



TEXAS TECH UNIVERSITY
College of Human Sciences

Department of Nutritional Sciences™

Graduate Student Manual

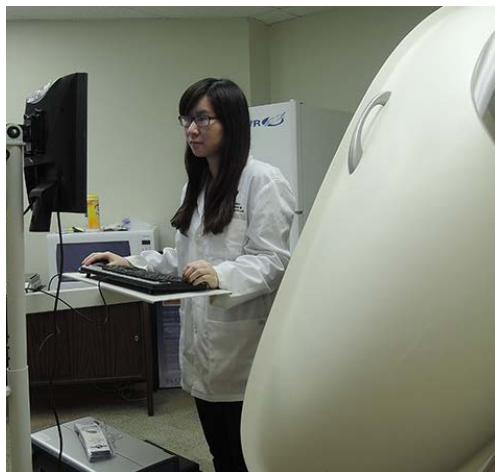


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1. Introduction

1.1 Graduate Student Manual

The purpose of this manual is to give a description of the Nutritional Sciences (NS) Department requirements for earning an advanced degree. General requirements for graduate degrees are given in the Graduate School Catalog for the current year (<https://catalog.ttu.edu/>). The requirements presented in this Manual are intended to supplement those stated by the Graduate School, particularly as they relate to the NS Department. If you have questions about your graduate program that the Graduate Catalog and this Manual do not answer, then you should consult with your Research Advisor, the NS Department Graduate Advisor, or the NS Department staff.

1.2 Missions

Texas Tech University

As a public research university, Texas Tech advances knowledge through innovative and creative teaching, research, and scholarship. The university is dedicated to student success by preparing learners to be ethical leaders for a diverse and globally competitive workforce. The university is committed to enhancing the cultural and economic development of the state, nation, and world.

College of Human Sciences

The College of Human Sciences (COHS) provides multidisciplinary education, research, and service focused on individuals, families, and their environments for the purpose of improving and enhancing the human condition.

Nutritional Sciences

The Department of Nutritional Sciences endeavors to advance the field of Nutritional Sciences and equip individuals towards making a positive contribution to the society as a whole through quality education research and service.

1.3 Nutritional Sciences (NS) Department

Message from the Chair

"As the founding chair of the Department of Nutritional Sciences, I would like to take this opportunity to provide an update about the exciting progress of our department.

The Department of Nutritional Sciences is housed in the Texas Tech University College of Human Sciences (COHS). The department has very strong undergraduate, M.S. and Ph.D., and dietetics programs, and faculty members who are internationally known for research and award winning teachers. Many faculty members are leaders in their professional organizations at state, national or international levels. Research expertise of faculty members of Nutritional Sciences range from molecular biology, animal

models, clinical studies to community nutrition and their research collaborations include researchers from many countries such as Sri Lanka, Sweden, Brazil, China, and South Korea. Research focus areas include community nutrition, biochemical and molecular nutrition as well as clinical nutrition. The department has matching facilities and equipment including several recently renovated basic science laboratories with very modern equipment, dedicated clinical research facilities, and teaching laboratories. The department and the college place significant emphasis on instructional, professional mentoring and research support resources to facilitate teaching, research, and outreach and engagement. The total number of external research grants submitted in 2017 was 52, four of which were funded for a total of \$289,917.16. In the first half of 2018, we received about \$2.41M in extramural funding. The twenty-member faculty published 70 articles during 2017. The department has excellent resources for providing outstanding teaching and research at the forefront of science and technology related to food and nutrition research.

Graduate students in the department receive constant encouragement, and appropriate guidance and training to promote learning opportunities in many forms, including very popular study abroad programs and many online courses. Many outside speakers are regularly invited for seminars and graduate students are highly encouraged to interact with visiting faculty. They also have many opportunities year round to participate in graduate student research competitions held on campus. Leadership and engagement of graduate students is promoted by COHS through the "Student of The Month" Awards. The department has multiple graduate research assistants and teaching assistants. A large number of graduate and undergraduate students receive research or travel awards from Texas Tech as well as external sources including preeminent international scientific societies such as American Society for Nutrition or The Obesity Society. The department and the university make every effort to support graduate student travel when they are presenting research at scientific conferences. Graduate students are also supported by offering the doctoral dissertation completion fellowships, grant-in-aid funding and several other fellowships or scholarships.

In summary, Texas Tech, COHS and the Department of Nutritional Sciences offer a very vibrant environment that is specifically cultivated to facilitate learning in many forms. Learning in and outside the classroom and a strong research environment is strategically encouraged by creating opportunities and by committing resources.

Even more exciting is our new "Nutrition and Metabolic Health Initiative," which will be a 20,000 square foot facility that will offer nutritional treatment of chronic disease such as diabetes and obesity and serve as a catalyst to facilitate basic and community research, community outreach and provide hands on training for students of dietetics and other health professional programs. We are planning for this very exciting endeavor in earnest.

I hope we get to visit with you and showcase in person our dedicated staff, faculty, and energetic students in the Department of Nutritional Sciences. Please feel free to contact us with questions or for more information.”

- Nikhil Dhurandhar, Ph.D.
Professor and Chair

NS General Contact Information

Phone: 806.742.5270

Fax: 806.742.2926

Email: hs.webmaster@ttu.edu

Mailing Address: PO Box 41270, Lubbock, TX 79409

Physical Address: 1301 Akron Ave, College of Human Sciences, Room 402

<http://www.depts.ttu.edu/hs/ns/>

2. Definitions

- **Department Chair** – The NS Department Chair is administratively in charge of the department functioning and advancement. Chairperson is ultimately responsible for administrative decisions taken in the department and for implementing academic agenda of the college and university. Chairperson acts as a conduit for communication between the department faculty, student and staff and upper administration (College of Human Sciences and TTU).
- **Associate Chair** –faculty member in the NS Department who appoints Teaching Assistants based on NS policy. In addition, he/she determines course rotation along with curriculum committee and student demand.
- **Graduate Advisor** –faculty member in the NS Department who assists the M.S. and Ph.D. student’s application process, compiles and coordinates information concerning deadlines, procedures, etc. and communicates these regularly to graduate students and faculty members; conducts orientation sessions for new students; and serves as an academic and professional (career) resource for students.
- **Director of Online Masters** –faculty member in the NS Department who reviews online M.S. student applications and consults with a committee for final admission into graduate school. Resource for students with specific questions. Consults with the NS Coordinator regarding student needs and questions.

- **Director/Assistant Director of Dietetic Internship** –faculty members that provide overall direction and supervision of students who are matched with the dietetic internship. Oversees and assists with preparation of rotation schedules, contracts with sites, interaction with preceptors, assessing dietetic intern performance and ensuring that accreditation competencies are met.
- **Research Mentors** –faculty members who students work with on their degree plan and research. Also serves as the thesis/dissertation committee chair.
- **Business Manager** –staff member in the NS Department office who assists students with employment paperwork, scholarship information, and department letters.
- **NS Coordinator** –staff member in the NS Department office who assists students with locating and submitting the appropriate forms to the Graduate School, submitting travel applications for reimbursement, reserving rooms for proposals/defenses/other needs, submitting research supply orders and registering for classes.

3. Contact Information

3.1 Nutritional Sciences (NS) Administration

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Director of Online Master's

Director of Dietetic Internship

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3.3 Graduate School

328 Administration Building

Phone: (806) 742-2787

Email: info.gradschool@ttu.edu

Website: <http://www.depts.ttu.edu/gradschool/>

3.4 International Cultural Center (ICC)

- Office of International Affairs (OIA)

Phone: (806) 742-3667

Email: oia.reception@ttu.edu

Website: <http://www.depts.ttu.edu/international/>

- International Student and Scholar Services (ISSS)

Phone: (806) 742-3667

Website: <http://www.depts.ttu.edu/international/iss/>

4. Application for Admission

Prospective students apply online to the Texas Tech Graduate School using the Liaison Application System: <https://texastechgrad.liaisoncas.com/applicant-ux/#/login>

Applicants will be required to pay a fee to submit the application.

Questions regarding the use of the Liaison system should be directed to the Liaison team. Email: texastechgradinfo@liaisoncas.com

4.1 Minimum Requirements for Admission

- GPA: a minimum of 3.0 for undergraduate study is required for M.S. applicants. For Ph.D. applicants, a minimum of 3.0 for undergraduate study and a 3.5 on M.S. level study exclusive of thesis research, with a minimum grade of “C” in all required courses, is required. *Note: Successful applicants generally have higher than the minimum GPA.*
- English Language Proficiency Scores for international students that are acceptable by the Texas Tech Graduate School. Visit this website for more information: <http://www.depts.ttu.edu/gradschool/admissions/InternationalProspectiveStudents.php>. Unless an international student is from a country that is exempt from the English Language Proficiency Requirement, he/she has to take a test of English proficiency. See list of exempt countries: <http://www.depts.ttu.edu/gradschool/admissions/exemptcountries.php>

- **Traditional M.S. and Ph.D.:** Students must meet certain minimum science competencies in biochemistry and mammalian physiology. The following courses or equivalent, passed with a “C” or better are prerequisites for admission into the traditional M.S. and Ph.D. programs: ZOOL 2402 Human Anatomy and Physiology, NS 3402 Survey of Biochemistry, and NS 4320 Nutritional Biochemistry. A beginning level of competency in statistics is required.
- **Online M.S. in Nutrition & Dietetics:** Students must have one of the following: Didactic Program in Dietetics (DPD) Verification statement from the Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited university, acceptance into Dietetic Internship (DI), Registered Dietitian/Nutritionist (RD/RDN) credentials.

4.2 Application Deadlines

Application deadlines and eligibility for scholarships and assistantships are as follows.

Note: It is best to submit everything several weeks before the deadline in case of difficulties, system malfunctions, etc.

- Traditional M.S. or Ph.D. in Nutritional Sciences
 - Fall: January 15th
 - Spring/Summer: June 15th
- Online M.S. in Nutrition and Dietetics
 - Fall: July 15th
 - Spring: November 15th
 - Summer: April 25th

4.3 Required Application Materials

Traditional M.S. in Nutritional Sciences

- Transcript(s) from all previously attended colleges/universities (can be scanned/unofficial copies)
- Graduate Record Examination (GRE) scores
- English Language Proficiency Test scores (International students only)
- Three (3) Letters of Recommendation (will provide email address of these 3 individuals in the application)
- Resume/Curriculum Vitae (CV)
- Personal Statement of Professional Goals
 - Indicate why you want to be a NS graduate student, and why you feel you will be successful at graduate study and research.
 - Indicate who you want to be your Research Mentor. (Review our NS website for our faculty’s research to determine faculty members whose research is a good match with your interests: <http://www.depts.ttu.edu/hs/ns/research/>. You may want to request a SKYPE or phone conversation with faculty whose research is of

interest to initiate communication about possibly joining their research lab. If you want the non-thesis (non-research) option for the Master's degree, you do not need to find a research mentor. Please mention in your letter that you want the non-thesis option.)

Traditional Ph.D. in Nutritional Sciences

- Transcript(s) from all previously attended colleges/universities (can be scanned/unofficial copies)
- Graduate Record Examination (GRE) scores
- English Language Proficiency Test scores (International students only)
- Three (3) Letters of Recommendation (will provide email address of these 3 individuals in the application)
- Resume/CV
- Personal Statement of Professional Goals
 - Indicate why you want to be a NS graduate student, and why you feel you will be successful at graduate study and research.
 - Indicate who you want to be your Research Mentor. (Review our NS website for our faculty's research to determine faculty members whose research is a good match with your interests: <http://www.depts.ttu.edu/hs/ns/research/>. You may want to request a SKYPE or phone conversation with faculty whose research is of interest to initiate communication about possibly joining their research lab. If you want the non-thesis (non-research) option for the Master's degree, you do not need to find a research mentor. Please mention in your letter that you want the non-thesis option.)
- 400-500 word description of your research goals

Online M.S. in Nutrition and Dietetics

- Transcript(s) from all previously attended colleges/universities (can be scanned/unofficial copies)
- Graduate Record Examination (GRE) scores
- Two (2) Letters of Recommendation (will provide email address of these 3 individuals in the application)
- Resume/CV
- Proof of one of the following:
 - Registered Dietitian Credentials
 - Dietetic Internship Acceptance
 - Didactic Program in Dietetics (DPD) Program completion

If you have questions, please contact the NS Graduate Advisor or the NS Coordinator.

5. After Admission—New Students

The best resource for new students is the Graduate School's "I've been admitted – now what?" site: <http://www.depts.ttu.edu/gradschool/academic/NewStudents.php>. This site covers immunization, registration for courses, tuition and fee payment, housing, financial aid/scholarships, parking and transportation, student forms, and other helpful contacts and links.

5.1 International Teaching Assistant (ITA) Workshop (International Students Only)

The International Teaching Assistant (ITA) Workshop is designed to provide English training and classroom communication skills for ITA candidates, as well as evaluations of candidates' speaking and listening English proficiency. Also, students will receive information about being an effective teacher and learn some of the culture of Texas Tech, Texas, and the United States. The Nutritional Sciences Department requires that all international students attend this workshop so that they can be eligible to be a Teaching Assistant (TA), if that opportunity becomes available. The workshop is held on the Texas Tech campus in mid to late July and lasts approximately 2 ½ weeks. During this time, students may be eligible for a dorm room and a meal card. The NS Graduate Advisor will submit students' names for the ITA Workshop as well as the dorm room and meal card for those that attend.

More information can be found at: https://www.depts.ttu.edu/classic_modern/ita/.

5.2 Orientations

Graduate School Orientation

- The Texas Tech Graduate School Orientation is a one day orientation designed to orient students to TTU graduate student life and services, begin academic and professional development to support their studies, and provide networking opportunities among graduate students and the Texas Tech Community. An email about the **Graduate School Orientation** for all new graduate students across all departments will be sent to students from the Graduate School themselves. For more information: <https://www.youtube.com/watch?v=ftw1zJbTi1Q>

Nutritional Sciences New Student Orientation

- The Nutritional Sciences Department holds separate New Student Orientations for incoming M.S. and Ph.D. students. Students will receive an email from the NS Graduate Advisor about the date, time, and location of the orientation that applies to them. In this small, close setting, students will be able to learn and ask questions about NS course plans, registration for courses, deadlines for various steps in their academic career, etc.

5.3 Registration for Courses

It is important for students to meet with their faculty research mentor to determine what courses to take each semester. Students are able to look up available courses and register at: <http://portal.texastech.edu>. It is recommended to register as soon as possible each semester for the best selection and to prevent a course from being dropped due to lack of enrollment. Some courses are not offered every semester or every year; thus, it is important to discuss your plan with your mentor and know when these courses are offered before registration.

Registration for Variable Hour courses: NS 5000, 6000, 7000, and NS 8000

NS 5000: Independent Study in Nutrition

- Can be taken by M.S. or Ph.D. students.
- Grades for NS 5000 are just like other courses, and a letter grade (A, B, C, etc) will be given. **PR is not an appropriate grade for any graduate course.**
- To register for NS 5000, students need permission from the faculty member who will administer the course. After securing faculty approval, students should email the NS Coordinator and copy the faculty member with the following information:
 - Course number: (NS 5000)
 - Extended Title
- Students will need to work with the faculty member administering the course to develop the goals and syllabus, including expected outcomes and timelines, for the successful completion of the course.
- Students are allowed to take as many NS 5000 courses as necessary to accomplish their and their research mentor's goals, however, the TTU Graduate School has maximums that will be allowed to count toward a student's degree plan. See individual degree plans for specifics.

NS 6000: Master's Thesis

- Required for M.S. students.
- M.S. students must have their thesis proposal approved by their committee before beginning to take NS 6000. Once students start taking 6000, they are required to continue enrollment, each semester, until graduation.
- Grades for NS 6000 will be CR (meaning credit will be given) if satisfactory progress is being made. If progress is not satisfactory, then a grade of NC (meaning no credit is given) will be assigned. **In the final semester of graduation, a letter grade will be given.**

- To register for NS 6000, students should email the NS Coordinator and copy their research mentor requesting a permit to enroll in NS 6000.
- M.S. students are required to take a minimum of 6 hours of NS 6000 to apply to their degree plan. More can be taken to accomplish the thesis project, but the hours will not count toward the degree plan.

NS 7000: Research

- Can be taken by Ph.D. students. (This research course may or may not be related to thesis or dissertation research.)
- Grades for NS 7000 are just like other courses, and a letter grade (A, B, C, etc) will be given. If progress was made, but is not finished, then a grade of CR (meaning credit will be given) can be assigned. However, this CR will need to be changed to a letter grade after the work is completed. **PR is not an appropriate grade for any graduate course.**
- To register for NS 7000, students need permission from the faculty member who will administer the course. After securing faculty approval, students should email the NS Coordinator and copy the faculty member with the following information:
 - Course number: (NS 7000)
 - Extended Title
- Students will need to work with the faculty member administering the course to develop the goals and syllabus, including expected outcomes and timelines, for the successful completion of the course.
- Students are allowed to take as many NS 7000 courses as necessary to accomplish their and their research mentor's goals, however, the TTU Graduate School has maximums that will be allowed to count toward a student's degree plan. See individual degree plans for specifics.

NS 8000: Doctor's Dissertation

- Required for Ph.D. students.
- Ph.D. students must have their dissertation proposal approved by their committee and passed their qualifying exam before beginning to take NS 8000. Once students start taking 8000, they are required to continue enrollment, each semester, until graduation.
- Grades for NS 8000 will be CR (meaning credit will be given) if satisfactory progress is being made. If progress is not satisfactory, then a grade of NC (meaning no credit is given) will be assigned. **In the final semester of graduation, a letter grade will be given.**
- To register for NS 8000, students should email the NS Coordinator and copy their research mentor requesting a permit to enroll in NS 8000.
- Ph.D. students are required to take a minimum of 12 hours of NS 8000 to apply to their degree plan. More can be taken to accomplish the dissertation project, but the hours will not count toward the degree plan.

6. University Calendar

It is important to check dates for course registration, semester start and end dates, tuition/fee payment due dates, grad school form due dates, etc.

The TTU Calendar is updated yearly and can be found

at: <http://www.depts.ttu.edu/officialpublications/calendar/index.php>.

7. Student Services & Resources

The links below will take you to sites such as important documents and quality activities, facilities, programs and services.

7.1 Student Handbook and Code of Conduct

The Student Handbook and Code of Conduct found

at <http://www.depts.ttu.edu/dos/handbook/> discusses important topics including

Academic Integrity. It is the aim of the faculty of Texas Tech University to foster a spirit of complete honesty and a high standard of integrity. The attempt of students to present as their own, any work that they have not honestly performed is regarded by the faculty and administration as a serious offense and renders the offenders liable to serious consequences, possibly suspension. This policy applies to exams, quizzes, and all written assignments.

- **Cheating:** Dishonesty on examinations and quizzes or on written assignments, illegal possession of examinations, the use of unauthorized notes during an examination of quiz, obtaining information during an examination from another student, assisting others to cheat, alteration of grade records, illegal entry to or unauthorized presence in an office are instances of cheating.
- **Plagiarism:** Offering the work of another as one's own, without proper acknowledgement, is plagiarism; therefore any student who fails to give credit for quotations or has essentially identical expression of material taken from books, journals, encyclopedias, magazines, and other reference works, or from the themes, or other writings of a fellow students, is guilty of plagiarism.
- **Questions with grading:** It is the responsibility of the student to retain all graded assignments and return the original assignment with the instructor's grade and comments before any adjustment will be made in regard to the assignment score, grade, or credit etc. A photo copy is not acceptable.

7.2 COHS Technology Services

Located on the 3rd floor, Technology Services provides high quality technical support for students. It maintains 2 computer labs for students to complete and print assignments. From time to time, students may need to print out posters for conferences or documents for research studies using the Technology Services office on the 3rd floor of COHS. To do this, talk with the NS Business Manager or Coordinator about payment options. For hours, poster templates, and other information, visit: <http://www.depts.ttu.edu/hs/technologyservices/>.

7.3 Student Disability Services

TTU has one of the most comprehensive departments for students with disabilities in the state, where the Student Disability Services staff provides a variety of accommodations and services for individuals with disabilities. Accommodations will be made in response to the specific disability. Located 335 West Hall, 806-742-2405. <http://www.depts.ttu.edu/sds/>.

7.4 Student Health Services

The Student Wellness Center is a primary care clinic staffed with licensed physicians, nurses, nurse practitioners, and support staff who provide care for illnesses and injuries, as well as mental health issues. Students who are enrolled for 4 or more semester hours will pay a medical services fee that entitles them to clinic and pharmacy services. Services include primary health care clinic, sports medicine clinic, dermatology clinic, allergy clinic, mental health referrals, nutrition counseling, confidential HIV testing/counseling, and comprehensive alcohol, tobacco and other drug prevention, intervention and education. Lab tests and x-rays ordered by Student Health Services providers and performed at Student Health are also covered by the medical service fee. Pharmacy services (743-2636) are conveniently located in the same building. The pharmacy can fill most physician prescriptions, including those written by an outside physician or transferred from another pharmacy. Over-the-counter medications are also available. Pharmacy purchases may be charged to major credit card, Tech Express, and prescription insurance cards. For more information, go to: <http://www.depts.ttu.edu/studenthealth/>. Located at 1003 North Flint Avenue (North end of campus; Main Street and Flint Avenue). Hours: Monday-Friday 8:00am-5:30pm (806) 743-2848. To see Frequently Asked Questions (FAQs), visit: <http://www.ttuhsc.edu/student-health/faq.aspx>.

7.5 Student Counseling Services

“Professional services to address both social adjustment and personal concerns affecting students’ life and academic performance, including career and academic major decisions.” For more information, go to: <http://www.depts.ttu.edu/scc/> Located on the second floor of the Student Wellness Center, room 201. No appointment is needed, but you may make an appointment at 806-742-3674.

7.6 Library System

TTU Libraries (<http://library.ttu.edu/>) provide a full complement of library resources and services to library users, including traditional in-person instructional sessions and one-to-one sessions. They offer general information in an online format available from the library website allowing the information to be available 24/ 7 and easily accessible by distance students. Some topics include how to do a literature review, EndNote Web (citation style management tool), and basic research.

All faculty and students have access to materials owned by other institutions through ILLiad their individualized interlibrary loan account. Books borrowed via Interlibrary Loan are delivered by the TTU Libraries to academic offices, and articles are scanned and sent directly to the patron through their ILLiad account. The TTU Libraries delivers full service to distance students, including delivery of library and interlibrary loan materials. The TTU Library maintains access to several major providers of abstracts and full-text journal articles (e.g., EBSCO, Web of Knowledge, and ScienceDirect). In addition, students have access to the medical library at the TTU Health Sciences Center which provides access to eJournals and eBooks in medical and allied health fields. <http://www.ttuhscc.edu/libraries/>

7.7 Student Recreation Center

The Robert H. Ewalt Student Recreation Center is one of the largest campus recreation facilities in the United States. It offers students, faculty, and staff of TTU an outstanding opportunity to participate in almost any indoor recreational activity imaginable. There are 242,000 square feet of activity space in the Recreation Center and eight courts multipurpose flooring to accommodate basketball, volleyball and badminton.

Other facilities include a 6,530 square foot free weight room; a circuit training room with select weight equipment; two cardiovascular equipment areas and an Entertainment Exercise Studio with over 120 pieces of cardiovascular equipment total; speed bag room; aerobics/dance studios; large mat room; 12 handball/racquetball courts; elevated 1/8 of mile jogging track; carpeted locker rooms with shower facilities and saunas; and a squash court. Located on the lower level is an Equipment Issue window. The Rec Sports offices, classroom space, and a vending/lounge area with T.V. are housed on the upper level. Located outside the north entrance is the Outdoor Pursuits Center (OPC). The OPC offers students a variety of outdoor activities. <http://www.depts.ttu.edu/recsports/about/>

7.8 Texas Tech Food Pantry

In response to research indicating growing levels of food insecurity among university students, former NS graduate students were key in the development of the first TTU Food Pantry. The Pantry is open to graduate and undergraduate students and is currently located in Room 117 in Doak Hall. For hours of operation and other information, visit: <https://www.depts.ttu.edu/dos/foodpantry.php>.

7.9 Resources for Meetings

During the course of students' academic journey here at TTU, they will organize a number of meetings. Here are a few tools:

- Doodle Poll – To easily find a day and time that several people are available, use the free Doodle Poll tool at <https://doodle.com/>
- Food served at meetings is optional, but it should be healthy and safe. Use these guidelines.
 - National Alliance for Nutrition and Activity (NANA) Healthy Meeting Toolkit <https://cspinet.org/resource/nana-meeting-guidance>
 - Food Safety Guidelines <https://www.foodsafety.gov/keep/basics/index.html>.
- Request a room reservation for committee meetings, proposal defense, and thesis/dissertation defense well in advance as most rooms are booked heavily for classes– contact the NS Coordinator in the NS Department Office.
[NS Room Reservation Policy](#)

7.10 Graduate School Professional Development Resources

7.10.1 Graduate Center

The Graduate Center, located in the [Administration Building](#) West Wing's basement is host to numerous academic support services including the Graduate Student Writing Center, library research assistance and statistical counseling services. The Center provides range of facilities including computer lab, meeting space, and an abundant amount of networking, leisure, and work space.

Visit the links for more details

<https://www.depts.ttu.edu/gradcenter/>

<https://www.depts.ttu.edu/gradcenter/services/index.php>

<https://www.depts.ttu.edu/gradcenter/facilities/index.php>

7.10.2 Graduate Student Writing Center (GSWC)

The GSWC offers writing assistance to graduate students and postdoctoral researchers. The GSWC offers many services, including writing consultations, graduate student writing groups, and workshops. Tutors from the Writing Center are experienced and will provide you feedback on any writing project at any stage of your writing process.

For more information about the Graduate Student Writing Center, go

to: <https://www.depts.ttu.edu/gradschool/gswc.php>

7.10.3 Graduate Student Advisory Council (GSAC)

The GSAC is an organization of graduate students dedicated to enhancing graduate student life at TTU. Monthly meetings are held in the Graduate Center and include an Open Forum during which any graduate student is welcome to speak on issues of concern to graduate students at TTU. Visit this link for more

details: <http://www.gsac.ttu.edu/people/>.

7.11 Lab Safety

For more information about lab safety, please visit this link:

<http://www.dept.ehs.ttu.edu/ehs/ehshome/labsafety>.

For more information about online safety training to faculty, staff, and students, visit this link: <http://www.dept.ehs.ttu.edu/ehs/ehshome/training>.

8. Policies

8.1 Teaching and Research Assistantships

In general, TAs are funded by the NS Department to teach undergraduate labs and to assist faculty in teaching undergraduate and graduate classes. TAs are selected based on their prior academic background, teaching experience and department need. RAs are usually funded by individual faculty through grants and other sources of funding.

Each assistant is required to be registered for 9 graduate hours per long semester, and 3-6 hours in summer depending on appointment. Registration for additional credits will require departmental approval.

[NS TA/RA Policy](#)

8.2 Attendance at Seminars, Thesis/Dissertation Defense, and other Department Events

All students are encouraged to regularly attend the NS seminar sessions when they are offered, even if they are not enrolled. If available, students should attend other students' thesis/dissertation defenses, and should also attend any special guest speaker presentations and events hosted by the NS Department. These are all considered opportunities for learning and networking.

8.3 Placing Orders

Students involved in research will often need to place orders for research supplies, equipment, etc. Each lab/research mentor may have a specific procedure for ordering supplies. Students need to adhere to both the lab procedure and the NS Policy for ordering. Orders should be submitted to the NS Coordinator on the NS Order Form template.

[NS Ordering Policy](#)

8.4 Room Reservations

Students can reserve a room in the COHS for various reasons: research collaboration, lab meetings, proposal defenses, committee meetings, thesis/dissertation defenses, etc. Requests should be sent to the NS Coordinator and/or Business Manager ASAP as rooms fill quickly.

[NS Room Reservation Policy](#)

8.5 Key/Proximity Lock Requests

Students may be required to obtain access to research labs, COHS building, etc. from their research mentor. Requests for access should come from the faculty member and be sent via email to the NS Coordinator and/or Business Manager. It is preferred by the university and COHS that rooms with a proximity lock installed be given ID card access. Rooms without this can be given key access. Once key/ID card access has been approved, student will get an email that it is ready. Physical keys will need to be picked up from the Lock Shop in the Physical Plant and immediately brought to NS to check. ID card access will be immediately available upon approval email. Upon graduation semester, all keys should be returned to the NS Coordinator/Business Manager.

[NS Key Request Policy](#)

9. Scholarships, Fellowships & Financial Aid

TTU is a comprehensive university that offers many scholarships to help you finance your education. **Students that apply for Graduate School scholarships by January 15th, will automatically be considered for scholarships from the COHS and the NS Department.** Students receiving a scholarship from an outside agency must notify the Scholarship Office to have the scholarship posted to the student's account.

Visit this link for more details

<http://www.depts.ttu.edu/scholarships/ExternalScholarships/index.php>

9.1 Graduate School

The Graduate School offers a number of scholarships and fellowships to new and continuing students. For new students, awards are often made in conjunction with admission. Visit the links for more details.

<http://www.depts.ttu.edu/scholarships/>

<http://www.depts.ttu.edu/gradschool/financial/info.php>

<http://www.depts.ttu.edu/gradschool/financial/FellowshipsScholarships.php>

9.1.1 General Fellowships

The Graduate School provides a number of fellowship opportunities to new and continuing students.

Visit the link for more

details <http://www.depts.ttu.edu/gradschool/financial/GeneralFellowships.php>

9.1.2 Doctoral Fellowships

These awards are designed to increase the completion rate of Ph.D. students and to enhance recruitment of new students. Recipients must be advanced to candidacy for the Ph.D. and expect to complete their dissertation during the year of their fellowship. Support will be available for up to 12 months to enable students to dedicate their time exclusively to dissertation research. Visit this link for more details:

<http://www.depts.ttu.edu/gradschool/financial/DoctoralFellowships.php>

9.2 Other

9.2.1 Nutritional Sciences, Graduate Scholarship Application

NS, in conjunction with the COHS, offers a variety of graduate scholarships. In order to qualify for NS or COHS scholarships, students must complete the graduate scholarship application through TTU Graduate School. Visit the link for more details.

https://www.depts.ttu.edu/hs/ns/scholarships_graduate.php

9.2.2 Financial Aid

TTU relies on a variety of financial aid sources to cover the entire Cost of Attendance and increase the school's affordability. Generally, eligibility for these programs is based on financial and household information that is reported on the Free Application for Federal Student Aid (FAFSA). Visit the link for more details.

<https://www.depts.ttu.edu/financialaid/typesOfAid.php>

Visit this link to know more about important dates:

<http://www.depts.ttu.edu/financialaid/importantDates.php>

9.2.3 National and International Scholarships and Fellowships (NISF)

NISF is dedicated to the enhancement of the academic quality and reputation of TTU by serving as a catalyst for the increase of national and international scholarships awarded to TTU students. Visit the link for more details <http://www.depts.ttu.edu/nisf/>.

9.2.4 Texas Tech Alumni Association Scholarships

Every year, the Texas Tech Alumni Association awards hundreds of scholarships funded by alumni contributions. These scholarships are awarded to deserving undergraduate and graduate students as well as incoming freshmen, incoming graduate and transfer students.

Visit the link for more details

<http://www.texastechalumni.org/s/1422/alumni/index.aspx?sid=1422&gid=1&pgid=1384>

9.2.5 Scholarships and Financial Assistance for Domestic and International Students

Scholarships and financial assistance available to international students attending Texas Tech as well as domestic students with interest in international relations.

Visit the link for more details

<https://www.depts.ttu.edu/international/financeaid.php>

9.2.6 Study Abroad Scholarships

A wide array of funding sources exist for students planning to study abroad. This includes international students who are currently studying here at TTU (international students can apply for funds to support their “study abroad” here at TTU). Visit these links for more details:

<http://www.depts.ttu.edu/international/studyabroad/financial/scholarships/>

<http://www.depts.ttu.edu/international/studyabroad/financial/scholarships/sacs.php>

9.2.7 NS Proposal Approval Scholarship

Once a NS student has their thesis/dissertation proposal approved, they can receive a \$500/\$1,000 scholarship respectively by submitting the Proposal Approval Form to the NS Coordinator. [Appendix](#)

10. Travel Funding

There are several options for students to acquire funding to partially defray travel expenses associated with presenting research at conferences or for data collection. It is best to plan well in advance to take advantage of this funding.

10.1 NS Department

The NS Department provides funding to graduate students to travel one time each fiscal year (Sept 1 – Aug 31). NS provides \$250 per student (unless otherwise noted).

To request this funding, the NS travel application will need to be completed and submitted to the NS Coordinator no later than 2 weeks prior to departure date for domestic travel and no later than 30 days for international travel. These funds can be used for any academic/research related travel (conference, data collection, etc).

[NS Travel Policy](#)

[Appendix](#)

10.2 Graduate School

Students are encouraged to go to the Graduate School Travel Funding website for the most up to date information related to policies or

forms: <https://www.depts.ttu.edu/gradschool/financial/travel.php>

Graduate Students are encouraged to apply to the TTU graduate school for funding as soon as they know they are traveling. The Graduate School may run out of funds, and applications are evaluated on a first come first serve basis. "The Graduate School will provide only partial funding for travel up to a maximum of \$500 for Doctoral students admitted to candidacy, \$450 for other Doctoral students, and \$400 for Master's students. A departmental financial commitment is required of at least 50% of the graduate school allocation." To request this funding from the Graduate School, students need to submit the completed application packet (forms and directions found on Grad School website above) to the NS Coordinator ***no later than 35 days prior to departure***. (The NS Coordinator will include the Letter of Support, get the chair signature, and submit to the Graduate School.) These funds are only for students presenting an oral or poster presentation at a conference.

As a requirement for receiving travel funding from the Graduate School, students must attend at least three professional development workshops sponsored or co-sponsored by the Graduate School. These events are listed on the Graduate School's "Calendar of Events" webpage <https://www.depts.ttu.edu/gradschool/Events/events.php>.

10.3 Student Government Association (SGA)

The SGA is another mechanism for funding student travel. Individual students can submit a Student Travel Request Form found at: <http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php>. Scroll down to "Student Org Travel Related Information," then select "Student Travel Request Form." Be sure to read the travel policy and note that only conference registration will be funded (not airfare, meals, etc).

11. Graduate Nutrition Organization (GNO)

GNO is an organization for graduate students in Nutritional Sciences, however it is open to graduate students in other disciplines. Members have an opportunity to participate in service activities on campus and in the community, promoting nutrition and a healthy lifestyle. GNO also promotes social and academic interaction among faculty and students and provides an opportunity for students to develop effective professional communication and leadership skills.

Facebook: <https://www.facebook.com/TTUGNO/>

Twitter: <https://twitter.com/ttugno>

12. Master's Programs

The Department of Nutritional Sciences has a traditional Master's program in Nutrition Sciences with both thesis and non-thesis options, a post-baccalaureate Dietetic Internship with online master's option, and an online Master's in Nutrition and Dietetics. These programs will be described separately below.

At this time, it is not required that M.S. students complete annual documentation of their progress in the M.S. program. However, it is in the students' interest to keep track of their accomplishments and goals in an organized way in order to facilitate communication with their mentor. The "Doctoral Student Annual Review" template, found on the NS Department website, can serve as a guide. Documenting your academic, research, and service activities may also help in updating your resume and applying for awards and scholarships. Any student not making satisfactory progress toward the degree may be placed on probation and given conditions to stay in the program. Continued unsatisfactory progress in any area of graduate work will be cause for dismissal by the graduate dean.

12.1 Traditional Master's Program (M.S.) - Thesis Option

The thesis option is research-focused and requires the completion of a research project. Students pursuing the thesis option will be assigned a faculty member when they are admitted to the program. This faculty member will be their Advisory Committee Chairperson (Research Mentor). If students anticipate that they would like to eventually get a Ph.D. degree, then the thesis option should be selected. Sometime a thesis student may change to the non-thesis option and vice-versa, but this change may result in a need for additional courses or time needed for research, and may delay graduation. Visit the Graduate School link below for a step-by-step overview of M.S. requirements: <http://www.depts.ttu.edu/gradschool/academic/MastersPrograms.php>

12.1.1 Degree Plan

Refer to the **NS Master's Degree Plan** for the required core courses and suggestions for electives at: http://www.depts.ttu.edu/hs/ns/masters/masters_details.php
M.S. in Nutritional Sciences- Thesis, [Appendix](#)

- Thesis Requirements:
A minimum of 33 hours of graduate coursework to include 14 hours of core courses, 6 hours of thesis (NS 6000), and 13 hours of electives. The courses for the master's degree with a thesis should be approved by the research advisor. For more information on master's thesis students, visit the Graduate School link below:
http://www.depts.ttu.edu/gradschool/academic/masters_thesis.php
- NS offers 2 seminar courses: NS 5118 is a course focused on professional issues (professional presentation and writing skills, media skills, etc), and NS 6118 is a

course focused on research (presentations by faculty, students, and outside speakers). M.S. students need to take at least 2 credit hours of seminar before graduation. Ideally, M.S. students would take NS 5118 once and NS 6118 once.

- Students are encouraged to continuously compare their transcript to the degree plan to ensure they are on track for their desired graduation date.

12.1.2 Advisory Committee Members

In consultation with a student's research mentor (Advisory Committee Chairperson), they should contact potential committee members requesting their membership on their Advisory Committee. It will be helpful to give potential committee members a 1- 2 page description of the research topic they are planning to pursue in order for them to decide if the topic is consistent with their expertise/interest. The committee must consist of at least two graduate faculty members, including one from the department granting the degree.

12.1.3 Thesis Proposal

The thesis proposal is an action plan for the thesis, and is typically 15 -20 pages in length. The proposal may be prepared in either the "Chapter Proposal" format or the "Journal Article Proposal" format. Regardless of the format selected, proposed articles that would be developed from the thesis and the names of journals to which the articles would be submitted for publication should ideally be incorporated into the proposal. The style guide to be used for the preparation of the thesis proposal may be either the **Publication Manual of the American Psychological Association (APA) or other format, such as a specific journal format. The style guide selected should be reflective of the style guide required by the journals to which the articles derived from the dissertation would be submitted. When students submit their thesis to the Graduate School Thesis Coordinator, they will need to specify the format that they used, e.g., APA, JADA, AJCN, etc. If a journal style is specified, students should provide a weblink to the journal guidelines.**

Prior to initiating work on their thesis research, students must present their proposal and have the proposal approved by their thesis Advisory Committee. The student must meet with their thesis Advisory Committee Chair to schedule a meeting of the Committee for the purpose of presenting her thesis proposal to the Committee for approval. The meeting should be scheduled at a time convenient to the student and all of the members of the Committee.

The student must distribute a copy of their proposal to all the members of the Committee at least 2 weeks prior to the scheduled meeting. The copy may be distributed electronically and/or print, depending on the preference of the Committee members. The outcome of the proposal defense meeting may be either committee approval of the thesis proposal or a request for the student to make modifications to

the proposal or to further develop the proposal. If modifications to, or further development of, the proposal is required by the Committee, then an additional meeting will be required so that the student again presents their modified proposal for approval.

Consult with your Advisory Chairperson and Committee on a regular basis regarding the content and format of your thesis research proposal. It is common for the proposal to include: introduction, review of the literature, hypotheses, methods (including protocols, data collection forms, Institutional Review Board [IRB] considerations), statistical analysis, limitations, and budget. Each student's proposal will be a different length, depending on the topic and the preference of committee members. It is common for the Chairperson to require the student to first submit any proposals, thesis, or other written documents to them first for review before being sent to other Committee Members

After a student has provided their committee with the proposal and received written feedback, the student and the Chairperson will decide if the student is ready to defend their proposal. If so, the student will schedule a research proposal presentation (usually a PowerPoint type presentation) that may be attended by their lab members and other graduate students, in addition to the Committee. If the Committee approves the student's proposal, the Committee Members sign the **Master's Thesis Proposal Approval Form**, [Appendix](#). This completed form should be submitted to the NS Coordinator so that the student may be eligible to receive a \$500 scholarship from the NS Department. This scholarship will be applied to the semester the proposal is approved.

Also, students should consult with their Advisory Chairperson and Committee on the completion of any TTU IRB approvals that are needed. Go to this website for more information: <http://www.depts.ttu.edu/vpr/irb/>.

12.1.4 Thesis Defense

For a quick look at the thesis defense process, go to the "So you want to defend your thesis or dissertation" document

at <http://www.depts.ttu.edu/gradschool/academic/defense.png>. For the final oral examination (defense of thesis), fill out the "**Master's and Doctoral Defense Notification Form**." This form must be completed and submitted to the NS Coordinator at least 3 weeks before your defense. Link to the form is at: https://www.depts.ttu.edu/gradschool/media/defNOTIFICATION2016_VFfinal.pdf

The final public oral defense is required of every candidate for the Master's degree (thesis option) and must be held when school is in session and faculty are on duty. The oral defense must be scheduled by the student and the Advisory Committee prior to the defense deadline during the semester of graduation. Students should present their

thesis to all Committee members **at least 2 - 3 weeks** before their scheduled defense date.

The Oral Defense and Thesis-Dissertation Approval Form can be found at <http://www.depts.ttu.edu/gradschool/academic/docs/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf> and must be signed by all members of the Committee. Authentic electronic signatures are acceptable. The completed form must be submitted to the NS Coordinator who will submit to the Graduate School.

12.1.5 Thesis Submission and Publication

Follow the Graduate School's requirements for thesis development and submission: <http://www.depts.ttu.edu/gradschool/academic/ThesesDissertation.php> and http://www.depts.ttu.edu/gradschool/academic/TD_CompletionRequirements.php

With the advice of their Advisory Committee Chairperson and committee members, students are expected to prepare a manuscript for publication (as first author) of thesis research and findings. If work is not submitted for publication within one year after thesis completion, the Advisory Committee Chairperson and committee members will have the right to publish research findings. Authorship will include the student's name.

12.1.6 Summary of M.S. Program Forms

For forms mentioned in this manual, visit the NS SharePoint site: <https://sharepoint13.itts.ttu.edu/chs/NS/SitePages/Home.aspx> or visit the Graduate School site: <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>. For your convenience, a summary of the forms is included below.

- Nutritional Sciences Master's Degree Plan: http://www.depts.ttu.edu/hs/ns/masters/masters_details.php
- Thesis Proposal Approval Form <https://sharepoint13.itts.ttu.edu/chs/NS/SitePages/Home.aspx>
- Master's and Doctoral Defense Notification Form: https://www.depts.ttu.edu/gradschool/media/defNOTIFICATION2016_VFinal.pdf
- Oral Defense and Thesis-Dissertation Approval Form: <http://www.depts.ttu.edu/gradschool/academic/docs/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf>
- Change of Degree Plan Form

12.2 Traditional Master's Program (M.S.) – Non-Thesis Option

The non-thesis option is focused on coursework with no research required. Sometimes a thesis student may change to the non-thesis option and vice-versa, but this change may result in a need for additional courses or time needed for research, and may delay graduation. Visit the Graduate School link below for a step-by-step overview of M.S. requirements: http://www.depts.ttu.edu/gradschool/academic/docs/List_of_Required_Major_Steps-Masters_Degree.pdf.

12.2.1 Degree Plan

Refer to the **NS Master's Degree Plan** for the required core courses and suggestions for electives at: http://www.depts.ttu.edu/hs/ns/masters/masters_details.php

- Non-Thesis Requirements:
A minimum of 36 hours of graduate coursework to include 14 hours of core courses and 22 hours of electives. For more information, visit this Graduate School link: http://www.depts.ttu.edu/gradschool/academic/masters_nonthesis.php
- NS offers 2 seminar courses: NS 5118 is a course focused on professional issues (professional presentation and writing skills, media skills, etc), and NS 6118 is a course focused on research (presentations by faculty, students, and outside speakers). M.S. students need to take at least 2 credit hours of seminar before graduation. Ideally, M.S. students would take NS 5118 once and NS 6118 once.
- Students are encouraged to continuously compare their transcript to the degree plan to ensure they are on track for their desired graduation date.

12.2.2 Additional Non-Thesis Students' Responsibilities

Students should confer with the NS Graduate Advisor regarding course selection. At the beginning of the semester that the student plans to graduate, students should contact the NS Coordinator to schedule the comprehensive examination. The exam must be taken prior to the Graduate School's deadline. http://www.depts.ttu.edu/gradschool/academic/docs/Comprehensive_Evaluation.pdf

M.S. in Nutritional Sciences- Non-Thesis, [Appendix](#)

For forms mentioned in this manual, visit the NS SharePoint site:

<https://sharepoint13.itts.ttu.edu/chs/NS/SitePages/Home.aspx> or visit the Graduate School site: <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>. For your convenience, a summary of the forms is included below.

- Nutritional Sciences Master's Degree
Plan: http://www.depts.ttu.edu/hs/ns/masters/masters_details.php
- Comprehensive Evaluation Report
- Change of Degree Plan Form

12.3 Dietetic Internship

The TTU Dietetic Internship (DI) is accredited by the Academy of Nutrition and Dietetics, [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#). The DI is a 15 month program, consisting of 21 hours of coursework and 1248 hours of supervised practice in the areas of medical nutrition therapy, community nutrition, and food management. Completion of the DI allows one to be eligible to take the national exam to be a Registered Dietitian Nutritionist. To be eligible to apply for the DI, a number of criteria are required. For more information about the DI, go to: <https://www.depts.ttu.edu/hs/intern/index.php>.

- Internship Completion Requirements (21 hours)
 - NS 5330: Intro to Nutrition Research- used to meet ACEND competency
 - NS 5334: Applied Medical Nutrition Therapy (MNT)- taught in January intercession
 - NS 5301: Dietetic Internship (enroll twice)
 - NS 5601: Dietetic Internship (enroll once)
 - NS 5313: Clinical Nutrition Applications- final course to include written and oral case study at hospital site

In addition to the DI, students can be enrolled in the Online M.S. Program in Nutrition and Dietetics in order to complete a M.S. degree. Both non-thesis and thesis options are available.

Dietetic Internship with Online M.S. in Nutrition & Dietetics Degree Plan, [Appendix](#)
Dietetic Internship, Online M.S. in Nutrition & Dietetics-Thesis Degree Plan, [Appendix](#)

12.4 Online M.S. in Nutrition and Dietetics

This Program is specifically designed for students that have completed an undergraduate degree in dietetics and gained a DPD verification statement, will be completing a dietetic internship, or current Registered Dietitians/Nutritionists. For more information, go to: http://www.depts.ttu.edu/hs/ns/masters/online_masters.php.

Online Students are required to complete Comprehensive Examinations in their final semester. This exam will be composed of 3 mini exams that will cover the core courses. At the beginning of the semester that the student plans to graduate, they should contact the NS Coordinator to schedule the comprehensive examination. The examination must be taken prior to the Graduate School's deadline.

Online M.S. in Nutrition & Dietetics Degree Plan, [Appendix](#)

13. Ph.D. Program

13.1 General Aspects of Doctoral Study

The Doctor of Philosophy in Nutritional Sciences degree requires a minimum of 72 hours (after BS) to include 15 hours of core courses, 12 hours of dissertation, and 45 hours of electives. The degree has 3 tracks: Community Nutrition, Nutritional Biochemistry and Physiology, and Clinical Nutrition. A maximum of 30 hours of transfer credit from the student's master's program may be allowed. NS offers 2 seminar courses: NS 5118 is a course focused on professional issues (professional presentation and writing skills, media skills, etc.) and NS 6118 is a course focused on research (presentations by faculty, students, and outside speakers). Ph.D. students need to take at least 3 seminar credits before graduation. Ideally, students would take NS 5118 once and NS 6118 twice. It is recommended that all graduating students take a seminar in the semester that they intend to graduate.

13.2 Doctoral Advisory Committee

Students are assigned a Research Mentor when they are admitted to the NS Program. This faculty member serves as the Chairperson of her Doctoral Advisory Committee. Note: The term "Advisory Committee" will be used to refer to the committee of faculty who oversee the student's qualifying exam. Often this same group of faculty will be on the student's dissertation committee. The chair of the student's Advisory Committee should be a NS faculty member who will also chair the student's dissertation committee. In consultation with the Chairperson, the student will select a Doctoral Advisory Committee. The Doctoral Advisory Committee shall be composed of at least 3 members of the graduate faculty within NS, at least 1 graduate faculty member outside NS, and a 5th graduate faculty member chosen at-large outside the COHS. The Doctoral Advisory Committee will meet as often as necessary with the student and is responsible for approving the course work, directing and advising the student regarding changes in her program, conducting the qualifying examination, approving the research proposal, supervising the conduct of the research, and participating at the defense of the dissertation. It is recommended that the student meet with her full Doctoral Advisory Committee at least once a year.

13.3 Doctoral Degree Plan

The NS Doctoral Degree Plan is at this link:

http://www.depts.ttu.edu/hs/ns/doctoral/doctoral_details.php. Early in a student's doctoral studies (no later than the beginning of the 2nd year), a formal review will be made of his background preparation in the major field. This review will be done by the student's Advisory Chairperson and Advisory Committee. The student's degree plan will be planned and completed on the "Doctoral Degree Plan Form" found on the NS SharePoint site.

The student should submit the completed form to the NS Coordinator who will submit to the Graduate School. Recheck your degree plan when enrolling for the semester in which the degree is to be conferred. The degree plan and transcript must match; if changes have been made, then a “Change of Degree Plan” form needs to be submitted (see NS website for form). If you have questions, ask the NS Graduate Advisor or Coordinator.

Note: Completion of the Doctoral Degree Plan Form identifies the Doctoral Advisory Committee and the Chairperson. Hence, official approval of this form by the Graduate School places the student under the direction of the Chairperson of the Doctoral Advisory Committee for the remainder of his academic program. If the Doctoral Degree Plan Form is not completed and the Doctoral Advisory Committee is not constituted and approved prior to the start of the second year, the student, at the option of the Graduate School, may not be permitted to register for courses, that is a “hold” will be placed on registration.

Visit this link for the deadlines from Graduate School

http://www.depts.ttu.edu/gradschool/academic/degree_plan_deadlines.php

Ph.D. in Nutritional Sciences Degree Plan, [Appendix](#)
Doctoral Degree Plan Form- Instructions, [Appendix](#)

13.4 Transfer of Coursework

There is no automatic transfer of credit toward the doctoral degree. With the recommendation of the student’s advisory committee, up to 30 hours can be transferred from their M.S. degree. Transfer courses are to be included/submitted on the Doctoral Degree Plan Form. The Graduate School will then review transfer courses for acceptance. Transfer credit will not alter the grade point average at Texas Tech University, although grades from transfer courses will appear on TTU’s transcripts. Doctoral students may take approved courses at another approved institution and transfer up to 12 semester credit hours into their degree program. **No more than a total of 30 semester credit hours may be transferred to the doctoral degree.**

13.5 Annual Review of Student Progress

Each fall, *continuing* (not new) NS doctoral students are required as per TTU Graduate School policy to submit an annual report summarizing their academic and professional activities over the past year and their plans for the coming year. Please use the “Doctoral Student Annual Review” template on the NS website and follow the instructions provided. This review is very helpful to students and their faculty mentors in documenting progress in academic, research, and service areas. It has also been a helpful tool to record student awards and presentations so that these can be added to resumes for scholarships/fellowships and jobs. **We also use this information to respond to reports required by the Graduate School regarding student presentations,**

community outreach, etc. Please provide a copy of your completed report with signatures to the NS Coordinator by the **deadline of November 1** as mentioned in the template. Students and their faculty mentors should keep a copy of the report. Faculty will use this report to complete the ***Review of Progress in the Doctoral Program form*** found at this Graduate School

link: http://www.depts.ttu.edu/gradschool/academic/docs/Review_of_Progress_in_the_Doctoral_Program.pdf. After completion of the ***Review of Progress form***, faculty will give it to NS Graduate Coordinator to send to the Graduate School.

Any student not making satisfactory progress may be placed on probation and given conditions to meet to stay in the program. Continued unsatisfactory progress in any area of a student's work will be cause for dismissal by the Dean of the Graduate School

13.6 Doctoral Degree Student's Responsibilities

For Required Steps and Forms in the Doctoral Program and deadlines, go to the Graduate School website:

<http://www.depts.ttu.edu/gradschool/docs/current/DocDegSteps.pdf>

Doctoral

requirements: http://www.depts.ttu.edu/gradschool/academic/Doctoral_Students.php

Forms and other

resources: <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>

Specific Responsibilities

- Read the Graduate Catalog:
<https://catalog.ttu.edu/>
- **Establish effective and frequent communication with your Research Mentor/Advisory Committee Chairperson. They may have several graduate students they are mentoring. Thus, it is the students' responsibility to initiate conversations with them about the following, so that important deadlines are not missed:**
 - The Doctoral Degree form (developed with the Doctoral Advisory Committee) and submit to the Graduate School for approval
 - Course registration for each semester
 - Potential members of Doctoral Advisory Committee
 - Content and scheduling of qualifying examination
 - Fill out the "Doctoral Student Annual Review" form each year
 - Recheck the approved Doctoral Degree Plan form with Advisory Committee Chairperson when registering for the semester in which the degree is to be conferred; Submit change form if necessary.
- Confer with the Doctoral Advisory Committee members about:
 - Their membership on your Doctoral Advisory Committee

- Content and scheduling of qualifying examination
- Research proposal development, presentation, and approval
- Guidance during research
- Planning committee meetings
- Planning for final oral examination (dissertation defense)

Initial Doctoral Committee Meeting

It is recommended you prepare a folder of information to give to each Advisory Committee member at the initial meeting. Students have found it helpful to the Committee to give them a folder with dividers/tabs labeled with the following:

- Cover page
- Doctoral Committee Meeting Agenda
- Brief CV/Resume
- Review of research experience:
 - Journal articles published
 - Conference presentations
 - Summary of previous/current research involvement, skills learned (types of equipment used, types of research conducted (quantitative, qualitative, etc.))
- Proposed dissertation research (1 – 5 pages)
 - Overall aim of research project
 - Brief review of literature
 - Methodology
- Degree plan
 - Review/approval of degree plan
 - Discussion and approval of proposed transfer courses (if you have course[s] you would like to have transferred)
 - Suggestions of courses that the student should take to support dissertation research

As part of the Agenda, there should be a brief discussion of the Qualifying Examination:

- Date/time setting for qualifying exams
- Committee members' suggestions for how to prepare for qualifying exams: general suggestions plus the student may need to make appointment with committee members for specific suggestions

13.7 Qualifying Examination

13.7.1 Overall Considerations

The qualifying examination is an assessment that is administered when all of the required core courses and the majority of the courses listed on the student's "NS Doctoral Degree Plan" have been taken, and the student's degree plan has been approved by the Graduate School. Students must take this exam within one year of completing required didactic coursework on the degree plan. Failure to do so will be cause for dismissal from the Program. For the list of required courses, visit http://www.depts.ttu.edu/hs/ns/doctoral/doctoral_details.php. The examination requires application and synthesis of the knowledge acquired during the student's course of study for the doctoral degree.

Students are expected to project the semester that they will be eligible for the qualifying exam in their long-range plan on the "[Doctoral Student Annual Review](#)" template. The qualifying exam must be successfully passed in order for the student to be admitted to candidacy for the doctoral degree. Students must be admitted to candidacy at least 4 months prior to their anticipated graduation date, as stated in the Graduate School policies.

The Advisory Committee defines the format of the qualifying exam. Since students have already been tested on the specific courses they have taken, the goal of the qualifying examination is to assess critical thinking and interpretation/analysis of information.

13.7.2 Examination Format

The qualifying examination for the NS Ph.D. Program will consist of both written and oral components. The written component will be completed and evaluated prior to the administration of the oral component of the examination. Generally, the oral component of the examination will be within three weeks of the written examination. The student and his Advisory Committee Chair will work together to determine appropriate scheduling of the written and oral components, taking into account holidays, summer recess, and other considerations.

The date of the qualifying examination for each student will vary. The exam should be taken between the 3rd and the 5th semester. Those who have transferred courses or completed an M.S. in nutrition-related fields should be able to take it in the 3rd semester.

The student's Advisory Committee Chairperson, in consultation with the student and other Committee members, will set the date of the qualifying exam. After a date has been set with the student's Advisory Committee, the student notifies the NS Graduate Advisor of the date.

13.7.2.1 Written Component

Recommended options include:

- **Option 1:** Preparation of a research proposal (such as a grant/fellowship) on a topic that is broadly related to and/or builds on the student's dissertation topic but is not the exact topic of the student's dissertation proposal.
- **Option 2:** Preparation of a review article related to and/or builds on the student's dissertation topic but is not the exact topic of the student's dissertation proposal.

For either option 1 or 2: The student is given 2-3 weeks to prepare the proposal or review. These two options need to be decided with approval of the student Advisory Committee. Some variations on these options can be made. These options are preferable over a closed book exam over specific questions.

- **Option 3:** This includes open and/or closed book questions for a specific period of time for each question. All students will be expected to answer questions relative to courses contained in the doctoral program core including courses in statistics and research methods. Other questions on a student's exam will reflect the content of the courses that the student has taken during his course of study. Exam questions also may reflect the student's potential dissertation topic area.

As a general rule, the qualifying examination Option 3 will consist of 5 to 8 questions: As a guide, 2 questions will focus on the content of courses contained in the program core; 1 question will focus on statistics; 1 question will focus on research methodology; and 1 to 3 questions will focus on the student's individual research area of interest. If the student has a declared minor, then one of the questions regarding the student's individual area of interest must focus on the minor area.

The student's Advisory Committee Chairperson will confer with the student regarding the courses taken, areas for the written examination questions, and faculty who taught the courses taken by the student. The Chairperson also should consult with the Advisory Committee members regarding decisions about the questions for the written portion of the examination to ensure sufficient coverage of subject matter and prevent duplication.

Once decisions have been made regarding areas to be covered on the examination, the Advisory Committee Chairperson will send an email to the appropriate faculty asking them to submit questions for the written component of the student's qualifying examination. If the instructor who taught a particular course which covers an area to be included to the examination is no longer teaching at TTU, an examination question will be solicited from the current instructor for the course. Students are encouraged to meet with the course instructors who will be submitting questions for their written qualifying examination in order to gain an understanding of the focus of the question they are likely to have on the examination.

Faculty members submitting questions for the student's qualifying examination should submit their question electronically to the Advisory Committee Chairperson and should indicate the approximate amount of time that the question should require (8 hours, 4 hours, etc.) for purposes of planning the schedule for administration of the questions. For example, questions that are estimated to take 4 hours each could be grouped together for 1 day. The Committee Chairperson will print out a copy of the question with the following information:

- Student's Name
- Subject of the Question
- Time and Date the Question is to be administered
- Whether question is open or closed book
- Name of Faculty Member Who Submitted

The Advisory Committee Chairperson will keep the examination questions in a secure place prior to the administration of the examination. All of the examination questions received by the Committee Chairperson will be included in the student's examination.

Based on the discretion of the Advisory Committee guided by the Chairperson, the questions will be open or closed book. The written portion of the qualifying examination will be given over a 4 to 7 day period. The Advisory Committee Chairperson will instruct the student on the parameters of the exam (open or closed book and what resources are allowed to be consulted). The student will be informed that they are expected to be "on their honor" in regard to completing the examination without any assistance from others. If components of the exam or the entire exam are closed book, the Advisory Committee Chairperson will reserve a room where the student will take the closed book components.

The student will submit all responses for questions on a daily basis to the Advisory Committee Chairperson either by email or on a jump drive, as predetermined by the Chairperson. The student should be instructed to indicate on their electronic answer which question they are answering, put their name as a header or footer for each page of their response to a question, and the response pages must be numbered. The questions must be answered within the time allotted for each question. No requests for additional time to complete a question's response will be honored.

For Options 1, 2, or 3: The written examination questions will be graded prior to the administration of the oral portion of the qualifying examination. The student's Advisory Committee Chairperson will be responsible for distributing a copy of the student's responses to the Advisory Committee Members. This can be done by email requesting

the faculty to grade the response and report the grade to the Committee Chairperson by the indicated date. For Option 3, the Chairperson will send the student's response to the specific faculty member who submitted the question.

The student's responses will be graded as "satisfactory," "partially satisfactory," or "unsatisfactory". Grading of the student's responses to the qualifying examination questions will be based on the following scale:

- **Satisfactory** – response indicates that the student possesses a mastery of the subject area
- **Partially satisfactory** – response lacks sufficient depth and breadth of subject area
- **Unsatisfactory** – the student does not display sufficient mastery of the subject area

The Advisory Committee Chairperson will meet with the student prior to the administration of the oral component of the examination to share the ratings for each question with the student. The Chairperson will keep a copy of the student's exam responses in a secure place in his office. The student may contact the Advisory Committee Members to request clarification and more detail regarding their evaluation of the student's performance prior to the Oral Component of the Qualifying Examination.

Students with disabilities requiring special arrangements to take the qualifying examination should contact the NS program Graduate Coordinator to make the necessary arrangements to be able to complete the examination. To qualify for such arrangements, students should present appropriate verification from the Student Disability Services. Faculty persons are not allowed to provide testing accommodations for the student until appropriate verification from the Student Disability Services has been provided to them.

13.7.2.2 Oral Component

The oral component of the qualifying examination provides an opportunity for the student to clarify and/or elaborate on her written responses to examination questions and to respond to additional questions to indicate mastery of the subject areas if written responses were judged partially satisfactory or unsatisfactory. This component of the examination also provides the opportunity for the student to reflect on responses that were judged satisfactory.

The oral examination should be scheduled within 3 weeks of the written examination. Normally, 2 hours should be blocked for each student's oral examination.

The oral examination is required of all students regardless of the outcome on the written component of the qualifying examination.

All members of the student's Advisory Committee and faculty persons who wrote the questions for the written component of the examination for which the student's response was deemed less than satisfactory are expected to participate in the student's oral examination. The Committee Chair is responsible for scheduling the time for the oral examination and should make every effort to find a time for the exam, which is compatible with the schedules of the other committee members and the faculty writing the exam questions. A Doodle Poll, or other scheduling device, can help with scheduling the oral examination and committee meetings.

The oral examination will proceed as follows:

- The meeting will be convened by the Advisory Committee Chairperson
- The student will be asked to briefly share her academic, research, and employment background (this can be deleted if already shared with the Committee)
- The Committee Chair will share one by one the questions that were posed to the student in the written component of the examination with all faculty persons present at the meeting to facilitate discussion/interaction with the student. Faculty members will take turns asking questions or asking for more clarification or details regarding the student's responses.
- Once questioning of the student is completed, the student will be asked to leave the room in which the oral examination is being held.
- The Advisory Committee, led by the Chairperson, will determine the final outcome of the qualifying examination in accord with the rating policy for the qualifying examination indicated.
- Once a decision is reached regarding the examination outcome, the Advisory Committee Chair will ask the student to return to the examination room and discuss the outcome with her.

13.7.3 Examination Outcomes

The Advisory Committee will make the final decision regarding the following possible outcomes for student's qualifying examination, and the Chairperson of the Advisory Committee will submit the Qualifying Exam Report to the NS Department to upload to the Graduate School.

- **Advanced to Candidacy – Proceed with Dissertation:** All responses to all questions are deemed satisfactory, indicating mastery of the subject areas.
- **Advanced to Candidacy – Proceed with Dissertation Contingent on Successful Completion of Question(s) as Stipulated by Committee*:** Responses to a majority of questions (e.g. 5 if there are 8 total questions) are deemed satisfactory plus responses to 2-3 questions are deemed partially satisfactory and no more than 1 question response is deemed unsatisfactory.

The student must fulfill the remediation contract developed by the Advisory Committee for questions judged partially satisfactory and re-take the examination if a question/subject area is judged unsatisfactory.

(NOTE: The student is required to only retake the qualifying examination for the specific questions/subject area deemed unsatisfactory on the student's first attempt to pass the qualifying examination).

- **Not Advanced to Candidacy** – Any other combination of satisfactory, partially satisfactory, or unsatisfactory. Outcome decision indicates that exam results were unsatisfactory.

* Following the completion of the oral component of the qualifying examination, if remediation is needed, the Chairperson of the student's Advisory Committee will prepare the *Contract for Remediation*. Then the Chairperson will meet with the student to discuss the contract and obtain the student's signature. A copy of the signed contract will be provided to the student. An additional copy will be provided to the NS Graduate Coordinator for placement in the student's file. Chairperson should complete the contract preparation and meet with the student within two weeks of the completion of the oral component of the qualifying examination.

The student will be required to fulfill the remediation contract for questions/subject areas judged partially satisfactory and re-take the examination after a time lapse of no less than 4 months and not more than 12 months from the date of the unsatisfactory examination for questions/subject areas judged unsatisfactory. Failure to pass the qualifying examination within the specified time will result in dismissal from the program, irrespective of performance in other aspects of doctoral study.

As specified in the Graduate School Catalog, failure to pass the qualifying examination within the specified time frame will result in dismissal from the program irrespective of the student's performance in other aspects of their doctoral study.

The remediation contract is developed by the advisory committee in consultation with additional faculty members who wrote examination questions. The remediation contract includes the type of remediation required, conditions for satisfactory fulfillment of the contract, and the date by which it is to be fulfilled.

All requirements of the remediation contract must be met prior to the student's taking the qualifying examination for the second time (unless the contract indicated a longer time period to fulfill the requirements for a specific subject area of the exam, such as taking an additional course). Required remediation for all subject areas must be submitted to the appropriate faculty member at least 30 days prior to the next scheduled qualifying examination. If the remediation is not fully completed by that time or the effort is judged unsatisfactory, the student must take a new exam question for that subject area.

If a student repeats the qualifying examination (whether all of the examination or only parts of the examination), all questions for which a retake of the examination is required must be completed at a satisfactory level. Any other outcome will result in the student's dismissal from the NS Ph.D. Program.

13.7.4 Admission to Candidacy

If the outcome of the Qualifying Examination is that the student is being recommended for advancement to candidacy, the student's dissertation Advisory Committee Chairperson reports the outcome to the Graduate School. The Graduate School's form for reporting the results of the Qualifying Exam can be found at <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php> (click on "Faculty/Staff Forms" and scroll down to "Doctoral program: Qualifying Exam and Admission to Candidacy Recommendation Form." The Advisory Committee Chairperson will complete the form and submit to the NS Coordinator to upload to Graduate School's Sharepoint site, and will also email a copy of the form to the NS Graduate Advisor. (If the outcome of the Qualifying Examination is that the student is NOT being recommended for advancement to candidacy, this should be indicated on the Qualifying Exam/Admission to Candidacy form.)

The Advisory Committee Chair, and all members of the Advisory Committee who are involved in the preparation of questions and evaluation of question responses, are committed to maintain confidentiality regarding the outcome of the student's qualifying examination.

A student must be admitted to candidacy for the doctoral degree at least 4 months prior to her proposed graduation date. In accordance with the Graduate School requirements, the student has 4 years from the semester they are admitted to candidacy or 8 years from their first doctoral semester (whichever comes first) to complete the doctoral degree. If the student passes both examinations and thus is admitted to candidacy, she should start taking NS 8000 dissertation hours.

13.8 Dissertation Proposal

The student should develop a **pre-proposal** of the dissertation to help her solidify initial development of her dissertation topic and to gain input from her dissertation Advisory Committee which would help further the development of a quality dissertation proposal. A dissertation pre-proposal should be a concise document, which contains the following components:

- A statement of the topic of the dissertation and a problem statement explaining the importance of the topic. This statement should indicate what one might

- expect to learn from the dissertation that is not already known, understood, or appreciated.
- A concise review of what has been done on the topic in the past. Specifically, this component should indicate how the proposed dissertation will differ from or expand upon previous work. A basic reference list should be appended to this section of the pre-proposal.
 - A statement of how the data for the dissertation will be collected
 - A statement indicating at least two proposed article topics and where the articles will be published
 - A provisional timetable and budget for completion of the dissertation

An appropriate time period for the student to prepare and present a dissertation pre-proposal would likely be during her second year of doctoral study, either immediately before or after the qualifying exam.

The **dissertation proposal** is an action plan for the dissertation, and is typically 20-30 pages in length. The proposal may be prepared in either the "Chapter Proposal" format or the "Journal Article Proposal" format. Regardless of the format selected, proposed articles that would be developed from the dissertation and the names of journals to which the articles would be submitted for publication should ideally be incorporated into the proposal.

The style guide to be used for the preparation of the dissertation proposal may be either the **Publication Manual of the American Psychological Association (APA)** or other format, such as a specific journal format. **The style guide selected should be reflective of the style guide required by the journals to which the articles derived from the dissertation would be submitted. When students submit their dissertation to the Graduate School Dissertation Coordinator, they will need to specify the format that they used, e.g., APA, JADA, AJCN, etc. If a journal style is specified, students should provide a weblink to the journal guidelines.**

Prior to initiating work on their dissertation research, students must present their dissertation proposal and have the proposal approved by her dissertation Advisory Committee. This meeting will follow the student's successful completion of the qualifying examination.

The student should meet with her dissertation Advisory Committee Chair to schedule a meeting of the Committee for the purpose of presenting her dissertation proposal to the Committee for approval. The meeting should be scheduled at a time convenient to the student and all of the members of the Committee.

The student must distribute a copy of her dissertation proposal to all the members of the Committee at least 2 weeks prior to the scheduled meeting of the Committee. The

copy may be distributed (1) electronically only or (2) electronically plus print, depending on the preference of the Committee members.

The outcome of the proposal defense meeting may be either committee approval of the dissertation proposal or a request for the student to make modifications to the proposal or to further develop the proposal. If modifications to, or further development of, the proposal is required by the Committee, then an additional meeting of the Committee will be required so that the student again presents her modified proposal for approval by the Committee.

When the dissertation Advisory Committee has approved the proposal, the NS Department's *Doctoral Dissertation Proposal Approval* form (from the NS website) should be completed and signed by all of the Committee members. The original form is submitted to the NS Coordinator by the student. The student is then eligible to receive a \$1,000 scholarship from the NS Department. Copies of the form should be retained by the Committee Chair and the student.

Proposal Defense Meeting

To prepare for the proposal defense meeting, the student should prepare a packet of materials to give each Committee Member. The packet should include:

- Cover page with title of the proposal, , the student name, and date
- Meeting agenda
 - Proposal presentation: title of the dissertation proposal
 - Preliminary data discussion: discussing preliminary data, topics, or literature review of pilot study
- Proposal
- Questions to Committee Members: List of questions that the graduate student would like to ask for Committee Members' suggestion

13.9 Final Oral Examination/Dissertation Defense

For a quick look at the defense process, go to the "So you want to defend your thesis or dissertation" document

at <http://www.depts.ttu.edu/gradschool/academic/defense.png>. A final public oral examination, usually over the general field of the dissertation, is required of every candidate for the doctorate and must be held when school is in session and faculty are on duty. The oral examination must be scheduled by the student and the Advisory Committee after the Committee has read the completed dissertation at least once and scheduled prior to the defense deadline during the semester of graduation. Students should present their dissertation to all Committee members **at least three weeks** before the defense date.

In addition, the Graduate School requires three weeks notification prior to the oral examination. Students and/or their chair must recommend a graduate faculty member to serve as the **Graduate Dean's Representative** during the final examination or defense. The **Graduate Dean's Representative** must be a member of the graduate faculty who does not have an appointment in the student's department; this representative's appointment may be in the student's college (COHS) or outside the college. A copy of the dissertation should also be sent to the **Graduate Dean's Representative** three weeks prior to the defense for review. The required **Defense Notification Form** (Appendices F) noting the time, place, and other information concerning the examination is available at <https://www.depts.ttu.edu/gradschool/docs/current/DocNotification.pdf> and should be submitted to the NS Graduate Coordinator at least three weeks before the defense date. **Note: the Graduate Dean's Representative name must be included in the Defense Notification Form; acceptance of the Defense Notification Form by the Graduate School constitutes acceptance of the recommend Graduate Dean's Representative.** The student and/or Committee Chair is responsible for communicating directly with the **Graduate Dean's Representative** to coordinate all details pertaining to the defense.

The Advisory Committee and the Graduate Dean or a member of the graduate faculty designated to act in place of the graduate dean will conduct the examination, in accordance with the Graduate School's guidelines for the final oral examination for the doctoral degree:

<https://www.depts.ttu.edu/gradschool/forms/DoctoralOralDefenseGuidelines.pdf>. All members of the committee participate fully in the examination and cast a vote. At the conclusion of the examination, the Chairperson of the Advisory Committee will notify the NS Graduate Coordinator and the Coordinator will submit the result of the examination to the Graduate School electronically via SharePoint.

The Chairperson will electronically submit the Thesis-Dissertation Oral Defense Approval form, indicating the decision, to the NS Coordinator who will then submit to the Graduate School.

13.10 Dissertation Submission to the Graduate School

Students should follow the Graduate School's requirements for thesis/dissertation development and submission as per these

guidelines: <http://www.depts.ttu.edu/gradschool/academic/ThesesDissertation.php> and

http://www.depts.ttu.edu/gradschool/academic/TD_CompletionRequirements.php

It is important that research conducted is submitted for publication so that the global NS academic community can use the results to further scientific knowledge and understanding. Students should prepare a manuscript for publication (as first author) of dissertation research and findings. If work is not submitted for publication within one

year after dissertation completion, the Advisory Committee Chairperson and Committee Members will have the right to publish research findings. Authorship will include the student's name.

13.11 Time Limits

All requirements for the doctoral degree must be completed within a period of eight consecutive calendar years from acceptance or four years from admission to candidacy, whichever comes first. Graduate credit for coursework taken at Texas Tech more than eight calendar years old at the time of the final oral examination may not be used to satisfy degree requirements. Absent an extension, the student may be permitted to retake the qualifying examination, and upon passing that examination, be readmitted to candidacy by the Graduate Council for some period of time not to exceed four years. Final corrected electronic copies of the dissertation must be received in the Graduate School no later than one year after the final examination or within the eight-year or four-year time limit, whichever occurs first. Failure to complete this step will result in the degree not being awarded.

13.12 Summary of Ph.D. Program Forms

For forms mentioned in this manual, visit the NS SharePoint

<https://sharepoint13.itts.ttu.edu/chs/NS/SitePages/Home.aspx> or visit the Graduate School site: <http://www.depts.ttu.edu/gradschool/academic/FormsResources.php>. For your convenience, a summary of the forms is included below.

- Doctoral Degree Plan
Form: http://www.depts.ttu.edu/gradschool/academic/docs/DoctoralDegreePlanForm_Updated.pdf
- Dissertation Proposal Approval Form
- Doctoral Student Annual Review" template
- Master's and Doctoral Defense Notification Form:
https://www.depts.ttu.edu/gradschool/media/defNOTIFICATION2016_VFinal.pdf
- Oral Defense and Thesis-Dissertation Approval
Form: <http://www.depts.ttu.edu/gradschool/academic/docs/Oral-Exam-and-Thesis-Dissertation-Approval-Form.pdf>

Appendix

- A. NS Order Form Template
- B. Travel Application
- C. Proposal Approval Form (M.S.)
- D. Proposal Approval Form (Ph.D.)
- E. Doctoral Degree Plan form (completed example)
- F. Degree Plan- M.S. in Nutritional Sciences- Thesis
- G. Degree Plan- M.S. in Nutritional Sciences- Non- Thesis
- H. Degree Plan- Dietetic Internship with M.S. in Nutrition and Dietetics
- I. Degree Plan- Dietetic Internship with M.S. in Nutrition and Dietetics- Thesis
- J. Degree Plan- Online M.S. in Nutrition & Dietetics
- K. Degree Plan- Ph.D. in Nutritional Sciences

Department of Nutritional Sciences Order Form

*Please complete form in its entirety and send to Ashley Wenzel.
Ashley.Wenzel@ttu.edu*

Date:

Faculty:

Account:

VENDOR:

Item	Vendor's Catalog No.	Size	Qty.	Unit price	Total Price	Product Type (Chemical, Antibody, Supplies, Etc.)

VENDOR:

Item	Vendor's Catalog No.	Size	Qty.	Unit price	Total Price	Product Type (Chemical, Antibody, Supplies, Etc.)

VENDOR:

Item	Vendor's Catalog No.	Size	Qty.	Unit price	Total Price	Product Type (Chemical, Antibody, Supplies, Etc.)

****NOTE: THIS FORM IS NOT FOR PRIMERS.****

If Primers need to be ordered, please request the correct form from Ashley Wenzel

NS Departmental Travel Application

Name of traveler:		R#:	
	Departure date/time:	Return date/time:	Destination City, State:
Date and time of Travel:			
Conference Name:			
How was Registration Paid? (PO/pCARD/ Traveler):			
Purpose of travel: Please be detailed; provide the benefit to NS and TTU			
Name of Presentation & Publication Plans:			

Estimated Costs:	Airfare:	Lodging:	Car Rental:
	\$0.00	\$0.00	\$0.00
	Parking:	Taxi:	Meals: Per Diem?
	\$0.00	\$0.00	Yes / No
Personal Auto Mileage:	Starting Point (address):	Destination (address):	Total Mileage:
			0
			0
	Mileage Cost:		\$0.00
			Explain Any Additional Charges:
Total Cost:	\$0.00		
Advance?	Yes / No		

Account Name/FOP #:	
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<u>International Travel</u>	
List <i>ALL</i> Destinations: <i>To include: city, state, country</i>	
Destination Contacts: <i>To include name and email/phone</i>	
Destination Affiliations: <i>Institute, company, university, etc</i>	
Business Equipmnt/Supplies:	

**Department of Nutritional Sciences
College of Human Sciences
Texas Tech University
Master's Thesis Proposal Approval Form**

(Proposed Title of Thesis)

Name of Graduate Student / R-number

Date Approved

Approved By:
Signatures

Chairperson of Committee

Once approved, take a signed copy to the Nutritional Sciences Department (make a copy for yourself).

**Department of Nutritional Sciences
College of Human Sciences
Texas Tech University
Doctoral Dissertation Proposal Approval Form**

(Proposed Title of Dissertation)

Name of Graduate Student / R-number

Date Approved

Approved By:
Signatures

Chairperson of Committee

Once approved, take a signed copy to the Nutritional Sciences Department (make a copy for yourself).

Doctoral Degree Plan Form

After admission to a degree program, every applicant for the Doctoral degree is required to complete and submit one copy of this form to the Graduate School for approval before the second semester of enrollment in the program. This document should be submitted by the advisor via the Graduate School Sharepoint.

Student R#:

Full legal name:

Date:

Mailing street address:

Zip Code:

Degree sought (PhD, EDD, etc.):

Expected Graduation Term:

Major:

Minor (if declared):

Concentration:

Previous Degree(s)

Institution

Year Awarded

Dissertation Committee:

Doctoral Committee Chair:

Dissertation Title:

Coursework

This section of the Degree Plan form should list all courses to be attributed to the student's degree. Please provide the TTU Course prefix and number, and the credit hours of these courses, especially for courses with variable credit hours, such as 6000, 7000, 8000 but courses numbers like: 5093 or 6Q51

Major and Minor Coursework

Leveling or Tools
(if required)

Transfer
Institution

Transfer Course

TTU Equivalent

*Transfer coursework should be submitted to Sharepoint via the Transfer Coursework Request Form. This helps us to identify and process transfer coursework requests in an organized way. Please indicate AT LEAST the TTU course equivalents that will be transferred for this student. Note: No more than 6 hours may be transferred on a Master's program, and 30 hours on a PhD program. Grades below a B or taken as Pass/Fail will NOT be accepted for transfer work.

Gain signature from Grad Advisor

AND Research Mentor

Signature of Graduate Advisor for the Major Department

Signature of Graduate Advisor for the Minor Department (if declared)

Graduate Dean

Date

Approved

Conditional Approval

Not Approved

Remarks or conditions of approval:

Approval of this form by the Dean of the Graduate School merely indicates that the proposed program is acceptable; it carries no assurance of the applicant's attainment of a degree. Changes to this program may be made only with the approval of the department concerned and the Graduate School, using the forms available in the Graduate School Sharepoint portal. Conditions for approval

Please submit this document to the Graduate School Enrollment Services Sharepoint portal or to the Sharepoint contact of your department for processing.

For additional information or assistance, please contact the graduate school at: em_gradschool@ttu.edu or (806) 742-2787

Master of Science in Nutritional Sciences
Texas Tech University

Traditional Master's: Thesis Option

Total 33 hours = 14 hours of Core Courses + 6 hours of Master's Thesis + 13 hours of Electives

NS Core Courses (required) = 14 hours

NS 5342: Biostatistics in Nutrition	NS 6118: Seminar (Nutrition & Obesity)	NS 5365: Vitamins and Minerals
*NS 5118: Seminar (Professional Communications or US Foods)	NS 5330: Intro to Nutrition Research	NS 5370: Carbohydrates, Proteins, and Lipids

NS Master's Thesis = 6 hours

NS 6000: Master's Thesis. Only 6 hours count toward the degree plan. Permission from research mentor is needed to enroll.
Continuous enrollment in NS 6000 is required once students start taking these credits.

Electives = 13 hours

NS Electives (at least 7 hours)		Non-NS Electives (max 6 hours)
Face-to-Face Courses	Online Courses	
NS 5348: Lab Techniques		RHIM 5310: Sensory Evaluation of Food
NS 5350: Nutritional Pathophysiology	NS 6310: Nutrition Education	RHIM 5385: Focus Group Research Methods
NS 5360: Advanced Community Nutrition	NS 6318: Maternal & Child Nutrition	ADRS 5310: Issues of Addiction & Recovery
NS 6315: Genetic Regulation of Metabolism	NS 6325: Nutrition, Exercise, and Sport	BTEC 5322: Bioinformatics
NS 6320: Nutrition Epidemiology	NS 6330: Nutritional Supplements and Ergogenic Aids	SOC 5316: Social Gerontology of Aging
NS 6335: Motivating Health Behavior --Coaching Theory and Application	NS 6360: Issues of Food & Nutrition Security	EDHE 5342: College Teaching
NS 6340 - Nutrition & Chronic Disease, <i>Topics rotate: obesity & diabetes OR cardiovascular disease & cancer</i>	NS 6365: Obesity Management for the Clinical Practitioner	EDIT 5318: Digital Literacy, online
NS 6345: Nutrition Immunology		EDIT 5325: Planning and Developing Instructional Media, online
NS 6350: Advanced Research Methods		KIN 5330: Health Issues for the Active Female-often offered online in summer.
**NS 5000: Independent Study (<i>no more than 6 hours can count toward degree</i>)		KIN: 5317: Seminar; typically an online class with different focus depending on the semester.
<i>Other online NS courses can be taken with special approval.</i>		<i>Ex: Issues for active female, strength & conditioning, etc.</i>

You may take any other TTU Graduate class where you meet the prerequisites and feel would add to your knowledge and skills for the future.

NOTES:

*The US Food Service Seminar, held in May each year, can count as 1 NS 5118 credit.

****NS 5000** : Faculty permission & extended titles are required. Students can take as many hours as they would like but **ONLY 6 hours** can count toward their degree plan.

Master of Science in Nutritional Sciences
Texas Tech University

Traditional Master's: Non-Thesis Option
Total 36 hours = 14 hours of Core Courses + 22 hours of Electives

NS Core Courses (required) = 14 hours

NS 5342: Biostatistics in Nutrition	NS 6118: Seminar (Nutrition & Obesity)	NS 5365: Vitamins and Minerals
*NS 5118: Seminar (Professional Communications or US Foods)	NS 5330: Intro to Nutrition Research	NS 5370: Carbohydrates, Proteins, and Lipids

Electives = 22 hours

NS Electives (at least 13 hours)		Non-NS Electives (max 6 hours)
Face-to-Face Courses	Online Courses	
NS 5348: Lab Techniques		RHIM 5310: Sensory Evaluation of Food
NS 5350: Nutritional Pathophysiology	NS 6310: Nutrition Education	RHIM 5385: Focus Group Research Methods
NS 5360: Advanced Community Nutrition	NS 6318: Maternal & Child Nutrition	ADRS 5310: Issues of Addiction & Recovery
NS 6315: Genetic Regulation of Metabolism	NS 6325: Nutrition, Exercise, and Sport	BTEC 5322: Bioinformatics
NS 6320: Nutrition Epidemiology	NS 6330: Nutritional Supplements and Ergogenic Aids	SOC 5316: Social Gerontology of Aging
NS 6335: Motivating Health Behavior --Coaching Theory and Application	NS 6360: Issues of Food & Nutrition Security	EDHE 5342: College Teaching
NS 6340 - Nutrition & Chronic Disease, <i>Topics rotate: obesity & diabetes OR cardiovascular disease & cancer</i>	NS 6365: Obesity Management for the Clinical Practitioner	EDIT 5318: Digital Literacy, online
NS 6345: Nutrition Immunology		EDIT 5325: Planning and Developing Instructional Media, online
NS 6350: Advanced Research Methods		KIN 5330: Health Issues for the Active Female-often offered online in summer.
**NS 5000: Independent Study (<i>no more than 6 hours can count toward degree</i>)		KIN: 5317: Seminar; typically an online class with different focus depending on the semester.
<i>Other online NS courses can be taken with special approval.</i>		<i>Ex: Issues for active female, strength & conditioning, etc.</i>

You may take any other TTU Graduate class where you meet the prerequisites and feel would add to your knowledge and skills for the future.

NOTES:	*The US Food Service Seminar, held in May each year, can count as 1 NS 5118 credit.	**NS 5000 : Faculty permission & extended titles are required. Students can take as many hours as they would like but ONLY 6 hours can count toward their degree plan.
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Texas Tech University
Online Master's in Nutrition & Dietetics for TTU Dietetic Interns (DI cohort)

Required NS Core Courses = 12 hours		TOTAL HOURS REQUIRED		Internship Requirements = 6 hours	
NS 5330: Intro to Nutrition Research		Total Hours Required for a Non-Thesis Degree = 33 hours		NS 5601: Dietetic Internship--enroll twice as part of supervised practice; does not count toward degree plan	
NS 5342: Biostatistics in Nutrition OR EPSY 5380				NS 5334: Applied Medical Nutrition Therapy presented as face to face class in a 3 week mini session every January	
NS 5347: Clinical Applications: Vitamins & Minerals				NS 5313: Clinical Nutrition Applications	
NS 5346: Clinical Applications: Carbohydrates, Proteins, and Lipids					
Exit Exams					
In final semester of graduate courses, student must take exit exams over required core courses in the degree plan. Exams are on Blackboard and must be taken at a proctored, testing site located close to where student lives.				NS 5330: Intro to Nutrition Research	
				NS 5347: Vitamins & Minerals	
				NS 5346: Carbs, Proteins, and Lipids	
Dietetic Practice Based Electives = Select 5 courses					
NS 5338: Bariatric Nutrition		NS 5311: Obesity Management for the Clinical Practioner		The following 3 courses may have a live discussion through Blackboard associated with it. Check to make sure the time will work with your schedule.	
NS 5339: Nutrition for Eating Disorders		NS 6318: Maternal & Child Nutrition			
NS 5337: Nutrition Support		NS 6325: Nutrition, Exercise, and Sports			
NS 5340: Pediatric Nutrition		NS 6330: Sports Supplements & Ergogenic Aids		-----	
NS 5341: Nutrition and Gastrointestinal Diseases				NS 5331: Issues in Nutrition: Food Security	
NS 5344: Nutrition and Geriatrics				NS 6310: Nutrition Education	
NS 5343: Diabetes and Nutrition Management				NS 5345: Sustainability of Global Food Supplies	

Texas Tech University Online Master's in Nutrition & Dietetics for TTU Dietetic Interns (DI cohort), Thesis option		
Required NS Core Courses = 13 hours	TOTAL HOURS REQUIRED	Internship Requirements = 12 hours
NS 5330: Intro to Nutrition Research	Total Hours Required for a Thesis Degree = 37 hours	NS 5601: Dietetic Internship--enroll twice as part of supervised practice; counts only once toward degree plan.
NS 5342: Biostatistics in Nutrition OR EPSY 5380		NS 5334: Applied Medical Nutrition Therapy presented as face to face class in a 3 week mini session every January
NS 5347: Clinical Applications: Vitamins & Minerals	<i>To be eligible for this degree plan, a student must be accepted into or have completed a dietetic internship or have RD/RDN credentials</i>	NS 5313: Clinical Nutrition Applications
NS 5346: Clinical Applications: Carbohydrates, Proteins, and Lipids		Thesis Hours = 6 hours
NS 5118: Seminar (only 1 hour required)		Master's Thesis Courses: in the final 2 semesters, student must enroll in NS 6000 (3 hours each semester). Will have to keep enrolling in thesis hours if not completed within 2 semesters.
Dietetic Practice Based Electives = Select 2 courses		
NS 5338: Bariatric Nutrition	NS 5311: Obesity Management for the Clinical Practitioner	The following 3 courses may have a live discussion through Blackboard associated with it. Check to make sure the time will work with your schedule.
NS 5339: Nutrition for Eating Disorders	NS 6318: Maternal & Child Nutrition	
NS 5337: Nutrition Support	NS 6325: Nutrition, Exercise, and Sports	
NS 5340: Pediatric Nutrition	NS 6330: Sports Supplements & Ergogenic Aids	NS 5331: Issues in Nutrition: Food Security
NS 5341: Nutrition and Gastrointestinal Diseases		NS 6310: Nutrition Education
NS 5344: Nutrition and Geriatrics		NS 5345: Sustainability of Global Food Supplies
NS 5343: Diabetes and Nutrition Management		

Texas Tech University
Online Master's in Nutrition & Dietetics

Required NS Core Courses = 12 hours		TOTAL HOURS REQUIRED	Exit Exams
NS 5330: Intro to Nutrition Research	Total Hours Required for a Non-Thesis Degree = 33 hours <i>To be eligible for this degree plan, students must have one of the following: DPD verification statement accepted/completed a dietetic internship RD/RDN credentials</i>	In final semester of graduate courses, student must take exit exams over required core courses in the degree plan. Exams are on Blackboard and must be taken at a proctored, testing site located close to where student lives. <u>Exams will include:</u> NS 5330: Intro to Nutrition Research NS 5347: Vitamins and Minerals NS 5346: Carbs, Proteins, and Lipids	
NS 5342: Biostatistics in Nutrition OR EPSY 5380			
NS 5347: Clinical Applications: Vitamins and Minerals			
NS 5346: Clinical Applications: Carbohydrates, Proteins, and Lipids			
Dietetic Practice Based Electives, Select 7 courses			
NS 5338: Bariatric Nutrition	NS 6365: Obesity Management for the Clinical Practioner	The following 3 courses may have a live discussion through Blackboard associated with it. Check to make sure the time will work with your schedule.	
NS 5339: Nutrition for Eating Disorders	NS 6318: Maternal & Child Nutrition		
NS 5337: Nutrition Support	NS 6325: Nutrition, Exercise, and Sports		
NS 5340: Pediatric Nutrition	NS 6330: Sports Supplements & Ergogenic Aids	NS 5331: Issues in Nutrition: Food Security	
NS 5341: Nutrition and Gastrointestinal Diseases		NS 5345: Sustainability of Global Food Supplies	
NS 5344: Nutrition and Geriatrics		NS 6310: Nutrition Education	
NS 5343: Diabetes and Nutrition Management			

Doctor of Philosophy in Nutritional Sciences
Texas Tech University

Doctoral Degree Plan

Total 72 hours (after BS) = 15 hours of Core Courses + 12 hours of Dissertation + 45 hours of Electives

NS Core Courses (required) = 15 hours

NS 5370: Carbohydrates, Proteins & Lipids	NS 5365: Vitamins & Minerals	NS 5342: Biostatistics
NS 6350: Advanced Research Methods	NS 5118: Seminar- Professional Coms (take once)	NS 6118: Seminar- Nutrition (take twice)

NS Doctor's Dissertation = 12 hours

NS 8000: Doctor's Dissertation. Only 12 hours count toward the degree plan. Permission from research mentor is needed to enroll. Begin taking NS 8000 after passing Qualifying Exam and gaining approval of proposal. Continuous enrollment in NS 8000 is required once students start taking these credits.

*Electives = 45 hours

Track 1: Community Nutrition	Track 2: Nutritional Biochemistry and Physiology	Track 3: Clinical Nutrition
Choose 2 of the following courses:	Required courses:	Choose 4 of the following courses:
NS 5360: Advanced Community Nutrition	NS 6345: Nutrition Immunology	NS 5348: Lab Techniques
NS 6310: Nutrition Education	NS 6315: Genetic Regulation of Metabolism	NS 6365: Obesity Management
NS 6360: Issues in Food & Nutrition Security	NS 6340: Nutrition & Chronic Disease	NS 5339: Nutrition & Eating Disorders
Plus 3 of the following courses:	Plus 1 of the following courses:	NS 5360: Advanced Community Nutrition
NS 5344: Nutrition & Geriatrics	NS 5348: Lab Techniques	NS 6315: Genetic Regulation of Metabolism
NS 6365: Obesity Management	BIOL 5301: Advanced Genetics	NS 6335: Motivating Health Behavior
NS 5345: Nutr & Sustainability of Global Food Supps	BIOL 5302: Advanced Cell Biology	NS 6340: Nutrition & Chronic Disease
NS 6318: Maternal & Child Nutrition	BIOL 5303: Advanced Experimental Cell Biology	NS 6345: Nutrition Immunology
NS 6320: Nutrition Epidemiology	BIOL 5306: Advanced Cancer Biology	ANSC 5201: Ethical Behavior & Integrity in Scientific Research
NS 6335: Motivating Health Behavior	BIOL 5320: Advanced Molecular Biology	HPPA 5301: Clinical Laboratory
NS 6340: Nutrition & Chronic Disease	BTEC 5322: Bioinformatics: Methodologies & Applications	HPPA 5302: Pathology
NS 6345: Nutrition Immunology	BTEC 5338: Methods in Biotechnology	HPMP 5301: Management of the Molecular Clinical Laboratory
COMS 5302: Intercultural Communications	BTEC 6301: Introduction to Biotechnology	
COMS 5314: Prof. Coms. in Health, Sci., and Tech.	CHEM 5334: Principles of Biochemistry	KIN 5334: Clinical Exercise Testing & Prescription
PUAD 5334: Healthcare Policy & Administration		PSY 5409: Clinical Neuropsychology
PUAD 5335: Management of Nonprofit Orgs		PSY 5377: Behavioral Medicine
PUAD 5352: Public Policy Analysis		
RHIM 5385: Focus Group Research Methods		

NOTES:

NS 5000 & NS 7000: Faculty permission & extended titles required. Students can take as many hours as they'd like but ONLY 12 hours can count toward their degree plan.

***Electives:** In addition to those required for individual tracks, additional courses could be taken from other tracks.

Transfer Credits: Students can transfer in no more than 30 hours total from their Master's Degree. These can be applied as core courses, track specific courses, or electives.