degree. It is the student's responsibility to consult the Office of Scholarships and Financial Aid and, if applicable, the International Student and Scholar Office (ISSO) before applying for an academic leave. A student on leave does not receive the benefits, services, and eligibility associated with registered student status.

Academic Leave of Absence requires approval from the Supervisory Committee Chair and the Graduate Program Chair. After discussing with the appropriate individuals and offices, apply for leave here:

<https://www.unl.edu/gradstudies/academics/academic-leave>

### **Emergencies and Crisis Situations**

If there is an imminent danger to self or others, call **911**, call the University of Nebraska-Lincoln police department at **402-472-2222** or go to the nearest emergency room.

If you are feeling threatened, make sure you are safe (remember *run/hide/fight*) and then contact the Police.

- On-campus reporting: University Police, telephone 402-472-2222; text 69050, key word UNLPD; and website <https://police.unl.edu/>.
- Off-campus reporting: Lincoln Police, telephone 402-441-6000; and website <https://www.lincoln.ne.gov/City/Departments/Police>.

UNL Emergency Preparedness Resources, is here, <https://safety.unl.edu>, such as Fire, Gas Leak, Severe Weather, and Active Shooter Response

NHS Emergency Action Plan can be found here, [https://uofnelincoln.sharepoint.com/:w:/r/sites/UNL-NHSSafetyCommittee/Shared%20Documents/General/Safety%20Committee/2019%20EAP\\_Nutrition%20and%20Health%20Sciences%20Building%20Emerg%20Action%20Plan.docx?d=wf48d55b833534b93a74f2cb16bf4f59d&csf=1&web=1&e=Ru1LTR](https://uofnelincoln.sharepoint.com/:w:/r/sites/UNL-NHSSafetyCommittee/Shared%20Documents/General/Safety%20Committee/2019%20EAP_Nutrition%20and%20Health%20Sciences%20Building%20Emerg%20Action%20Plan.docx?d=wf48d55b833534b93a74f2cb16bf4f59d&csf=1&web=1&e=Ru1LTR)

[UNL Report](#) expands the methods by which any member of the university community can share matters they feel need to be elevated or addressed. This is not an emergency report system. Incident types include:

- Personal Safety and Security
- Academic Issue
- Acts of Kindness
- Bias and Inappropriate Behavior
- Climate/Culture
- Discrimination
- Mental Health and Well-being
- Sexual Misconduct
- Violation of University Policy
- Workplace Issues or Concerns

### ***Well-Being Resources***

Dimensions of Well-being, <https://resilience.unl.edu/10-dimensions-well-being>

- |               |                  |               |
|---------------|------------------|---------------|
| 1. Career     | 5. Environmental | 9. Social     |
| 2. Cultural   | 6. Financial     | 10. Spiritual |
| 3. Creativity | 7. Intellectual  |               |
| 4. Emotional  | 8. Physical      |               |

[Big Red Resilience & Well-Being](#) provides one-on-one well-being coaching to any student who wants to enhance their well-being. Trained well-being coaches help students create and be grateful for positive experiences, practice resilience and self-compassion, and find support as they need it. BRRWB can be reached by calling 402-472-8770.

[Counseling and Psychological & Services \(CAPS\)](#) is a multidisciplinary team of psychologists and counselors that works collaboratively with Nebraska students to help them explore their feelings and thoughts and learn helpful ways to improve their mental, psychological and emotional well-being when issues arise. CAPS can be reached by calling 402-472-7450.

[Services for Students with Disabilities \(SSD\)](#) facilitates equal and integrated access to the academic, social, cultural and recreational programs offered at the University of Nebraska-Lincoln and to foster independent decision-making skills necessary to achieve personal and academic success. Any student who needs a reasonable accommodation based on a qualified disability (including mental health, chronic or temporary medical conditions) is required to register with the SSD office for assistance. SSD can be reached by calling 402-472-3787.

## **Graduate Education Oversight**

The department of Nutrition and Health Sciences is part of both the College of Education and Human Sciences and the Institute of Agriculture and Natural Resources. NHS supports IANR's College of Agricultural Sciences and Natural Resources Strategic Framework for Graduate Education: <https://casnr.unl.edu/framework-graduate-education>. This framework includes a vision for graduate education to push the boundaries of traditional academic education and provide students with an educational experience that prepares them to be the next generation of leaders, scientists, educators, practitioners, innovators, and entrepreneurs. This Framework has the following vision and goals:

### *Vision*

Every graduate student is inspired and empowered to make a difference in a complex and diverse world.

### *Goals*

1. Individualized student experience for personal goals and professional growth of our graduate students
2. Holistic approach that Integrates curriculum, research and discovery, experiential learning, and professional development that prepares students to pursue opportunities and solve challenges In Nebraska and beyond
3. Diverse experiences with and beyond the university community that develop global and inclusive mindset/perspective

### ***Departmental Graduate Committee***

The mission of the Nutrition and Health Sciences Graduate Committee is to develop and maintain excellence in the departmental graduate programs.

### ***Membership and Selection***

- Members are five Nutrition and Health Sciences graduate faculty members elected by the NHS Graduate Faculty.
- The chair of the NHS Graduate Committee is elected by the NHS Graduate Faculty and then appointed by the Dean of Graduate Studies upon the recommendation of the NHS Department Chair.

### ***Responsibilities***

- Suggest and modify graduate admissions and degree requirements for departmental graduate faculty approval
- Evaluate applications and recommend acceptance into the graduate program
- Monitor graduate student academic performance and progress
- Address academic issues and student concerns, including the oversight of student appeals
- Identify and advance new curricula
- Update NHS Graduate Handbook and website on policy and procedure changes

### ***Graduate Chair Responsibilities***

- Assure fair and consistent compliance with all Graduate College and UNL policies that govern graduate and professional education
- Approve Supervisory and Advisory Committee members and memorandum of courses (plans of study)
- Assists NHS Department Chair and NHS Administrative staff with allocation of fellowships and teaching assistantships (and assignment to courses)

### ***Faculty Advisor***

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Each graduate student must have at least one faculty advisor. Graduate students may also have co-advisors if this is the optimal situation for the advisors and student.

- Advises the student regarding course work and general academic requirements
- Guides the student through their program
- Serves as the chair of the student's supervisory committee and assists the student in selecting committee members

A faculty member has the right to decline supervision of research or project by any graduate student, regardless of the origin of the research problem.

Resources for students (and faculty):

- Graduate orientation offered online: <https://canvas.unl.edu/courses/97621>
- Developing your individual development plan (IDP): <https://www.unl.edu/gradstudies/professional-development/individual-development-plan>

### ***UNL Employees as Graduate Students***

To reduce conflict of interest, University of Nebraska-Lincoln employees must identify a Nutrition and Health Sciences advisor other than their immediate University of Nebraska-Lincoln work supervisor. Their UNL work supervisor may serve on their supervisor committee as a committee member.

### ***Supervisory Committee***

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The primary function of the Supervisory Committee is to assist the student in developing a Plan of Study and/or Memorandum of Courses that is compatible with the goals of the student. The Supervisory Committee ensures the student has reached a satisfactory level of academic and research achievement.

- Monitors the progress of the student through annual reviews
- Provides counsel if problems arise during the program
- Conducts any mid-program comprehensive and final written or oral examinations

## Probation and Termination

Staying in regular contact with your faculty advisor and making at least satisfactory progress in research, courses, and other program requirements are among the most important ways to remain in good standing in graduate programs. Also, try to understand and resolve concerns as soon as possible. Some concerns or problems may lead to probation and/or termination. NHS follows the UNL guidelines for probation and termination and appeals, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#text>. Below is a summary of these procedures in NHS.

### **Probation**

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Students on probation are not eligible for graduate assistantships. The funding will stop within one month of being placed on probation.

Graduate students may be placed on probation under the following conditions:

- Failure to complete Student Progress Report and meet at least once a year with supervisory committee, resulting in “Unsatisfactory”
- Receiving “Unsatisfactory” on their Student Progress Report
- Failure in qualifying examinations, preliminary examinations, comprehensive examinations, or final degree examinations
- Failure to master the methodology and content of one’s field in a manner that is sufficient to complete a successful thesis or dissertation
- Violations of the Student Code of Conduct: <https://studentconduct.unl.edu/student-code-conduct>
- Violations of Academic Integrity: <https://studentconduct.unl.edu/academic-integrity>

If a graduate student is put on probation, the faculty advisor or supervisory committee must submit a written six-month improvement plan to the NHS Graduate Committee. If the NHS Graduate Committee approves, the NHS Graduate Committee Chair must communicate it in writing to the Dean for Graduate Studies and the student.

### **Termination**

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Graduate students will be terminated under the following conditions:

- Failure to satisfy conditions required for removal of probationary status
- Violations of the Student Code of Conduct: <https://studentconduct.unl.edu/student-code-conduct>
- Violations of Academic Integrity: <https://studentconduct.unl.edu/academic-integrity>

The faculty advisor or supervisory committee must submit a written recommendation for termination to the NHS Graduate Committee. If the NHS Graduate Committee approves, the NHS Graduate Committee Chair must communicate it in writing to the Dean for Graduate Studies and the student.

### **Appeal Procedure**

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In all cases, appeals are made in writing to the appropriate faculty advisor, committee, or council.

1. The initial appeal is to the student’s advisor
2. If denied, the appeal may be submitted to the student’s supervisory committee
3. If denied, the appeal may be submitted to the NHS Graduate Committee
4. If denied, an appeal may be made to the campus Graduate Council

The student’s written initiation of the appeal must be filed within 30 days following the student’s receipt of the official written notification by Graduate Studies.



## Semester and Annual Evaluations

To assist students in making positive progress in their graduate program, the following are minimum requirements for written evaluations and meetings (or use handbooks for MS AT and MS PSD for students in those programs):

1. End-of-semester evaluation with faculty advisor for research, by Dec 1 in fall, by April 15 in spring
2. End-of-semester evaluation with faculty supervisory or teaching by Dec 1 in fall, by April 15 in spring
3. Annual meeting and written evaluation for overall performance and progress in the graduate program for graduate students completing a thesis or dissertation:
  - a. Admitted in May or August, then this meeting must be held by April 15
  - b. Admitted in January, then this meeting must be held by December 1
4. Consult the program guidelines for evaluation and meeting schedules for MS Athletic Training, MS PSD, and MS Dietetics (online)
5. Faculty will submit these evaluations before the end of the semester to the NHS Graduate Coordinator for obtaining signatures (faculty advisor and/or faculty supervisor, student being evaluated); completed signed forms will be retained in the graduate program records.

The faculty advisor, or supervisory committee, or a graduate student may call a meeting to review a student's performance at any time with a one-week notice.

Students should work with their faculty advisors to establish an agenda to determine if additional elements, such as an oral report, are required. The annual committee meeting may coincide with completing supervisory committee and memorandum of courses (program of study) paperwork or other milestone, e.g., proposal defense, in addition to reviewing the Student Progress Report.

At least two weeks before their supervisory committee meeting, students need to email the completed Student Progress Report form to their supervisory committee members and NHS Graduate Coordinator.

If a student fails to submit a Student Progress Report, the student will receive "Unsatisfactory" and placed on probation.

### *Review Process*

The student will present a summary of his/her past academic and research accomplishments and plans for the future. Supervisory committee members vote and provide feedback if a student's performance is:

1. **Satisfactory**  
Meets expectations, has made progress, earned minimum grade requirements, presented their research, and provided a clear plan for the future
2. **Needs Improvement**  
Meets some expectations, but has deficiencies in certain areas, i.e., not meeting deadlines, failure to present research at meetings, insufficient reading of the literature, less than adequate writing skills, no clear plan for the future.

If a student receives "Needs Improvement," deficiencies will be discussed and suggestions to overcome those deficiencies will be proposed. This will be documented on the Student Progress Report form.

3. **Unsatisfactory**  
Does not meet expectations. In addition to the Needs Improvement deficiencies above, student does not spend enough time in the lab, is not synthesizing research concepts, does not use proper controls, and cannot make conclusions from research results; failure to meet with Supervisory Committee once per year

If a student receives "Unsatisfactory", the student will be placed on probation. A written six-month improvement plan must be submitted to the NHS Graduate Committee. The student will provide a written progress report at 3 months, followed by a supervisory committee meeting at 6 months.

At the six-month supervisory committee meeting, all supervisory committee members must approve if the student has completed the plan and is making satisfactory progress. If the student fails to achieve satisfactory status, the student will be terminated from the graduate program.

A written letter or memo must be submitted to the NHS Graduate Committee to report any change in status.

## **Workload and Time Management**

Graduate students are expected to master subjects and to devote substantial time in independent library or laboratory investigation. Additional time is associated with academic research leading to the successful completion of the student's thesis, project or dissertation and includes scholarly work such as reading and synthesizing scientific literature; technical writing; laboratory work; data management; graphics and presentation preparation; and quantitative and/or qualitative analyses. Graduate students are expected to network with fellow scholars by attending seminar presentations and regional and national professional meetings and conferences. There is no limit to time spent on studies and research relating to the advanced degree.

All graduate students receiving graduate assistantships of 15 to 19.6 hours/week are expected to maintain daily working hours as do faculty and staff. Graduate students are eligible for all University staff holidays (e.g. New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas). Undergraduate student holidays and semester breaks are not graduate student holidays. These periods provide an excellent opportunity for concentrated research and/or meeting internship hours on or off campus.

Graduate students are responsible for keeping their faculty advisor informed of their status and how they may be reached. All vacations and leaves must be planned in advance and approval obtained from the student's faculty advisor.

Graduate assistants are required to work the required number of hours as designated in their assistantship offer letter on teaching or doing research for their faculty advisor, while being enrolled as a full-time student. This is in addition to course work and research for their thesis or dissertation. Their assistantship, thesis, and dissertation research activities, along with academic coursework, all constitute considerably more than a full-time job.

### ***Time Management***

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All graduate students are expected to manage time effectively for maximum professional development as well as personal health and well-being and balance competing demands such as being a student, graduate assistant, parent, spouse, caregiver, or other responsibilities.

Graduate school will go much faster than anticipated. Students are responsible for tracking their progress and deadlines. Graduate students should develop a work plan that includes both short-term and long-term objectives as well as a series of deadlines for completing each step, such as an Individual Development Plan (IDP): Chart Your Course, <https://www.unl.edu/gradstudies/professional-development/individual-development-plan>.

Keep in mind the anticipated graduation date. It generally takes one semester to write a high-quality thesis, project paper, or dissertation that could meet publication standards.

## Professional Conduct

### **Professionalism**

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Graduate school is vastly different from undergraduate education. It is more than just taking more classes at a higher level. Graduate students join a community of scholars and practitioners and are expected to contribute – even create new information to expand knowledge within nutrition, community nutrition, exercise, dietetics, athletic training, and/or hospitality disciplines.

Graduate students are treated as professionals, and responsible to develop and demonstrate their abilities to be an independent scholar, researcher, health professional, practitioner, and/or business leader. Faculty advisors and graduate students need to work together to set expectations and essential commitments. Problems in mentoring relationships most often occur because of misunderstandings and lack of clear communication.

### **Mentoring Resources**

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Resources for faculty and graduate and undergraduate students are here, <https://www.unl.edu/gradstudies/connections/tags/mentoring>

### **Academic Integrity**

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Joining the Nutrition and Health Sciences graduate program means creating new knowledge to contribute to your discipline in nutrition, community nutrition, exercise, allied health (dietetics and athletic training), and/or hospitality. Graduate students will work with their faculty advisor and supervisory committee to create an independent research project if enrolled in the MS option A (with thesis) or a doctoral program.

Evidence of academic integrity violations can result in a probation, termination or dismissal:

<https://studentconduct.unl.edu/academic-integrity>. Students dismissed from the University due to violations of the Student Code of Conduct are ineligible to reapply for graduate study at the University of Nebraska-Lincoln.

### **Plagiarism**

Plagiarism includes presenting the work of another as one's own (i.e., without proper acknowledgement of the source) and submitting examination, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person. Materials covered by this prohibition include, but are not limited to, text, video, audio, images, photographs, websites, electronic and online materials, and other intellectual property. Plagiarism and other violations of the UNL student code of conduct can be found here, <https://studentconduct.unl.edu/student-code-conduct>.

### **Preventing Plagiarism Tools (UNL Libraries)**

- Writing, Citation and Preventing Plagiarism: <https://libraries.unl.edu/citation-plagiarism-tools>
- Plagiarism and Citation: <https://unl.libguides.com/c.php?g=51564&p=333479>
- Plagiarism.org: <https://www.plagiarism.org/>
- Turnitin: <https://unl.libguides.com/c.php?g=51564&p=333482>

*Other Acts of Academic Dishonesty, including but not limited to the following:*

- Cheating
- Fabrication or Falsification
- Abuse of Academic Materials
- Complicity in Academic Dishonesty
- Falsifying Grade Reports
- Impermissible Collaboration
- Misrepresentation to Avoid Academic Work

### **Reporting Violations of Academic Integrity**

Faculty advisors and supervisory committees are required to report violations of academic integrity, [https://cm.maxient.com/reportingform.php?UnivofNebraskaSystem&layout\\_id=117](https://cm.maxient.com/reportingform.php?UnivofNebraskaSystem&layout_id=117).

### ***Diversity, Equity and Inclusion and our Core Values***

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“The University of Nebraska [does not discriminate](https://www.unl.edu/equity/notice-nondiscrimination) based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment,” <https://www.unl.edu/equity/notice-nondiscrimination>. UNL’s commitment and resources related to diversity and inclusion are here, <https://diversity.unl.edu/>. NHS’ core values a focus on inclusive learning and being culturally responsive:

- Collaboration to create a positive and inclusive learning and work environment for all
- Working together to positively impact individuals, families, schools, communities, and businesses
- Culturally responsive and respectful of diverse people, ideas, voices, and perspectives

### ***Free Expression of Ideas***

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All students are expected to conduct themselves in mature, professional, courteous manners toward other students, staff, and faculty. Students work together with faculty and staff to create an environment that stimulates and encourages creative and independent learning while respecting academic freedom that allows expression of differing opinions. See UNL’s commitment to free expression, <https://bf.unl.edu/rp-6410-commitment-free-expression-guide-facilities-use-and-education>

### ***Dealing with Conflict***

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Everyone will experience conflicts in life, including conflicts at work. However, if these conflicts involve unprofessional conduct or harassment, the student needs to immediately alert others to the problem. The following are presented as guidelines and suggestions.

- If you experience conflicts with the students you are teaching, discuss the situation immediately with the course instructor, course coordinator, or the laboratory director.
- For conflicts involving other research group members, consult with your Faculty Advisor; otherwise, approach the Graduate Program Chair or the Department Chair.
- If a conflict arises with your Research Advisor or with someone outside of your research group, talk to the Graduate Program Chair or the Department Chair.
- If the concern involves discrimination or harassment on the basis of gender or sexual orientation, you can contact any of the individuals mentioned above as well as the UNL Title IX coordinator.

### ***Reporting Discrimination or Harassment***

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Institutional Equity and Compliance investigates all allegations of illegal discrimination and harassment, <https://www.unl.edu/equity/NonDiscrimination.htm>. The process involves fact finding and assessment of the situations, followed by an assessment of those facts with regard to federal and state laws, rules and regulations and with University of Nebraska-Lincoln and departmental policies and procedures. IEC will also make recommendations and suggestions for a resolution of the conflict. The focus of these internal investigations is to ensure fairness and to help facilitate an outcome that will enable individuals to experience an environment where they have an opportunity for success.

Institutional Equity and Compliance  
128 Canfield Administration Building  
Lincoln, NE 68588-0437  
(402) 472-3417  
[equity2@unl.edu](mailto:equity2@unl.edu)

Students can discuss grievances with the NHS Graduate Chair, NHS Department Chair, or the Academic Success Coordinator at the Office of Graduate Studies.

## Enrollment

### **Tuition and Fees**

[Graduate tuition and student fees](#) are assessed by the credit hour and the program.

In NHS, tuition and fees vary by program, such as a partial out-of-state tuition remission for the MS Professional Studies in Dietetics Program and MS in Dietetics (online) flat rate for tuition across several universities. More information can be found on the websites for these programs.

### **How to Enroll**

- Always work with your faculty adviser to help you plan your classes.
- Students register for courses online through [MyRED](#).
- Registration for courses starts in March for summer term and fall semester courses, and in October for spring semester courses. Follow the Office of the Registrar's [Registration Dates](#) to ensure enrollment is done in a timely manner and avoid late registration fees.
- The Office of the Registrar offers excellent [Registration Tips and Techniques](#) to help resolve most problems.
- NHS students should use the *NUTR* call number when registering for any cross-listed courses among different departments.

### **Permission Codes**

If a permission code is required for a course, students should first contact the instructor to request a permission code and/or the NHS Graduate Coordinator.

### **Minimum Enrollment Requirements**

Graduate students should follow the minimum enrollment requirements set by their graduate assistantship, government funding guidelines, student visa status, educational loan deferment program, etc.

Status	Minimum Enrollment Fall or Spring Semester	Minimum Enrollment Summer Term
Full-time Status	9 credit hours	6 credit hours
Eligibility for Graduate Assistantship	1 credit hour	0 credit hours
Exempt from FICA/Medicare Withholding on Graduate Assistantship	4 credit hours	4 credit hours
Access to UNL Services (building door access, libraries, health center, rec center)	1 credit hour	1 credit hour

Graduate assistants are not required to register for courses during the summer term.

### **Special Consideration for International Students**

International students are highly encouraged to contact the International Student and Scholar Office (ISSO) with any questions about remaining in good standing, <https://globalnebraska.unl.edu/isso>.

#### **Fall and Spring**

- Register as a full-time student every Fall and Spring semester until you graduate
- No more than 3 credits or one class of online or distance education per semester may count towards the full-time enrollment requirement

#### **Summer**

- If admitted in summer, international students must be enrolled full-time.
- If completing their degree in June, July or August, international students must be enrolled in a minimum of 1 hour for the summer.
- If not starting or finishing their program, international students are not required to register for courses during the summer term.

### ***Doctoral Students in Candidacy***

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Doctoral students who have achieved candidacy status must be continually enrolled every fall and spring semester in at least 1 credit hour until they graduate. Failure to maintain enrollment will result in termination from the NHS graduate program.

### ***Full-Time Certification to Enroll in less than 9 hours***

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Students may request full-time status certification to enroll in less than 9 credit hours. This is generally used toward the end of a student's degree program allowing them to focus on their research and writing their thesis or dissertation. It saves money for both student and faculty advisor while completing their degree in a timely manner. Information is here, <https://ris-vm2.unl.edu/gradstudies/fulltime/>

#### ***Application***

Students must submit an [online full-time status certification form](#) every semester or term they are enrolled and need full time status while enrolling in less than 9 credit hours.

#### ***Eligibility***

The student must be currently registered for at least one credit hour and have been registered at least half time (i.e., at least 4 credits) in the fall and spring terms prior to the initiation of the full-time certification status.

#### **Master of Science with Thesis Students**

- Grad Studies approved Memorandum of Courses
- Limitations: may use it no longer than 3 consecutive terms (including summer)

#### **Doctoral Students**

- Grad Studies approved doctoral candidacy application
- Limitations: may use it no longer than 24 consecutive months (or 6 consecutive terms, including summer)

### ***Inactive Student Records***

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If a student does not enroll in courses for three consecutive terms (without approved Academic Leave of Absence), their records will be inactivated. They must reapply for admission to enroll in courses and complete their degree or certificate.

### ***Withdrawal***

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To withdraw from the University of Nebraska-Lincoln, the student should send a written notice to their faculty advisor, Graduate Coordinator and the Office of Graduate Studies. The Office of Graduate Studies will discontinue their academic program. Please review the Office of the University Registrar's policy on [University Withdrawal](#) and [Cost of Withdrawal](#).

## **Courses**

- Only courses with 800 or 900 level course numbers can be counted for graduate credit.
- Full course descriptions are available online at <https://catalog.unl.edu/graduate-professional/courses/>
- Schedule of courses are here for NUTR, <https://cehs.unl.edu/nhs/graduate-programs/>
- See program websites for course sequences for MS PSD, <https://cehs.unl.edu/nhs/programs/professional-studies-dietetics-future-education-model/> and MS Athletic Training (forthcoming by 2024).

### ***Great Plains Interactive Distance Education Alliance***

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Great Plains Interactive Distance Education Alliance (GP-IDEA) is a partnership of public universities providing online educational programs and courses. The Department of Nutrition and Health Sciences participates with GP-IDEA MS in Dietetics (online) program. Find courses and requirements here, <https://www.gpidea.org/program/dietetics>, and the handbook here, <https://www.gpidea.org/student-handbook/program-handbooks>.

## ***University of Nebraska Intercampus***

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Graduate students are eligible to take courses at the University of Nebraska-Lincoln (UNL), University of Nebraska Omaha (UNO), University of Nebraska at Kearney (UNK) and the University of Nebraska Medical Center (UNMC). NHS graduate students wishing to take courses at UNO, UNK or UNMC must fill out an [Intercampus Application](#). A new application is required for each semester the graduate student wants to take a course at a different campus.

- [University of Nebraska Omaha Graduate Courses](#)
- [University of Nebraska at Kearney Graduate Courses](#)
- [University of Nebraska Medical Center Graduate Courses](#)

## **Research and Writing Resources**

### ***Suggested Courses in Methods, Communication, Statistics, and Research Administration***

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The following courses may help students enhance their research, statistical analysis, and presentation skills. Students should work with their faculty advisor and supervisory committees to see if any of these courses would be beneficial to include in their memorandum of courses (for credit) or as ongoing professional development through non-credit courses such as with Office of Research and Economic Development, ORED.

- FDST 866 Scientific Method in Practice (1 credit, fall)
- NUTR 805 Research Methods
- NUTR 893 Oral Science Communication Strategies
- NUTR 990 Nutrition and Health Sciences Seminar, not currently offered on a regular basis
- STAT 801A Statistical Methods in Research: Non-Calculus (fall, spring)
- EDPS 859 Statistical Methods (cross listed with EDPS 459)
- *Additional courses will be added*
- [ORED Research Administration Essentials Workshops](#), for professional development

### ***UNL Libraries: NHS Research Guide***

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There is an online guide to Libraries' resources and services for Nutrition and Health Sciences through a research guide at <http://unl.libguides.com/nhs>. It also links to information from other reliable organizations and services.

### ***Statistical Cross-disciplinary Collaboration and Consulting Lab (SC3L)***

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The [Statistical Cross-disciplinary Collaboration and Consulting Lab \(SC3L\)](#) is a free service available to students, faculty, and staff at the University of Nebraska who are in need of assistance with an MS thesis or doctoral dissertation, or faculty research.

### ***IANR Science Communication Hub***

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Regardless of a chosen field or career path, students must communicate well when working in STEM and in the healthcare fields. The IANR Science Communication Hub, <https://ianr.unl.edu/science-communication-hub>, is dedicated to supporting NHS and IANR students, postdocs, and faculty to develop essential communication skills and reach their professional and scientific writing and science communication goals.

### ***Writing Center***

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All members of the UNL community of students, faculty, and staff are welcome. All forms of communication are welcome, from lab reports, presentations, and research papers to cover letters, application essays, and graduate theses and dissertations. Writing Center Consultants can work at any stage of the writing process, from brainstorming and organizing ideas through polishing a final draft. Sign up for appointments by visiting their website, <https://www.unl.edu/writing/home>.



## Research and Projects

### ***Project Development***

For MS option A (thesis) and doctoral students, generally students decide to work with a particular faculty advisor within a broadly defined research area. The specific research or project problem is usually suggested by the faculty advisor. This is appropriate in the beginning of a student's graduate education since they may not have the experience to fully appreciate the proposed research or project problem in the context of the field. In attempting to solve the assigned research or project problem, the student will benefit from the ideas, expertise, and guidance of their faculty advisor.

During the course of their graduate program, the student should become increasingly familiar with the subject of the investigation and, upon completion, may well have greater expertise than their faculty advisor. It is assumed that the general research or project area in which the specific problem fits is one in which the faculty advisor will continue to work. It is to the mutual benefit of the student and faculty advisor to agree, before the student's departure, on the responsibilities for future work in the general research or project area.

### ***Industry Employees***

Often industry employees have a specific research or project problem upon which they wish to work on. Industry employees need to work with their employer and faculty advisor closely to develop a project or research problem that can be shared through a written thesis, dissertation or project paper and oral presentation. It is to the mutual benefit of the student, employer and faculty advisor to agree, before the student's departure, on the responsibilities for future work in the general research or project area.

### ***Safety and Research Responsibility Training, this will be updated after review by the NHS***

Safety is the responsibility of every member of the University of Nebraska-Lincoln community. All students will receive the appropriate safety training *prior* to participating in research projects.

Students need to work with their faculty advisors to determine what safety and research training is required. Certificates of completion must be kept on file and are often recorded in personnel information in Firefly. Refresher training may be required throughout a degree program.

### ***Safety Training***

The University of Nebraska-Lincoln Environmental Health and Safety (EHS) provides [web-based training](#).

- Core 1 - Injury and Illness Prevention Plan (IIPP)
- Core 2 - Emergency Preparedness Training
- Chemical Safety Training for those working with or could be exposed to hazardous chemicals at work
- Biosafety 100: Research Compliance for this working with biological materials
- Blood borne Pathogens for Laboratory Workers
- Autoclave Operation Training if you work with an autoclave typically in biological or human clinical lab

### ***Departmental Autoclaves***

To use and have access to NHS autoclaves, graduate students or faculty advisors need to contact Anthony (Tony) Delaney, NHS Safety Committee member, to set up autoclave training.

### ***Human Research Subjects***

The Institutional Review Board (IRB) oversees Human Research Protection Program (HRPP). Research staff, including graduate students, are required to complete [CITI training](#), <https://research.unl.edu/researchcompliance/required-human-subjects-training/>, if they have direct contact with human participants, e.g., for subject recruitment, data collection, as well as those who have access to information that links research participants' names with their data.

Research staff, including graduate students, who work with the non-identifiable data, e.g., data entry, data analysis, AND who have no contact with participants and no means of identifying participants or linking participants' names to their data may not be required to complete CITI training. Work with your faculty advisor and



Office of Human Subjects for any questions or concerns, <https://research.unl.edu/researchcompliance/human-subjects-research/>.

#### *Animal Research Subjects*

Research staff, including graduate students, working with animals are required to complete Institutional Animal Care and Use Committee (IACUC) training, <https://research.unl.edu/researchresponsibility/required-and-optional-training-2/>.

#### ***Embargo Option***

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The University of Nebraska-Lincoln offers three embargo options through ProQuest (for dissertations) and Digital Commons (for thesis): six months, one year, and two years.

These options are available when the student uploads the PDF of the dissertation to ProQuest or the thesis to Digital Commons.

#### [The Process of Placing the Embargo](#)

#### ***Ownership of Data and Intellectual Property, will be updated after review by faculty***

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##### *Research Materials and Data*

All data and records pertaining to the research activities are the property of the Department of Nutrition and Health Sciences at the University of Nebraska-Lincoln.

Research materials such as lab notebooks and research files shall remain the property of the faculty member(s) responsible for directing the project.

The same applies to other items such as photographs, microscopic slides, specimens, models, and computer programs that might have been developed as a part of the graduate activities.

##### *Intellectual Property*

University of Nebraska Board of Regents (BOR) policy requires that, as employees of the University all faculty, staff, and some students, disclose and assign every invention or discovery resulting from the performance of duties within the scope of University employment, or from the use of University resources, to the University. The University has three policies that govern intellectual property.

- BOR Bylaw 3.10, establishes University ownership of inventions. When the Board of Regents established policy 3.10, the intent was to encourage the commercialization of inventions and discoveries arising from research activities of the University, and when appropriate, the pursuit of patents or other intellectual property protection.
- BOR Policy 4.4.1, establishes the copyright policies for the various copyright works and development scenarios that can occur on campus.
- BOR Policy 4.4.2, the patent and technology transfer policy, governs invention disclosure, intellectual property protection, and licensing. This policy outlines the steps that the University can take to protect its Intellectual Property and how the innovator can also benefit.

#### ***Ownership of Copyrights in Student Works***

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Additional information can be found here, Intellectual Property Policy of the University of Nebraska, July 2001, [https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=1013&context=ir\\_information#:~:text=Students%20will%20own%20the%20copyrights,publicly%20distribute%20copies%20of%20his](https://digitalcommons.unl.edu/cgi/viewcontent.cgi?article=1013&context=ir_information#:~:text=Students%20will%20own%20the%20copyrights,publicly%20distribute%20copies%20of%20his)

##### *Theses, Dissertations and Other Student Works*

Students will own the copyrights to their theses, dissertations, and other student works; however, a student must, as a condition to a degree award, grant royalty-free nonexclusive permission to the University to store copies of such works for archival purposes and to reproduce and publicly distribute copies of his or her thesis or

dissertation within the University education and research missions; provided however, that should the student identify any legitimate proprietary interest the student may have in the work, or should the University determine that it has an ownership interest in any patentable or otherwise protectable Intellectual Property interest in the work, the University shall then delay any public access to the work for up to one year following the presentation of the work, in order for the student to consult with the University regarding the protection of the proprietary interest. Copyright ownership of theses or dissertations generated by research that is performed in whole or in part by a student with the support of a sponsor or grant shall be determined in accordance with the terms of the sponsored research or grant agreement, or in the absence of such terms, the copyright shall be owned by the University.

*Software, Patentable Subject Matter and Non-Copyright Intellectual Property*

Software, patentable subject matter, and other Intellectual Property contained or disclosed in theses, dissertations and other student works shall be subject to and governed by the policies that apply to University employees.

*Student Writings Other Than Theses or Dissertations*

Students shall own the copyrights to all student writings not commonly referred to as theses or dissertations and to other creative expressions required in the course of class assignments. The University shall retain the right to keep original examination scripts and to possess a copy or record of other student works for purposes of assigning grades, maintaining archival materials, and record keeping.

## Degree and Specialization Requirements - Overview

### Minimum Grade Requirements for Graduate Students

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This information is from, <https://registrar.unl.edu/academic-standards/policies/academic-standards-grad/>

*Credit in graduate-level courses is attained as follows:*

1. A minimum grade of "B" is required for graduate credit in 800-level courses with 400 or lower counterparts within the student's major department or area. A grade of "B-" is not acceptable.
2. A minimum grade of "C" or "P" (Pass) is required for graduate credit in 800-level courses in minor, collateral, or supporting areas of work. A grade of "C-" is not acceptable. Note: A grade of "B-" or lower received in a minor course will result in a minor comprehensive exam being required.
3. A minimum grade of "C" or "P" (Pass) is required for graduate credit in 900-level courses or 800-level courses without 400 or lower counterparts.

When applied toward an advanced degree program, only courses at the 900-level or 800-level *without* 400 or lower counterparts, *in the major department or interdepartmental area*, may be taken on a pass/no pass basis. *In minor, collateral, or supporting areas of work*, 800-level courses with 400 or lower counterparts can be taken on a pass/no pass basis.

A student failing to receive a minimum acceptable grade for graduate-level credit may not continue his or her program of studies without permission of the supervisory group or the departmental graduate committee concerned which may require a special examination to determine the student's qualifications for further work.

### Grading Systems and Grade Appeals

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Policies are here, <https://catalog.unl.edu/graduate-professional/policies/grades/>

### Transfer of Credits from Other Institutions

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Policies are here, <https://catalog.unl.edu/graduate-professional/policies/graduate-credit/#text>.

All graduate credits to be counted toward graduate degree requirements, including all transfer credits, must be recommended by the cognizant graduate committee of the student's major department or area. Not less than 50 percent of the course work (excluding thesis) required for any graduate degree must be completed at the University of Nebraska. No graduate credits will be accepted as transfer credits unless earned at an institution fully accredited to offer graduate work in the field of the student's major; nor shall any graduate credits to be transferred unless the graduate committee evaluates the quality and suitability and determines that they are equal to or superior to offerings available at the University of Nebraska.

No graduate credits will be accepted as transfer credit toward a master's program at UNL if the course work is 10 years or older or if the course work has been applied toward a previously completed post-baccalaureate degree at any institution, including UNL. Similarly, no graduate credits will be accepted as transfer credit toward a doctoral program if the course work has been applied toward a previously completed doctoral degree at any institution, including UNL. Professional courses cannot count toward a graduate degree. Courses completed at institutions other than the University of Nebraska cannot count toward a graduate certificate.

Approval of the Office of Graduate Studies is required for the transfer of graduate work taken elsewhere toward a graduate degree at the UNL. It is the student's responsibility to ensure that official transcripts of graduate work taken elsewhere are received in the Office of Graduate Studies well before the student plans to complete all other requirements for the graduate degree at UNL.

## ***MS Option A and MS Option B in Nutrition and Health Sciences***

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Information about each degree, specialization and program area is here, <https://cehs.unl.edu/nhs/graduate-programs/>

Additional information about general MS requirements, probation and termination is here, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/>

*MS requirements for athletic training and dietetics are found on their websites:*

1. MS in Athletic Training Option B non-thesis, starts fall 2024; requires 43 credits; MS in AT Handbook for courses and requirements is forthcoming.
2. MS in NHS Option B non-thesis in Professional Studies in Dietetics (MS PSD); requires 45 credits; see MS in PSD requirement, <https://cehs.unl.edu/nhs/programs/professional-studies-dietetics-future-education-model/>.
3. MS in NHS Option B non-thesis in Dietetics (online) with GP-IDEA; requires 36 credit hours (changing to 32 credit hours for students starting in fall 2023; find courses and requirements here, <https://www.gpidea.org/program/dietetics>, and the handbook here, <https://www.gpidea.org/student-handbook/program-handbooks>.

*Other MS in NHS Option B non-thesis programs require 30 credits; requirements are on the next pages.*

*MS in NHS Option A with thesis requires 30 credits; requirements are on the next pages.*

### *Time Limit*

MS degrees are expected to be completed within 5 years, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#text>.

## ***Doctoral Programs***

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Information for NHS about each degree, specialization and program area is here, <https://cehs.unl.edu/nhs/graduate-programs/>

Additional information about UNL's doctoral requirements and probation and termination guidelines is here, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/>

### *Ph.D. in Nutrition*

- [Biochemical and Molecular Nutrition](#) specialization, GRE preferred, Program Contact: [Dr. Sathish Natarajan](#)
- [Community Nutrition and Health Promotion](#), GRE preferred, Contact: [Dr. Weiwen Chai](#)
- Nutrition and Health Sciences area is flexible to meet students' interests, Contact: Dr. Heather Rasmussen

### *Ph.D. in Human Sciences*

- [Nutrition and Exercise Physiology](#) area, Contact: [Dr. Terry Housh](#)
- Nutrition and Health Sciences specialization is flexible to meet students' interests, Contact: Dr. Heather Rasmussen

*Additional information about NHS doctoral program requirements on the next pages.*

### *Time Limit*

Doctoral degrees are to be completed within eight years of filing the Program of Studies in Graduate Studies, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#text>.

## **Specializations**

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Information about each degree, specialization and program area is here, <https://cehs.unl.edu/nhs/graduate-programs/>

A graduate specialization is a focused group of courses within one or more major or degree programs. Students declare a specialization when applying for admission to a degree program or when they develop and submit their plan of study (memorandum of courses) for approval. Courses taken for a specialization count toward both the specialization and the degree requirements. Specializations are also listed on the student transcripts.

NHS' specializations are:

*Biochemical and Molecular Nutrition, BMN*, in conjunction with the MS in NHS and PhD in Nutrition. The required courses for this specialization are the same for each degree and are listed here,

<https://cehs.unl.edu/nhs/programs/biochemical-molecular-nutrition-1/>

<https://cehs.unl.edu/nhs/programs/biochemical-molecular-nutrition-2/>

*Community Nutrition and Health Promotion, CNHP*, in conjunction with the MS in NHS. Doctoral students are also welcome to complete these courses. The required courses for the specialization and other recommended courses are listed here,

<https://cehs.unl.edu/nhs/programs/community-nutrition-health-promotion-thesis/>

<https://cehs.unl.edu/nhs/programs/community-nutrition-health-promotion/>

*Dietetics (online), DIET*, is offered in conjunction with the MS in NHS through GP-IDEA; find requirements here,

<https://www.gpidea.org/program/dietetics>, and the handbook here, [https://www.gpidea.org/student-](https://www.gpidea.org/student-handbook/program-handbooks)

[handbook/program-handbooks](https://www.gpidea.org/student-handbook/program-handbooks).

*Professional Studies in Dietetics, PSD*, is offered in conjunction with the MS in NHS; requirements are here,

<https://cehs.unl.edu/nhs/programs/professional-studies-dietetics-future-education-model/>

*Nutrition and Exercise* is offered in conjunction with the MS in NHS. Doctoral students also are welcome to take these courses. The required and/or recommended courses are here,

<https://cehs.unl.edu/nhs/programs/exercise-physiology-nutrition/>

<https://cehs.unl.edu/nhs/programs/nutrition-and-exercise-science/>

*Nutrition and Health Sciences (xx not sure of code)*, in conjunction with the PhD in Human Sciences (HUMS) courses are selected that meet students career goals.

## **Graduate Certificates**

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NHS offers a graduate certificate in collaboration with other academic departments. This Graduate Certificate in Nutrition, Non-Coding RNAs and Extracellular Vesicles requires 6-18 credit hours. This certificate can be completed with or without being enrolled in an MS or PhD degree program. Courses completed for the certificate may also be used to meet requirements for a concurrent degree programs.

## **MS Option A (with thesis)**

Option A (with thesis) is primarily for students interested in a research experience in biochemical and molecular nutrition (specialization), research experience in community nutrition and health promotion (specialization), or in general nutrition and health sciences research. Students will complete a research thesis and their final exam is an oral exam to defend their thesis research and demonstrate knowledge and application related to the coursework and research area.

Master's degree steps to completion and required forms are here,

<https://www.unl.edu/gradstudies/academics/program-steps/masters-degree-steps-to-completion>

### ***Requirements for courses***

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- Earn minimum of 30 graduate credits
- At least 8 credit hours, excluding thesis, must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts)
- At least half (or 15) of the credit hours required for the degree, including thesis hours, must be in the major
- A minimum of 3 hours of NUTR 899 Master Thesis credit hours
- Courses in statistics, research methods, communication, and seminar will help develop skills in these areas

### ***Supervisory Committee***

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A student's supervisory committee should be formed by the end of the student's 2<sup>nd</sup> semester (or before completion of 15 credit hours).

#### ***Requirements***

- Minimum of three committee members
- Faculty advisor serves as chair
- At least two must be Nutrition and Health Sciences faculty. The third member may be from NHS or another department.

*Minor:* Students seeking a minor are required to have a graduate faculty member from the minor program on their Supervisory Committee. It is at the discretion of the minor advisor as to whether they elect to be on the student's supervisory committee as long as a minor comprehensive exam is not required. A minor is not required for the MS in NHS.

#### ***UNL Employees***

To reduce conflict of interest, University of Nebraska-Lincoln employees must identify a faculty advisor other than their immediate work supervisor. Their work supervisor may serve on their supervisor committee as a committee member.

### ***Memorandum of Courses (the plan of study)***

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A Memorandum of Courses (MOC) consists of courses considered necessary for the student's degree. A MOC is intended to be flexible to meet the educational objectives of the student and to build on previous academic experiences. The student, along with the Supervisory Committee, should select courses that best support the student's career goals in research and/or a health or business practitioner.

A student's MOC should be completed by the end of the student's 2<sup>nd</sup> semester (or before completion of 15 credit hours). Students may not file a Memorandum of Courses and graduate in the same term.

- *Changes may be made to the MOC*

Once the student and student's faculty advisor agree on the course change, the student's faculty advisor emails the NHS Graduate Coordinator and Office of Graduate Studies Master's Programs Coordinator for final approval.

### ***Research Proposal and Proposal Defense – Optional and Consult with Faculty Advisor***

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This is optional and not required. It is in students' best interest to prepare and defend a research proposal by the end of their second semester. This proposal will help guide student's thesis research. Guidelines for this process are summarized below.

The Supervisory Committee Chair (faculty advisor) should be involved in planning and development of the research project but should not edit or rewrite the written research proposal. This document should be an accurate representation of the student's writing and reasoning abilities.

#### ***Written Research Proposal Guidelines***

- At least two weeks before the oral exam, email the proposal and evaluation form to the supervisory committee members, NHS Graduate Chair and NHS Graduate Coordinator.
- 4-6 pages in length and should follow the style prescribed by their adviser (e.g. MLA, APA, Chicago).
- General formatting guidelines for the proposal include: 12-point font, 1" margins, double spacing, pagination, a cover page, and additional pages for citation of sources and a bibliography.

#### ***Sections***

1. Summary/abstract: A brief overview of the full proposal. (less than one page)
2. Justification, Objectives, Hypotheses, and Significance: A short statement of why the research is being done, the overall and specific objectives, the hypotheses being tested, and what the significance of the anticipated results will be. (about one page)
3. Literature Review: The review should be confined to the most relevant articles and be as current as possible. This is not expected to be a comprehensive review but should establish a basis for the intended research. (2-4 pages)
4. Preliminary Results: Include any relevant data (tables, figures).
5. Materials and Methods: Specific procedures, including experimental design, analytical methods, and statistical methods for evaluation of data, should be described. Standard or well-established methods need not be listed but should be referenced. Procedures should be listed in an order corresponding to the objectives. (3-4 pages)
6. Expected Outcomes, Significance and Impacts: This can be brief (less than one page)
7. Literature Cited: A standard journal format should be used as approved by the supervisory committee.

#### ***Oral Research Proposal Defense Requirements***

- 20-minute seminar presentation with Supervisory Committee members
- Followed by oral examination by the Supervisor Committee

Areas to be evaluated include the student's knowledge of the science and methods to be used in the project and the student's ability to express his/her ideas orally and to answer questions related to the proposed project.

The supervisory committee members will complete Research Defense Evaluation Forms to provide constructive feedback. The Supervisory Committee may recommend (proposed and undergoing updates by NHS):

1. Unconditional approval of the research project proposal
2. Conditional approval (the committee may specify remedial action to improve writing skills, additional course work to improve knowledge in a technical area critical to the research, or other action as necessary)
3. Not approved: The student will be given a second opportunity to prepare and defend a revised proposal within one month. The Supervisory Committee can continue to be consulted for advice on ways to improve the proposal and enhance the success of the research project. If the student is unable to write a satisfactory proposal, then it may be recommended that they pursue the MS Option B non-thesis.

#### ***MS Option A Thesis and Final Oral Defense***

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The master's thesis and abstract must be submitted to the supervisory committee chair (faculty advisor) at least 2 weeks prior to the oral defense. The faculty advisor should be involved in helping the graduate student develop their thesis into a publishable form.

Once approved, the Final Examination Report form must be submitted to the Office of Graduate Studies Master's Program Coordinator and NHS Graduate Coordinator at least four weeks prior to the oral defense.

An electronic copy of the thesis and abstract must be submitted to all supervisory committee members, Office of Graduate Studies Master's Program Coordinator, and NHS Graduate Coordinator for approval at least two weeks prior to the oral defense. All major revisions to the thesis should be completed before the oral defense. Minor revisions (such as formatting or spelling) are permitted after the oral defense.

The graduate student is responsible to submit the completed Final Examination Report form and deposit their thesis by the Office of Graduate Studies deadlines.

#### *Written Requirements*

- Office of Graduate Studies Written Format Guidelines: <https://www.unl.edu/gradstudies/current/degrees/guidelines>
- Make revisions based on corrections and recommendations after each evaluation

#### *Oral Defense Guidelines*

- 45-minute public seminar presentation with 10 minutes for questions, open to faculty, graduate students, and guests
- Followed by oral examination by the Supervisor Committee (please allow 2 hours)

#### *Reporting Examination Results*

1. If the committee agrees unanimously that the student has passed: Part 4 of the Final Examination Report is signed by all committee members present for the defense, <https://www.unl.edu/gradstudies/current/Masters-FinalExam.pdf>
2. If only one member dissents: The dissenting member files a letter of explanation to the NHS Graduate Chair, NHS Graduate Coordinator, and the Office of Graduate Studies, but the student is approved for the degree and Part 4 of the Final Examination Report is signed accordingly.
3. If more than one member dissents: The student fails to pass the final oral exam. The committee files a report on the failure to the NHS Graduate Chair, NHS Graduate Coordinator and the Office of Graduate Studies, indicating what the student must do before attempting another examination. A student may attempt a final oral exam only once per term.

## **MS Option B (non-thesis)**

This information is for students pursuing the MS non-thesis in biochemical and molecular nutrition, nutrition and exercise, community nutrition and health promotion, general nutrition and health sciences, and hospitality management. Students pursuing MS related to athletic training and dietetics should refer the respective websites for requirements.

Master's degree steps to completion and required forms are here, <https://www.unl.edu/gradstudies/academics/program-steps/masters-degree-steps-to-completion>

#### **Requirements**

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- Earn a minimum of 30 graduate credit hours
- At least one-half of the credit hours required for the degree must be in the major (e.g., NUTR or HRTM)
- The remaining work may be in supporting courses and may comprise a minor consisting of at least 9 credit hours selected from and approved by the minor department ("may" means not required to have a minor)
- At least 15 credit hours must be earned in courses open exclusively to graduate students (900 level or 800 level without 400 or lower counterparts).
- Courses in statistics, research methods, communication, and seminar will help develop skills in these areas to utilize in their careers in research, community health, hospitality management and related areas.



## ***Supervisory Committee***

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A student's supervisory committee should be formed by the end of the student's 2<sup>nd</sup> semester (or before completion of 15 credit hours).

### ***Requirements***

- Minimum of three committee members
- The faculty advisor is the chair of this committee
- Most students are pursuing the Nutrition and Exercise specialization (chair is typically Dr. Shinya Takahashi), Professional Studies in Dietetics specialization (chair is typically Dr. Heather Rasmussen or other dietetics faculty), dietetics with GP-IDEA (chair is typically Dr. Virginia Chaidez or other dietetics faculty), Community Nutrition and Health Promotion specialization (chair varies), Hospitality specialization (chair varies), or general nutrition and health sciences (chair varies).
- At least two must be NHS faculty. The third member may be from NHS or another department.

*Minor:* Students seeking a minor are required to have a graduate faculty member from the minor program on their Supervisory Committee. It is at the discretion of the minor advisor as to whether they elect to be on the student's supervisory committee as long as a minor comprehensive exam is not required. Note that a minor is not required for MS Option B.

### ***UNL Employees***

To reduce conflict of interest, University of Nebraska-Lincoln employees must identify a faculty advisor other than their immediate work supervisor. Their work supervisor may serve on their supervisor committee as a committee member.

## ***Memorandum of Courses (plan of study)***

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An MOC consists of courses considered necessary for the student's degree. An MOC is intended to be flexible to meet the educational objectives of the student and to build on previous academic experiences. The student, along with the Supervisory Committee, should select courses that best support the student's research and overall academic program.

A student's MOC should be completed by the end of the student's 2<sup>nd</sup> semester (or before completion of 15 credit hours). Students may not file the MOC and graduate in the same term.

### ***Changes to Plan of Study***

Changes may be made to an approved Plan of Study (MOC). Once the student and student's faculty advisor agree on the course change, the student's faculty advisor emails the NHS Graduate Coordinator and Office of Graduate Studies Master's Programs Coordinator for final approval.

## ***MS Option B Non-thesis Final Exam***

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The required final written comprehensive examination in the major must be completed within 24 months prior to the date of graduation. A comprehensive exam (written and/or oral) in the minor department may be waived—subject to the approval of the minor department -- provided all grades in the minor are at least a B or Pass.

Procedures for this exam are (from NHS graduate handbook in 2018 and are undergoing updates):

- Covers the major area of study and may include relevant general education topics
- Administered by the faculty advisor of the individual student
- Date of exam must be indicated on the student's final examination report form
- The Primary Advisor of each individual student may write their own questions or solicit questions from the students' former course instructors. The Primary Advisor of each individual student will coordinate grading the questions on a Pass/No Pass basis.
- After all grading is complete, it is the Primary Advisor's responsibility to determine whether the student passed or did not pass the final written comprehensive exam as a whole prior to the deadline indicated by the Office of Graduate Studies.

- If the faculty advisor determines that the student passed the final written exam as a whole, an e-mail shall be sent to the NHS Graduate Chair indicating that the student passed.
- If the faculty advisor determines that the student did not pass this exam, they will write a “non-passing report” indicating what the student must do before taking another exam. This report will be sent to the student, as well as to the NHS Graduate Chair who will submit the report to Graduate Studies.
- If a non-passing report is filed with the Office of Graduate Studies, another exam may not be taken during the same semester or summer session in which the student failed, as per policy of Graduate Studies. If the faculty advisor determines that the student passed only part of the final written exam, it is their responsibility to communicate with the student what must be done to pass the final written exam prior to the deadline indicated by the Office of Graduate Studies.

### **Time Limit**

Students must complete their Master of Science degree within 5 consecutive years.

## **Doctoral Degree Requirements**

In NHS, our doctoral programs prepare students for careers in research to nutrition science and exercise science, as well as advanced practice related development, implementation and evaluation of clinical and community nutrition and health promotion programs through Extension, state and federal government, foundations, and health care settings. Careful selection of your faculty advisor, supervisory committee, course work, research area, and other experiences will help you prepare for a career in the area of your choice.

Policies are here, <https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#text>

Doctoral degree steps to completion are here, <https://www.unl.edu/gradstudies/academics/program-steps/doctoral-degree-steps-to-completion>. Refer to these steps at least once per semester to ensure the required steps are met in the overall process,

Plan to form your Supervisory Committee, complete the program of studies form, and obtain signatures of all members by the end of the 2<sup>nd</sup> semester or before complete of 45 credit hours, including master’s degree credits (if applicable).

### ***Supervisory Committee***

A student’s supervisory committee should be formed by the end of the student’s 2<sup>nd</sup> semester (or before completion of 45 credit hours, including master’s degree credits). The Doctoral Degree Supervisory Committee form must be submitted with or before the Plan of Study form.

#### ***Requirements***

- Minimum of four committee members. Five are recommended in the event one member is on sabbatical or is otherwise unavailable.
- Faculty advisor serves as chair
- At least three must be NHS faculty
- At least one must be outside NHS but within the University of Nebraska System (UNL, UNMC, UNO or UNK)

**Readers:** Two readers (outside of the faculty advisor chair) must be selected. It is the readers’ responsibility to review and approve the dissertation prior to the Final Oral Examination.

**Special Member:** A faculty member from another institution outside the University of Nebraska system may serve as a fifth committee member on the student’s committee. Special members may serve as readers and have voting rights for the student’s committee. Only one special member may serve per committee. A special member may not serve as an outside representative.

#### ***UNL Employees***

To reduce conflict of interest, University of Nebraska-Lincoln employees must identify a faculty advisor other than their immediate work supervisor. Their work supervisor may serve on their supervisor committee as a committee member.

### *Revisions*

Changes may be made to a Supervisory Committee any time prior to the submission of the Application for Final Oral Exam by submitting the Change of Supervisory Committee form to NHS Graduate Coordinator to be approved by NHS Graduate Chair, and then the Dean of Graduate Studies.

### *University of Nebraska Faculty Employment Changes*

- If the student has achieved Candidacy, chair change:
  - The former chair who has left the University may continue to serve as co-chair
  - A second co-chair must be appointed
- If the student has not achieved Candidacy, chair change:
  - A new chair of the Supervisory Committee must be appointed immediately
- Graduate faculty with emeritus status may co-chair the supervisory committees of doctoral students or serve as a committee member.
- If a member other than the chair leaves the employer of the University or retires, a replacement should be appointed.
- Faculty granted adjunct faculty graduate status after leaving the University may service as a committee member

### ***Program of Studies***

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A Program of Studies consists of courses considered necessary for the student's degree. Program of Studies is intended to be flexible to meet the educational objectives of the student and to build on previous academic and work experiences. The student, along with the Supervisory Committee, should select courses that best support the student's research and overall academic program.

A student's Program of Studies should be completed by the end of the student's 2nd semester (or before completion of 45 credit hours, including master's degree credits) After the student and all supervisory committee members sign, this form should be submitted to the NHS Graduate Coordinator who will forward to Graduate Studies.

### *Requirements*

- Only courses with 800 or 900 level course numbers can be counted for graduate credit
- Minimum of 90 semester credit hours
  - At least one-half (45 hours), including dissertation credits, must be in NHS (NUTR prefix) or closely related field
  - Meet graduate studies required of 12-55 credit hours of NUTR 999 Doctoral Dissertation credit hours (NHS requirement pending)

### *Changes to Plan of Study*

Changes may be made to an approved Plan of Study (POS). Once the student and student's faculty advisor agree on the course change, the student's faculty advisor emails the NHS Graduate Coordinator and Office of Graduate Studies Doctoral Programs Coordinator for final approval.

### ***Comprehensive Exam and Candidacy***

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A student pursuing a doctoral degree must complete a comprehensive examination before being admitted to candidacy. Consult with your faculty advisory and supervisory committee as to the requirements for your comprehensive examination.

*Graduate studies provides general direction regarding the comprehensive examination,*

<https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/#candidacy>

When a student has substantially completed studies in the doctoral program, typically two years into the graduate program (e.g., start of the third year), the student must pass a written comprehensive examination in the major and minor fields of study. At the discretion of the supervisory committee, an oral comprehensive examination may also be required.

#### *Requirement and Scheduling*

The Supervisory Committee arranges for comprehensive examinations at least seven months prior to the final oral examination (defense).

The written comprehensive examination is an investigation of the student's breadth of understanding of the field of knowledge of which his/her special subject is a part. It is not a repetition of course examinations. An oral comprehensive examination may be required at the discretion of the Supervisory Committee. The oral exam may include the minor or related fields in addition to the major field of study. If an oral exam is required, it is part of the comprehensive exam requirements to be met before candidacy.

#### *Examination Results*

Upon successful completion of comprehensive exams, an Application for Candidacy should be filed as described in [Doctoral Milestones](#).

Otherwise, if the Supervisory Committee determines that the student has failed the comprehensive examination:

1. A letter is submitted by the chair of the Supervisory Committee to the Dean for Graduate Studies stating the conditions under which the student may attempt another examination.
2. Only one attempt may be made per academic term. Only two attempts overall are permitted, unless additional attempts are approved by the Supervisory Committee.

#### *Tips to prepare for the Comprehensive Exam*

Supervisory committees will assess your knowledge, application of knowledge, research skills, critical thinking skills, and written and oral communication. For example, how well do you understand and apply core knowledge in your discipline; how solid are your critical thinking skills in identifying alternative strategies; how well did you identify appropriate scientific literature and research methods; how clear is your writing and your oral communication when answering questions? Here are few resources to help prepare to complete and defend your comprehensive exam, whether it involves answering a series of questions, writing a manuscript or research proposal, or preparing other original and professional materials to document your growing expertise as a researcher or evidence-based practitioner:

- Office of Graduate Studies, <https://www.unl.edu/gradstudies/connections/preparing-comprehensive-exams#>
- Proposal or manuscript defense, Steve Tippens, 2020, <https://www.beyondphdcoaching.com/dissertation/dissertation-proposal-defense/>

#### *The Comprehensive Exam*

In consultation with the student, the Supervisory Committee determines the nature of and expectations for completing and passing the comprehensive exam. The comprehensive examination is an intense professional development experience that requires the student to devote sufficient time and energy to its completion. A variety of examination formats are possible. The examination format should give the student an opportunity to demonstrate their abilities to synthesize, reflect, evaluate and apply their previous coursework and research experiences to solve problems posted in the examination.

Although no specific format is suggested, several examples of parts of the examination serve to illustrate the variety of options available, including:

1. Respond in writing to a series of 4-8 questions to test the depth and breadth of your knowledge in your academic areas. Typically, the responses to the questions are sent to the supervisory committee at least two weeks before the scheduled oral exam. At the exam, the student defends/discusses their answers posted by the supervisory committee.
2. Conducting and writing a meta-analysis of a topic in the student's general areas of interest (and not directly related to their dissertation). The written format is in the form of a research publication to be submitted to a peer-reviewed journal. The student submits their written paper to the committee at least two weeks before the scheduled oral exam. At the exam, the student gives a presentation about the paper and defends/discusses their research methods and findings in response to questions posed by the supervisory committee.
3. Writing and defending a research proposal in the student's general areas of interest (and not directly related to their dissertation). The written format is in the form of a research proposal, such as format expected by NIH, USDA, or other research entity. The student submits their written proposal to the committee at least two weeks before the scheduled oral exam. At this exam, the student gives a presentation about their proposal and defends/discusses in response to questions posed by the supervisory committee.

If a research proposal is expected for comprehensive exam, here is a suggested format:

The Supervisory Committee Chair (faculty advisor) should be involved in planning and development of the research project but should not edit or rewrite the written research proposal. This document should be an accurate representation of the student's writing and reasoning abilities.

#### *Written Research Proposal Requirements*

- Submit at least two weeks before the oral defense, email the written research proposal and evaluation form to supervisory committee members, NHS Graduate Chair and NHS Graduate Coordinator
- Written format as a grant proposal for USDA, NIH, or NSF
  - USDA: <https://www.nifa.usda.gov/grants>
  - NIH: [https://grants.nih.gov/grants/about\\_grants.htm](https://grants.nih.gov/grants/about_grants.htm)
  - NSF: <https://www.nsf.gov/funding/preparing/>
  - UNL Office of Research & Economic Development Checklists: <https://research.unl.edu/sponsoredprograms/forms-templates/>

*Sections of a Research, Teaching, or Extension Proposal can include, but not limited to:*

- Bio sketch
- Project Summary or Abstract
- Project Narrative or Description
- Timelines
- Bibliography and References
- Facilities and Equipment
- Budget (encouraged, but not required)

#### *Oral Research Proposal Defense Requirements*

- 30-minute seminar presentation with Supervisory Committee members
- Followed by oral examination by the Supervisor Committee

Areas to be evaluated include the student's knowledge of the science and methods to be used in the project and the student's ability to express his/her ideas orally and to answer questions related to the proposed project.

The supervisory committee members will complete Research Defense Evaluation Forms to provide constructive feedback. The Supervisory Committee may recommend

1. Unconditional approval of the research project proposal
2. Conditional approval (the committee may specify remedial action to improve writing skills, additional course work to improve knowledge in a technical area critical to the research, or other action as necessary)
3. Not approved: The student will be given a second opportunity to prepare and defend a revised proposal within six months.

#### *Reporting Results*

- Copies of the Research Defense Evaluation Forms must be turned into the NHS Graduate Coordinator.
- If a student fails to pass the research proposal, the supervisory committee files a report on the failure to the NHS Graduate Chair, NHS Graduate Coordinator and the Office of Graduate Studies. The report must indicate what the student must do before taking another examination. Another examination may not be held during the same term. Only two attempts are permitted unless additional attempts are approved by the NHS Graduate Committee.
- Upon successful completion of mid-program comprehensive exam (research proposal defense), turn in the Application for Admission to Candidacy form into the NHS Graduate Coordinator for routing to Graduate Studies.

Doctoral students who have achieved candidacy status must be continually enrolled every fall and spring semester until they graduate. Failure to maintain enrollment will result in the termination from the Food Science and Technology graduate program.

### **Dissertation and Final Oral Defense**

The dissertation and abstract must be submitted to the supervisory committee chair (faculty advisor) at least 6 weeks prior to the oral defense. The faculty advisor should be involved in helping the graduate student develop their dissertation into a publishable form.

Once approved, the dissertation and abstract must be submitted to all supervisory committee members at least 4 weeks prior to the oral defense. All major revisions to the dissertation should be completed before the submitting Application for Final Oral Examination form and oral defense.

Once approved, the Application for Final Oral Examination form must be submitted to the Office of Graduate Studies Doctoral Program Coordinator and NHS Graduate Coordinator at least two weeks prior to the oral defense. When the Application for Final Oral Examination form is signed by the two readers and supervisory committee chair (faculty advisor), the supervisory committee is saying it is done and ready to defend. Minor revisions (such as formatting or spelling) are permitted after the oral defense.

An electronic copy of the dissertation and abstract must be submitted to Office of Graduate Studies Doctoral Program Coordinator and NHS Graduate Coordinator for approval at least two weeks prior to the oral defense.

The graduate student is responsible to submit the completed Report of Completion form and deposit their dissertation by the Office of Graduate Studies deadlines.

### *Written Requirements*

- Office of Graduate Studies Written Format Guidelines:  
<https://www.unl.edu/gradstudies/current/degrees/guidelines>
- Make revisions based on corrections and recommendations after each evaluation

### *Oral Defense*

- 45-minute public seminar presentation with 10 minutes for questions, open to faculty, graduate students, and guests
- Followed by oral examination by the Supervisor Committee (please allow 2 hours)

### *Reporting Examination Results*

1. If the committee agrees unanimously that the student has passed: A Report of Completion is signed by all committee members present for the defense.
2. If only one member dissents: The dissenting member files a letter of explanation to the NHS Graduate Chair, NHS Graduate Coordinator and the Office of Graduate Studies, but the student is approved for the degree and a Report of Completion is signed accordingly.
3. If more than one member dissents: The student fails to pass the final oral exam. The committee files a report on the failure to the NHS Graduate Chair, NHS Graduate Coordinator and the Office of Graduate Studies, indicating what the student must do before attempting another examination. A student may attempt a final oral exam only once per term.

### *Minors*

Minors are not required in NHS. Consult with your faculty advisor if you are interested in pursuing a minor.

Information about minors is here,

<https://catalog.unl.edu/graduate-professional/policies/academic-program-requirements/>

A minor for the master's degree under any option must consist of at least 9 credit hours and may be taken in any one department or interdepartmental area that has been approved to offer a major leading to a master's degree. In addition, the minor may, in certain departments, be completed in a subdivision of the administrative department. Approved fields of study, which may be selected within each administrative department, must be approved by the Graduate Council for use as a minor.

A minor for the doctoral degree must include at least 15 credit hours with 6 hours in courses open exclusively to graduate students (900 level or 800 level without an undergraduate level counterpart). It may be taken in any department that has been approved to offer a major leading to a master's degree. In addition, the minor for the doctorate in certain departments may be completed in a subdivision of the administrative department. Approved fields of study, which may be selected within each administrative department, must be approved by the Graduate Council for use as a minor.

## **Professional Development Opportunities**

### ***NHS GSO Graduate Student Organization***

A Nutrition and Health Sciences-based graduate student organization is forthcoming.

### ***Publications and Presentations***

In addition to preparation of a thesis and/or dissertation, students are strongly encouraged to prepare manuscript(s) of their research results for publication and/or presentation at scientific meetings. The student will gain valuable experience from the efforts that go into publishing results and presenting scientific papers. The student and faculty advisor work closely on such efforts.

### ***Resources***

- Office of Graduate Studies Professional Development
- Seek out opportunities to present work through oral presentations to the scientific and public, written publications, or organize a hands-on outreach activity
- Attend conferences and use these opportunities to network with others
- Attend seminars and symposiums offer by UNL
- Join professional associations and societies at the local, state, regional and national level
- Pursue leadership opportunities through the NHS Graduate Student Organization, Graduate Student Assembly, IANR Graduate Student Committee, and other Recognized Student Organizations, <https://involved.unl.edu/student-organizations>.

## **Fellowships and Travel Grants**

### ***Fellowships from NHS***

- When a student applies to the NHS Graduate Program, they should also complete an application for fellowships and assistantships, which is here, <https://cehs.unl.edu/nhs/assistantships/>. Based on satisfactory progress by the student and availability of funding, the department expects to continue awarding for multiple years.



- Priority for awarding these fellowships is for doctoral students and for students in the MS in Professional Studies in Dietetics. PSD fellowships are made possible by donors contributing fellowships funds to graduate students admitted to the PSD program.

### ***Fellowships for professional development and travel***

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- Department of Nutrition and Health Sciences, for presentations at professional conferences, apply to the NHS Graduate Coordinator at least 2 months before the conference
- CEHS Graduate Student Professional Conferences, e.g., for travel, registration and related costs, <https://cehs.unl.edu/documents/cehs/research/CEHS%20Student%20Travel%20Grant%20Application.pdf>
- [Agricultural Research Division Fellowships](#)
- [Office of Graduate Studies Fellowships](#), these are awarded by NHS during the admission processes
- [Office of Research and Economic Development Funding Opportunities](#)

### ***Travel Grants***

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- [IANR Larrick Graduate Student Travel Grant](#)
- [Graduate Student Assembly Travel Award](#)
- [Office of Graduate Studies Travel Grant](#)

## **Assistantships**

NHS offers Graduate Research Assistantships (GRAs) and Graduate Teaching Assistantships (GTAs) to qualified students.

When a student applies to the NHS Graduate Program, they should also complete an application for fellowships and assistantships here, <https://cehs.unl.edu/nhs/assistantships/>.

Graduate assistantships that are 15-19.6 hours/week include a monthly stipend, tuition waiver, and 79% of the University health insurance premium. Students are responsible for ALL student fees plus the student portion (21%) of the University health insurance premium. The most up-to-date information about insurance for graduate assistants is here, <https://studentaccounts.unl.edu/insurance-graduate-assistants>.

MS PSD students who are paid an hourly rate of 6 hours/week to provide teaching support are not eligible for assistantship-associated tuition waivers or partial payment of health insurance premiums.

### ***Appointments***

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Graduate assistant appointments usually are made on an academic year basis. Appointments are renewable provided the student remains in good academic standing, continues to make satisfactory progress as determined by the student's faculty advisor and supervisory committee, and funding continues to be available.

- MS degree with thesis graduate assistantships typically are awarded for two years.
- Doctoral degree graduate assistantships typically are awarded for 3 years (with MS degree) and 4 to 5 years (without MS degree).

### ***Priorities***

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- Applicants for the Doctoral Degree
- Applicants for the MS degree with Thesis (Option A)
- There also is a priority for hourly work for teaching support that are available to MS PSD students who have the background to provide teaching support for our large undergraduate program in nutrition.

Students awarded graduate assistantships are expected to be fully committed to their academic program until graduation.



### ***Research Assistantship Responsibilities***

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Graduate Research Assistantships (GRA) are dependent on funding and an open position in a faculty advisor's lab. Most funding come from outside funding agency grants. When a grant is approved, the faculty advisor searches for a well-qualified applicant to work on a specific research project.

Graduate Research Assistants are expected to pursue an academic area and conduct research consistent with the interests of their faculty advisor offering the research assistantship. This combined effort results in a thesis or dissertation for the student, the completion of grant objectives for the faculty advisor, and manuscripts published in scientific journals jointly authored by the student and faculty advisor.

Graduate Research Assistants are directly responsible to their faculty advisor offering the research assistantship. In addition to conducting their own research (e.g., NUTR 899 or NUTR 999), Graduate Research Assistants are expected to assist their faculty advisor with research projects other than their own, special and extension projects, to train other students, and to perform other relevant academic duties.

### ***Teaching Assistantships***

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Teaching assistants are an integral part of meeting the teaching and student success mission in NHS. Teaching assistantships help develop communication skills with students, and eventually the public, who may not be familiar with nutrition and health sciences concepts. Being a teaching assistant is a time to shadow and network with faculty as well as develop teaching skills. In NHS most teaching assistantships are awarded started in the first year of graduate studies. The number of teaching assistantships is limited based on available funding and student interest. Be sure to let your faculty advisor know of your interest in developing proficiency in teaching.

#### ***Expectations***

- Commit to the required hours per week for teaching assistant assignment by signing the offer letter for the teaching assignment
- Specific teaching and lab prep responsibilities vary depending upon the course and the instructor supervisor
  - Attend preparatory meetings scheduled by the supervising faculty, prepare laboratory materials and course materials, grade papers and other assignments and exams, proctor exams, work with students in laboratory or lecture activities and answer students' questions in class, in person, and/or via email.

#### ***Requirements***

- Apply online here by February 15 as part of application procedures, <https://cehs.unl.edu/nhs/assistantships/>
- Successful applicants are notified by April 15 that they have received a teaching assistantship
- Complete required necessary training, such as classroom safety training and classroom instruction
- Complete an agreement of duties with instructor before the class(es) start
- Teaching Assistant Evaluation Form
  - At the end of the semester, teaching assistants need to schedule an appointment with their instructor supervisor and/ or lab supervisor to complete an evaluation
  - The instructor will email the completed evaluation to the NHS Graduate Coordinator

#### ***Optional CIRTL Certification***

UNL is part of at the national Center for the Integration of Research, Teaching and Learning (CIRTL). Students in pursuing a career with teaching or instruction components are encouraged to pursue [CIRTL certification](#) in association with their teaching assistant experience.

### ***Teaching Assistantship Responsibilities***

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Graduate Teaching Assistantships (GTA) are directly responsible to the faculty member(s) in charge of the course(s).

Graduate teaching assistants and those students providing hourly support for teaching have responsibilities that includes time outside the course to attend preparatory meetings scheduled by the supervising faculty, prepare laboratory materials and course materials, grade papers as well as in class activities including proctor exams,

work with students in laboratory or lecture exercises and answer students' questions in person, in class and/or via email.

International students are required to complete [ITA \(Institute for International Teaching Assistants\)](#) unless they earned a degree from an U.S. university or college.

### **Hours**

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Graduate assistants are required to work from 15 to 19.6 hours per week as specific in their signed offer letter during the length of the appointment. Student with hourly support for teaching typically work 6 hours/week. These hours spent as an assistant is in addition to course work, research work for thesis or dissertation, internships, and practicums (such as for dietetics and athletic training). There is no limit to time spent on studies and research relating to the advanced degree.

### **Benefits for assistantships of 15 to 19.6 hours/week**

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#### *Eligibility*

- The assistantship appointment must be continuous for 4 full months (or at least 120 days) within the semester.
- Graduate assistants must be admitted to a degree program and be registered for the duration of their appointment.
- Graduate assistantships are annually renewable based on satisfactory performance.

#### *Stipend*

Graduate assistantships include 9-month stipend, paid out in ten monthly payments. Summer support is often available for research assistantships.

#### *Tuition*

Graduate assistants are eligible for tuition remission of up to 12 hours per semester work during the academic semesters plus 6-12 hours during the summer.

#### *Student Health Insurance*

Graduate assistantships include basic individual [student health insurance](#) coverage at reduced cost to the student. The University covers 79% of the student health insurance premium. The student health insurance plan covers accidents and illnesses up to a specific maximum per policy year. More information is here, <https://studentaccounts.unl.edu/student-health-insurance>.

Graduate assistants and international students will be automatically enrolled and billed for the University's health insurance each semester. Once the Office of Student Accounts has generated their semester bill, the student may opt out of student health insurance or waive coverage as an international student. Instructions to accept, opt out, or waive coverage can be found at <https://health.unl.edu/billing/insurancewaiverpolicy>.

International students with "F" or "J" visas registered for classes at UNL are always required to have health insurance coverage unless proof of insurance from an outside source is provided.

#### *Student Fees*

Graduate assistants are responsible for [ALL student fees](#) plus the student portion (21%) of the University health insurance premium. The fee amount will vary depending on which courses are taken. Student fees include access to the UNL library, campus recreation and student health center. More information is here, <https://studentaccounts.unl.edu/graduate-tuition>.

### **Tax Information**

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Graduate assistantships are taxable income. Registration is not required during the summer term. However, if graduate assistants are not registered for courses, they will be subject to FICA and Medicare taxes (currently 7.65% of their salary).

### ***Resignation or Termination***

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- If a graduate assistant decides to resign from the assistantship, they must give 30 days' written notice.
- If a graduate assistantship is terminated, the graduate assistant will receive a 30 days' written notice.

If a student resigns or the assistantship is terminated from the assistantship before completing four full months (or 120 continuous days) of employment in the semester, all tuition and health benefits will be forfeited. The student will be held responsible for the entire cost of those benefits, retroactive to the beginning of the semester, which will post to their student account.

## Appendices

### **Interdepartmental Nutrition Program (INP) Governing Policies** **Note that Graduate Studies recognizes this program as “Nutrition” with code of NUTR**

Revised 12/12/2017, to be updated in 2023 when NHS is approved as the sole administrative department.

#### **I. Mission and Goals (revised May 1997)**

A. Mission Statement:

Develop cutting-edge, multidisciplinary education and research programs that integrate animal biology and food to improve human and animal nutrition and health.

B. Goals:

- To provide graduate students with an opportunity to develop a fundamental knowledge of nutrition.
- To provide access to post-graduate for nontraditional as well as traditional students by making use of modern educational strategies.
- To offer and develop seminars and course work that integrate animal and human nutrition.
- To conduct research, particularly multidisciplinary research, in basic and applied nutrition.

#### **II. Graduate Faculty Membership**

A. Initial nomination(s) for membership in the INP Graduate Faculty will be submitted by members of the Graduate Committee for eligible faculty in their respective, cooperating departments. A copy of the faculty member's application for Graduate Faculty Member or Associate status is adequate documentation for nomination. Nominations will be solicited each semester at the faculty meeting and the Chair of the Graduate Committee will contact the nominee and report back to the faculty.

B. Appointment shall be granted in five-year terms. At the end of a member's five years of service, the Chairperson will solicit the member for another five-year term.

C. Emeriti faculty may be appointed to membership in the same manner as eligible faculty. Membership status of emeriti faculty should be reviewed and reaffirmed every year.

#### **III. The Graduate Committee**

A. The Committee will be composed of four Graduate Faculty Members including the Chairperson. At least one faculty member from each of the Animal Science and Nutrition & Health Sciences Departments will serve on the Committee at any given time.

B. Terms of Graduate Committee members will be three years. Terms will be staggered allowing for an annual rotation of committee members. Members may be reappointed; two successive three-year terms are allowed.

C. Selection of new and replacement members of the Graduate Committee will be made within the INP faculty via email ballot. Ties will be broken by successive email ballot.

#### **IV. Chairperson of the Graduate Committee**

A. The Chairperson of the Graduate Committee will be selected by the Graduate Committee among seating members of the Graduate Committee, and if unsuccessful, among candidates nominated by the INP Faculty.

Selection of the Chairperson will be approved by a majority of the INP Faculty via email ballot. Ties will be resolved by successive email ballot. The nomination will be forwarded to the Dean of Graduate Studies.

B. Term of the Chairperson will be three years, with the option for consideration for reappointment to a second successive term.

C. Removal of the Chairperson or Graduate Committee members may be accomplished by a petition signed by 50% of the INP Faculty. This petition would be presented to the Dean of Graduate Studies (or designee). The Dean will call a meeting of the faculty for a no-confidence vote. A majority vote by two-thirds of the INP faculty is required for a recommendation for removal of the Chair being forwarded to the Dean.

V. A meeting of all INP Faculty will be scheduled at least twice during each academic year, preferably at the end of the spring and fall semesters.

VI. The management structure governance document for the INP will be reviewed and revised as needed once every five years. This review and recommended revisions will be accomplished by an ad hoc committee appointed by the Graduate Committee or the Chairperson.